

Making an Online Payment with Payzone

Creating an account with Payzone

Important: If you previously had an existing account with Easy Payments Plus, **you need to sign up to verify your account.**

Please enter your existing email as your details are already registered with the email you have been using.

•If you use Payzone with any other organisation, for example in paying for a club/school fee, you already have an account set up.

If you don't have a Payzone Account. You need to click on "Sign in", scroll down and select "Sign Up".

You will then be prompted to fill in your details for the online Payzone account such as:

- Create your Password
- Full name
- Address for Payzone System
- Phone

Click the box to agree to Terms & Conditions, and select **"Register"** to complete your account registration.

This information is for Payzone records only. If you wish to change your details or address on the Register you must contact the Dental Council office directly info@dentalcouncil.ie

Once this has been completed your account will be created and you can then make a 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 !, ., /, ? *

Incorrect Password

- If you enter your password incorrectly more than 5 times the account will be suspended for 1 minute.
- If your account is suspended you can unlock it immediately by using the forgotten password utility, otherwise you must wait for the allotted period.

Forgotten Password

If you have forgotten your password for logging into your Payzone account, please follow instructions below.

Select the Option **"Forgotten Password"**

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

The message below will appear.

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

Please continue to next page

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Step 1

Go to the homepage of the Dental Council's website www.dentalcouncil.ie and select the 'Pay Now' button where you will be directed to the home screen of Payzone.

Alternatively, go to the tab Registration-fees and online payments, and click the 'Pay Now' button.

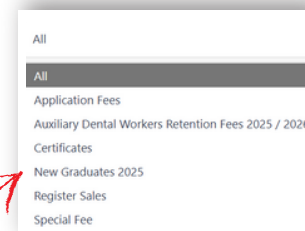
Please log in to your Payzone Account to continue.

Step 2

Click the drop-down box which reads 'All' on the top of the page.

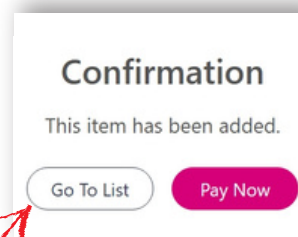
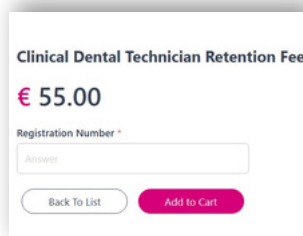
You will be prompted to choose the fee you wish to pay. To renew your annual fee select:

Retention Fees 2026-2027



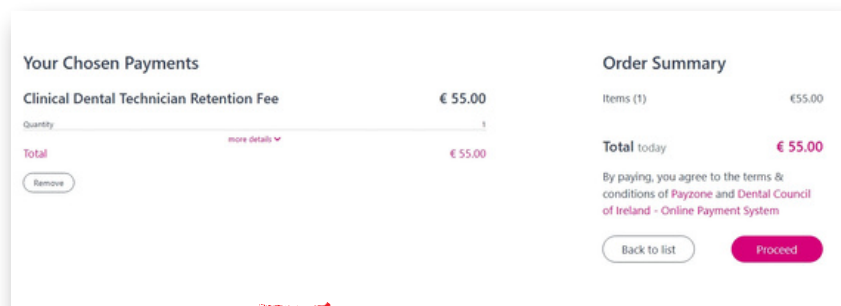
Step 3

- Select the appropriate fee.
- **Complete the mandatory field with your Registration Number.** If you don't know your registration number, please email info@dentalcouncil.ie for assistance.
- Click 'Add to Cart'.
- **To add more fees,** select 'Go to List' and repeat the previous steps. Otherwise, click 'Pay Now' to proceed to checkout.



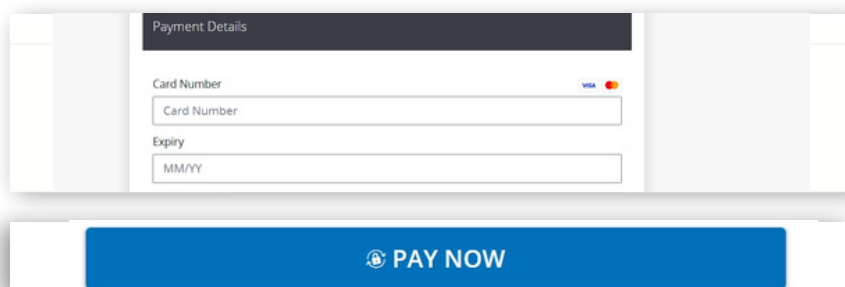
Step 4

- Once all fees are added, review your selections in the cart.
- When you are ready to continue, click 'Proceed' (bottom right corner of the page)



Step 5

- You will be directed to the Payment Details page.
- Enter your card information,
- Click 'Pay Now' to finalise your transaction.



- 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 Payzone confirming payment.
- An official receipt and Certificate of Registration will be issued, in due course, by the Dental Council to your registered address when the payment has been processed. Certificates are issued in bulk. Any queries, please contact the office info@dentalcouncil.ie for assistance.