

Online Payments



- Log into your online banking.
- Log into your account that you wish to make payment from.
- [Find Transfers](#)> Paybills/ Make Payments (Any other term that allows you to make one off payments out of your account).
- You will then need to [create a new transfer/bill payment](#). Select & follow prompts (*Lloyds customers will be asked if they wish to 'pay bill' or 'pay a person', you must select 'pay a person'*).

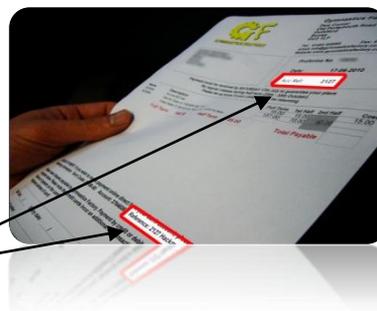
You should be prompted to enter *account details* (sort code & account number), *recipient* & a *reference*. These are;

sort code: [30-99-80](#)

Account Number: [37646068](#)

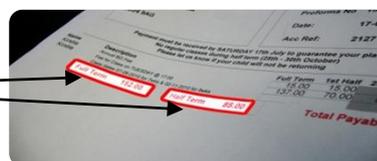
Recipient: [Gymnastics Factory](#)

Reference: *Surname & 4 digit Gymnastics Factory Account Reference*, (for example; [Smith 0001](#)).



- You may be asked during the set up, the amount that you wish to transfer. Alternatively you may have to set up the transfer first and then return to it to make the payment.

- The amounts that you will need are highlighted in red in the centre of your invoice. You can pay for either a half or a full term (*10% cheaper*).



- [Enter the amount that you wish to pay](#), double check all the details above are correct and [submit the payment](#).
- You should [print the payment summary for your records](#) and allow up to 4 working days for your money to reach our account.