



Lucy Cavendish College
University of Cambridge

Fees and charges account

On-line payments

On-line payment site

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

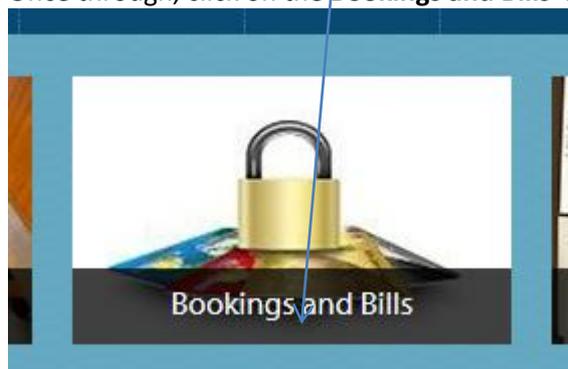


At the login use the following details:

Login: LucyCav

Password: Lucy14

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



The following screen will display:

 Lucy Cavendish College
University of Cambridge

Welcome to the Bill Payment, MMC top-up and Formal Hall booking site.

Cambridge Users - Login using Raven



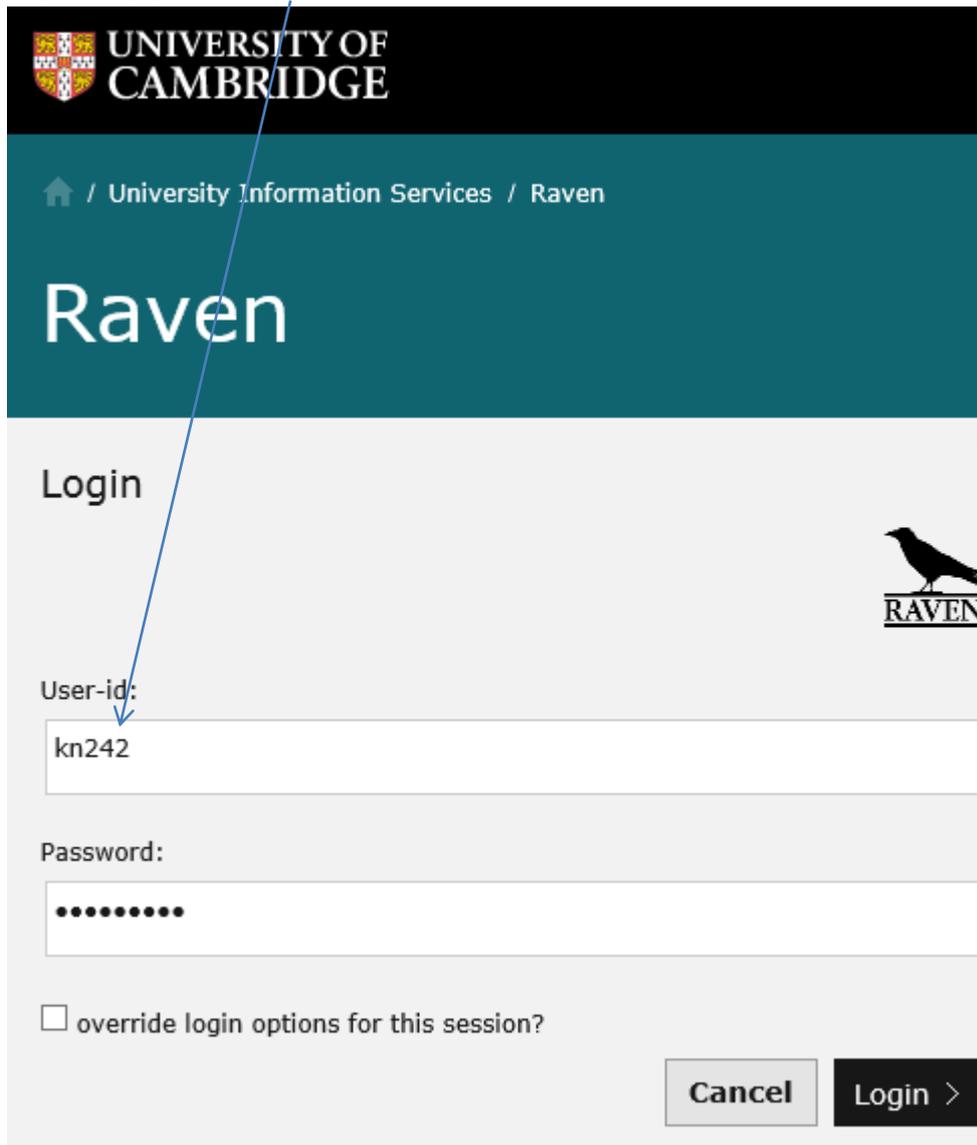
Visitors - Login Using EPOS Credentials



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:



UNIVERSITY OF CAMBRIDGE

Home / University Information Services / Raven

Raven

Login

User-id:
kn242

Password:
●●●●●●●●

override login options for this session?

Cancel Login >

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:

Lucy Cavendish Formal Hall and Payments/MMC top up

[Meal Booking and Bill Payments](#)
Welcome to the bill payment, MMC top-up and formal hall booking site.
From here you can pay your bills, top up your meals account and manage your formal hall bookings.
Please note, formal halls for the new academic year (2017-18) will be made available on this site at the end of August for booking.
Please contact the Bursary on 01223 764014 or e-mail lcc-bursary@lucy-cav.cam.ac.uk if you need any further information.

Continue



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:

Meal Booking | Change My Normal Meals | Block Book/Cancel | Change Password | EPOS | Fees and Charges | Log

● Fees and Charges

Fees and Charges Balance: 0.00

Pay Fees and Charges

Card Type

Amount GBP

[View](#) I Accept All Terms and Conditions

Make Payment

Fees and Charges History

Tue 05 Dec 2017	LUCY101106	LENT 2018
Thu 28 Sep 2017	LUCY100743	MICHAELMAS 2017
Fri 01 Sep 2017	LUCY100385	17-18

Print

Your outstanding balance will show as above.

Input the **Amount** you wish to pay, **View** the Terms and Conditions and if you agree, click in the box to signify you agree.

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:

Secure Payment Form

Lucy Cavendish College, Cambridge

Your Payment :

Top-Up	10.10 GBP
Transaction Charge	0.00 GBP
Total	10.10 GBP

Card Holder Details - * indicates a required field.

Name:	<input type="text"/>	*
Email address:	<input type="text"/>	*
Phone number:	<input type="text"/>	*
Street:	<input type="text"/>	*
City/Town:	<input type="text"/>	*
County:	<input type="text"/>	*
Postcode:	<input type="text"/>	*
Card type:	<input type="text" value="Credit Card"/>	*
Card number:	<input type="text"/>	*
Issue number:	<input type="checkbox"/> (Switch cards only)	
Start date:	<input type="text" value="01"/> / <input type="text" value="07"/>	
Expiry date:	<input type="text" value="01"/> / <input type="text" value="17"/>	*
CV2 number:	<input type="text"/>	*
<input type="button" value="Complete Payment"/>		

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.