

# Welcome to the School Payment Scheme



What do I need to do next?

## Activate...

Step 1

To set up your account, simply fax your signed SPS confirmation letter to **0843 659 6840**.



Step 2

Send us a list of children that you wish to pay for or, alternatively, ensure that parents return their completed registration forms.

### NOTE:

Under-fives can also be moved – they will continue to receive free milk up until the Friday before their fifth birthday

### NOTE:

Any changes made before 12pm on a Tuesday will take effect from the following week

## Maintain...

Step 1

Login online via the **Manage your account** option at **www.coolmilk.com**



Step 2

Select **Manage my account** from the right-hand menu and then click the **SPS** button.

Step 3

Select the children that YOU wish to pay for on the left-hand side and click **move**. The school will then be billed for all future milk deliveries made for those children.

Step 4

When you see those children selected on the right hand side, click **save changes**.

If you no longer wish to pay for a specific child, simply select the child from the right and move them back to the left. **Remember to save changes!**

## Pay...

You will receive a consolidated invoice each month requesting payment for any milk sent for those children during the previous month.

