**Internet Payments Service Instructions**

Oldham Markets only accepts payment of market charges and fees by credit or debit card. Payment needs to be made using the Council’s Internet Payments Service.

1. Finding the Internet Payments Service

* Go to the Oldham Markets webpage: [www.oldham.gov.uk/markets](http://www.oldham.gov.uk/markets)
* From the different buttons, select ‘Payment of Market Charges and Fees’

1. Finding the Markets Payment Function

* From the list of items, select ‘Miscellaneous Payments’
* From the drop-down box, select ‘Markets’

1. Finding the Charge / Fee that You Want to Pay

* From the drop-down box again, select the relevant item to pay (for example, Stall – Tommyfield Car Boot – Sunday)

1. Entering Your Details

|  |  |
| --- | --- |
| Account Name | This is your name (for example, J Bloggs) |
| Address 1 | This is the first line of your home address (for example, 1 Albion St) |
| Post Code | This is your post code (for example, OL1 3BG) |
| Amount | This is the total cost of your item. The Markets Team will have indicated the amount to pay when you made your stall reservation.  Select the first box, and then enter the pounds  Select the second box, and then enter the pence |

1. Checking Your Order

* Check the amount that you have entered is correct
* If it has been entered incorrectly, select ‘Edit’
* If you want to add another item (for example, Storage – Tommyfield Market), click ‘Add Item or Go Back’

1. Entering the Card Payment Details

|  |  |
| --- | --- |
| Card Number | Enter your credit or debit card number  This is the long number across the centre of the card and should be entered without any spaces |
| Security Code | This is the last 3 digits on the security strip on the back of your card |

1. Entering the Card Holder’s Details

|  |  |
| --- | --- |
| Email | If you want a Payment Receipt to be emailed to you, enter your email address |

1. Confirming the Payment

* Check all the details are correct
* If correct, click ‘Make Payment’

**Markets Team**

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