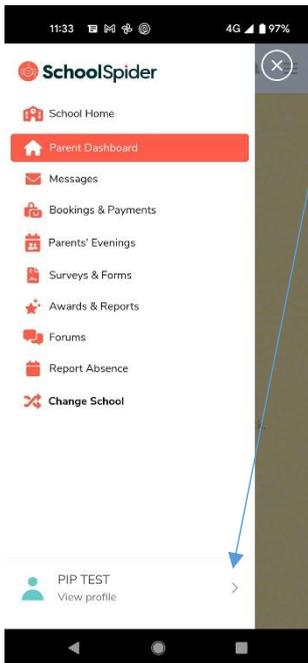
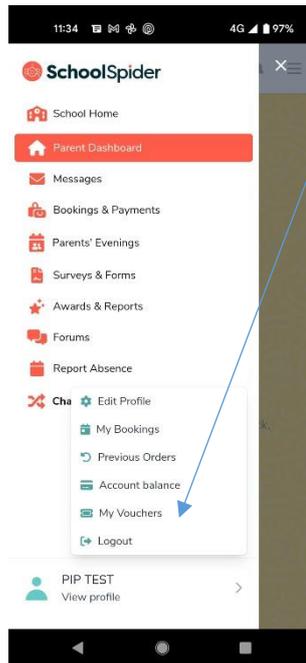


School Spider Instructions – Childcare Vouchers/HMRC Tax Free Childcare

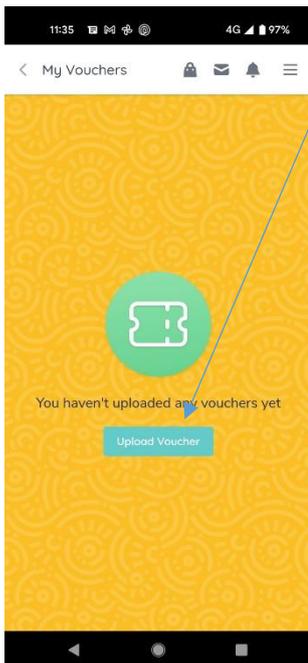
ADDING A VOUCHER



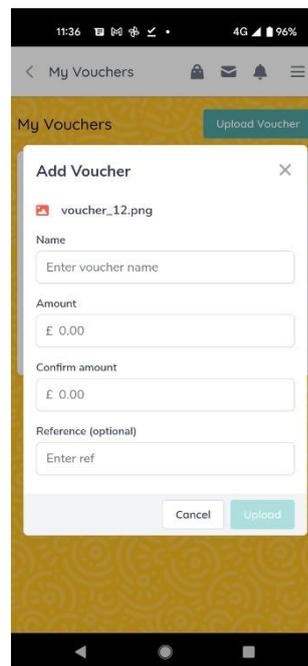
Click to expand



Click on My Vouchers

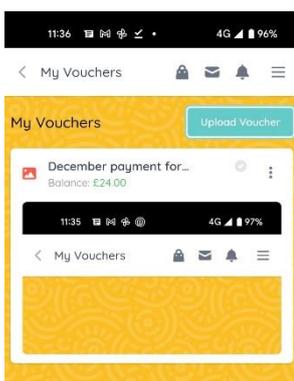


Click to Upload Voucher



You will be asked to choose a file. This can be an email confirmation or screenshot of a payment you have made to your voucher company. We will verify it against payment received into the bank account.

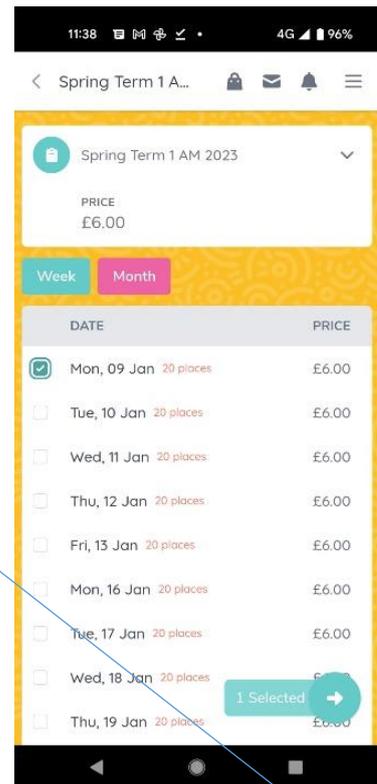
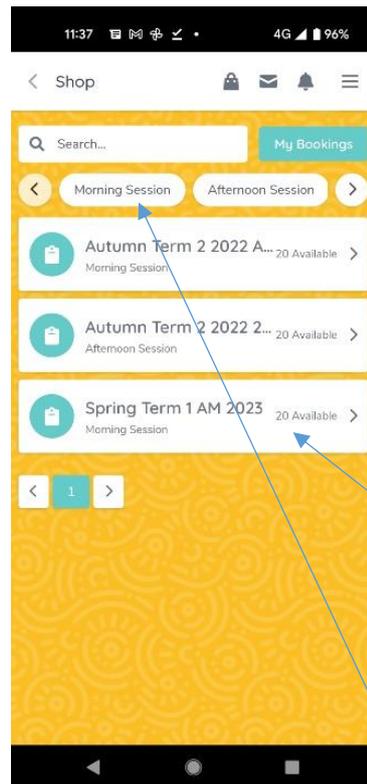
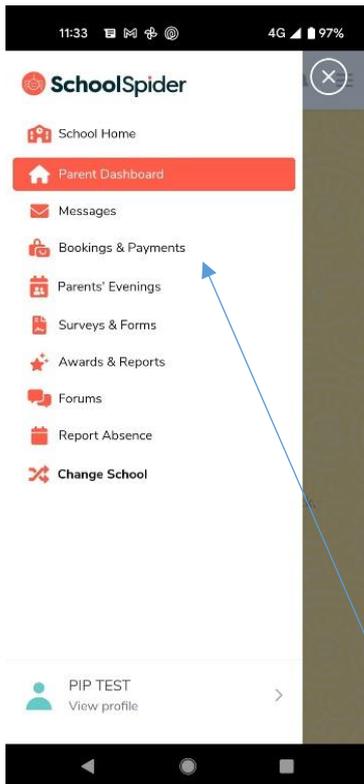
Enter all the details and click on upload.



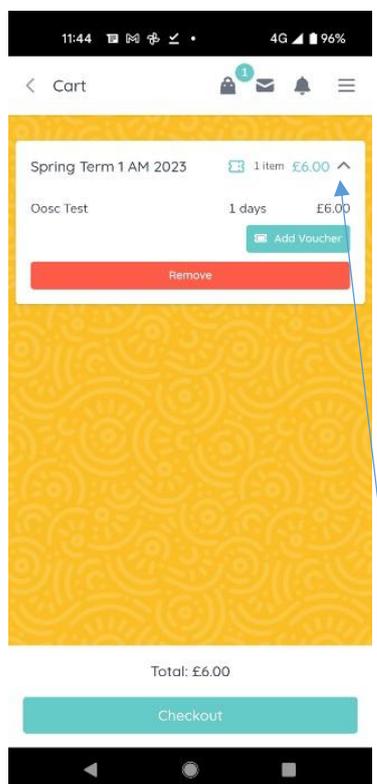
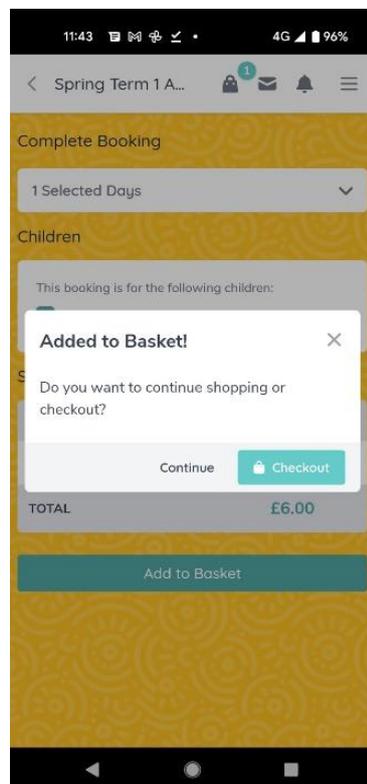
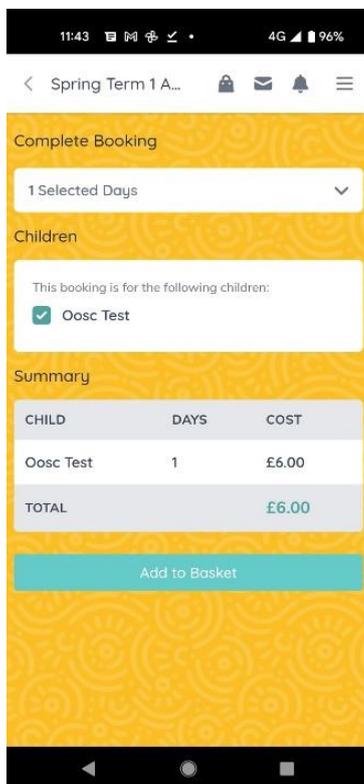
Once successfully loaded your screen should look like this.

School Spider Instructions – Childcare Vouchers/HMRC Tax Free Childcare

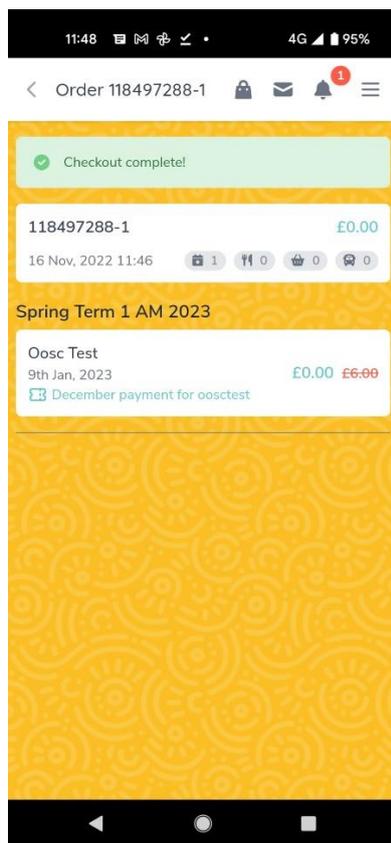
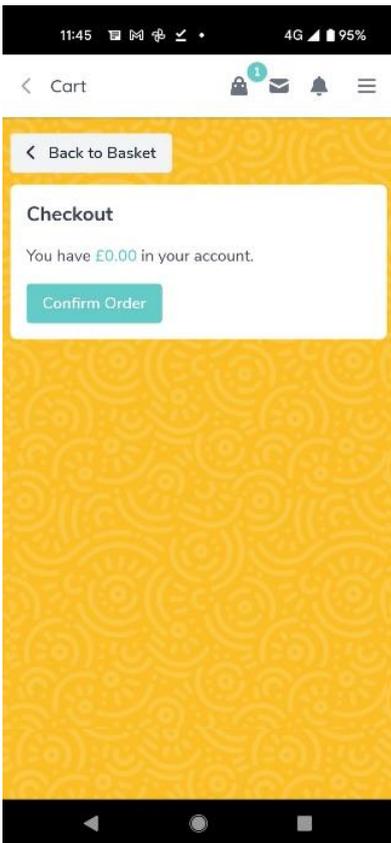
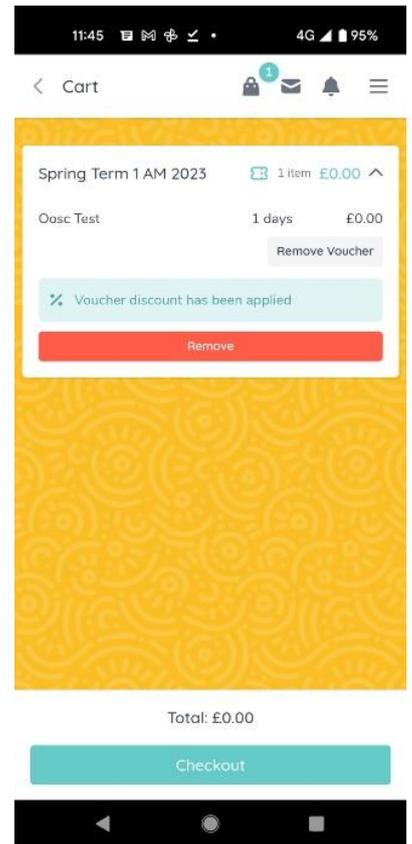
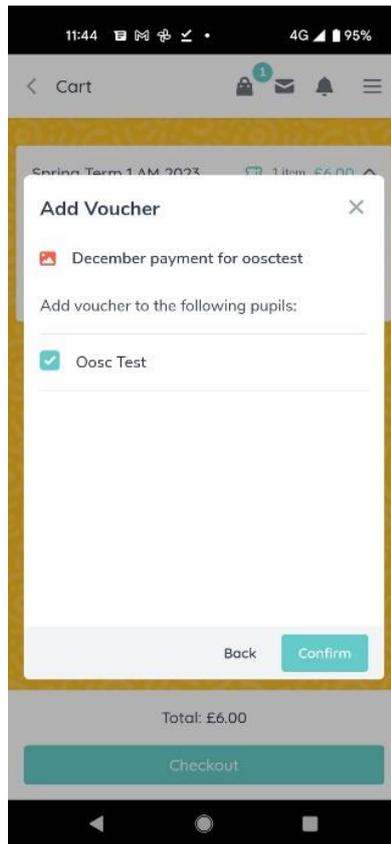
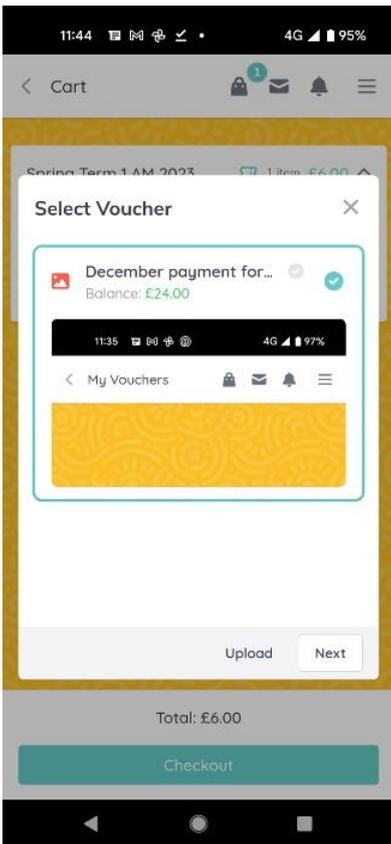
USING A VOUCHER



To make a booking click on Bookings & Payments. Select your session Morning or Afternoon. Click on the available term and it will bring up all available dates. Dates will only be available to book up to 24 hours prior to the session. If a date isn't showing available and it's more than 24 hours, please check it hasn't already been booked. Select all your dates and click on the arrow.



Click through the next few steps until you click on Checkout. Once to see your basket screen you will need to click on the small arrow to expand your selection. This will then show you what vouchers you have available.



You should be able to click through the next few screens after selecting your voucher. It is right that the cost shows as £0.00 as this means the app will not ask you for payment. Payment is taken directly from your voucher balance.