

Making an Online Payment with Easy Payments Plus



Step 1

To access the system, go to the homepage of the Dental Council's website www.dentalcouncil.ie and select the 'Pay Now' button on the top right hand corner.

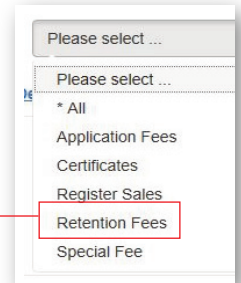


You will be directed to the home screen of Easy Payments Plus.

Step 2

Click the drop-down box which reads 'Please Select...'

You will be prompted to choose the fee you wish to pay if renewing your annual fee, you should select: **Retention Fees**



Step 3

Select your profession and click 'Add to Bill'

Item	Description	Cost€	
Clinical Dental Technician Retention Fee		50.00	<input type="button" value="Add to Bill"/>
Dental Hygienist Retention Fee		30.00	<input type="button" value="Add to Bill"/>

Step 4

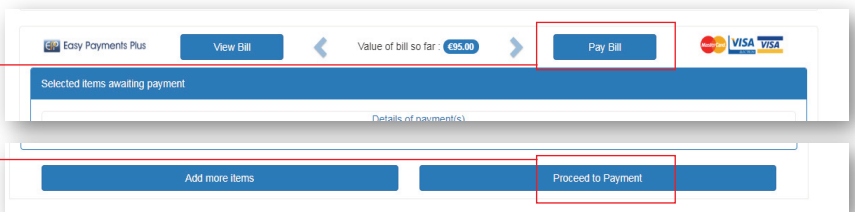
To continue, select the 'Pay Bill' on the top right hand side of the web page



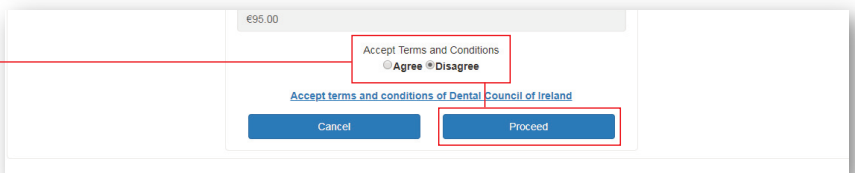
You will be directed to a log in page where you will need your email address and password to log on. This is the same email and password you have used previously.

Step 5

Once logged in you can click either 'Pay Bill' or 'Proceed to Payment'



Select the type of card you are paying with, agree to the Terms & Conditions and click 'Proceed'



Proceed with the payment by completing 3D Secure Authentication. **Please note if you have entered your card details correctly and your payment has been declined you should contact your bank directly.**

If the Payment has been successful you will receive an automated receipt to your email address from Easy Payment Plus confirming payment. An official receipt and Certificate of Registration will be issued by the Dental Council to your registered address once your payment has been processed.

Creating an account with Easy Payments Plus

To make a payment with Easy Payments Plus you will first need to create an account (this account will be with Easy Payments Plus).

You may already have an existing account with Easy Payments Plus

- Please note that if you use Easy Payments Plus with any other organisation, for example in paying for a club/school fee, you already have an account set up.

easy payments plus

To make a payment to Dental Council of Ireland - Online Payment System please login to your Easy Payments Plus account.

If you do not have an Easy Payments Plus account select No and register your details.

Do you have an Easy Payments Plus account?

Yes No

- Please select 'Yes' to the question shown here and enter your email and password and click 'Login'

If you do not have an existing account with Easy Payments Plus

- You will need to choose 'No' to the question shown above.
- Fill in the required details.
- Please make sure you click the button to verify you are not a robot
- Click the box to agree to **Terms & Conditions**
- Click 'Register'

You will then be prompted to fill in your details such as home address, phone number and registration number. This information is for Easy Payments Plus records only. If you wish to change your address with the Dental Council you must contact us directly at info@dentalcouncil.ie

Once this has been completed your account will be created and you can then make your payment.

Creating a password-Criteria

To create a password please ensure that it contains the following criteria:

- It is at least eight characters long
- Has one uppercase letter e.g A, B, C
- Has one lowercase letter e.g a, b, c
- Has one number e.g 1, 2, 3
- Has one special character e.g !, ., /, ? *

Things to note when you enter your password incorrect

- If you enter your password incorrectly more than 5 times the account will be suspended for 1 minute.
- If you continue to input the incorrect password the suspended time will double from 2, 4, 8 minutes and so on.
- If your account is suspended you must wait for the allotted period or use the forgotten password utility.
- Make sure you do not have caps lock turned on when inputting your password.
- Please store your login details in a safe place to make login in the next time easier and quicker.

Forgotten Password

If you have forgotten your password for logging into your Easy Payments Plus account please follow instructions below:

Select the option "Forgotten Password"

easy payments plus

To make a payment to Dental Council of Ireland - Online Payment System please login to your Easy Payments Plus account.

If you do not have an Easy Payments Plus account select No and register your details.

Do you have an Easy Payments Plus account?

Yes No

E-Mail
Enter Email Address

Password
Enter Password

Login

Change Password **Forgotten Password**

Enter your email address, verify you are not a robot by ticking the box and click 'Submit'

Enter your email address below and click submit. An email will be sent to you to enable you to reset your password.

E-Mail Address
Email address supplied in registration

Verify you are not a Robot

I'm not a robot

Return Submit

The message below will appear.

An email has been sent to [redacted] Follow the instructions in the email to reset your password. Be sure to check your spam folder if the email does not appear in your inbox.

After checking your email follow the link and you will be re-directed back to Easy Payments Plus website where you can reset your password.

E-Mail Address

New Password
New Password

Re-type New Password
Confirm

Change Password

Your password has been successfully changed.

Please login to proceed.

Login