On-line payments
On-line payment site

From the **Home** page on the main website click on the **Members login** button as below:

At the login use the following details:
**Login**: LucyCav
**Password**: Lucy14

Once through, click on the **Bookings and Bills** button:

The following screen will display:
Click on the **Cambridge Users – Login using Raven** button on the left. The **Visitors** button on the right is for booking formal halls for those without a **Raven** login. New students should wait until they have received their Raven CRSID and then click on the **Cambridge Users** button not the **Visitors** button.

Login using your **Raven CRSID** as I have done below:

![Raven Login](image)

This will take you through to the main site. Messages will be put up from time to time as below. Click on the **Continue** button to take you through to your individual portal site:

![Continue Button](image)

There are several tabs at the top of your portal site, the first four relating to booking a formal hall or topping up your account and the fifth for paying your fees and charges bill(s).
To pay your outstanding balance click on the **Fees and Charges** tab and to top up your account click on the **EPOS** tab:

Your outstanding balance will show as above.

If you pay by **Credit Card** there will be a 1% charge, there is no charge for **Debit Cards**.

Input the **Amount** you wish to pay, **View** the Terms and Conditions and if you agree, click in the box to signify you agree. If you have selected to pay by **Credit Card** you will get a message that you will be charged an extra 1%.

Once complete, click on the **Make Payment** button. This will take you through to the next screen to input your credit or debit card details as below:
Complete the above fields and then click on the Complete Payment button.

If you are successful the next screen will display:

Lucy Cavendish College, Cambridge - Transaction Completed

Your transaction has been authorised and your card will be billed for GBP 10.10 GBP.

Please note your transaction reference number: 104090311 and print or save this page for your records.

Return To Lucy Cavendish College

Additionally, you will get an email from our on-line bank confirming your payment.
Please note, once the secure payment process has taken place, you will be taken back out to the main login screen. This is to make the process as secure as possible.