

Way2pay Parents Dashboard

Introduction

Way2Pay has been designed to help parents manage school payments from a planning and paying perspective. We offer ultimate convenience, enabling secure on-phone payments without passwords.

- **Paying:** most bills are paid without parents logging in. This is wonderfully convenient as you do NOT have to remember a password to access Way2Pay. You will receive an SMS/Text Message from the school requesting payment for various bills and activities. Each SMS has a unique code linking that request to your child.

What to expect: 'Please pay for your child's (Ryan Boyd) school activity (Trip to Aran) by clicking on the following link'. You simply click on the link you are taken to your own dashboard listing any outstanding bills for Ryan.

- **Planning** as you can access the system at all times you can pay for school fees, trips and activities in installments over time. Many schools will send out payment requests early so that parents have a good chance to budget.

How To for Parents

In this section we will show parents how to best login and best use Way2Pay. We will take you through paying without logging to using all the functions on your dashboard. The functions included are

- How to Pay a School Bill on my Phone, 'Pay by Text'
- How to Login to Way2Pay for the first time
- What can I do if I have forgotten my username and/or password?
 - Send me a link to pay
 - Send me a link to reset my password
- How to Pay on any Device
- How to View Payment History
- How to Print Payment Receipts
- How to Contact Way2Pay Support
- View Way2Pay Support Videos

How to Pay a School Bill on my Phone, 'Pay by Text'

Step 1: You will receive an SMS from your school, click on the link and follow the instructions.

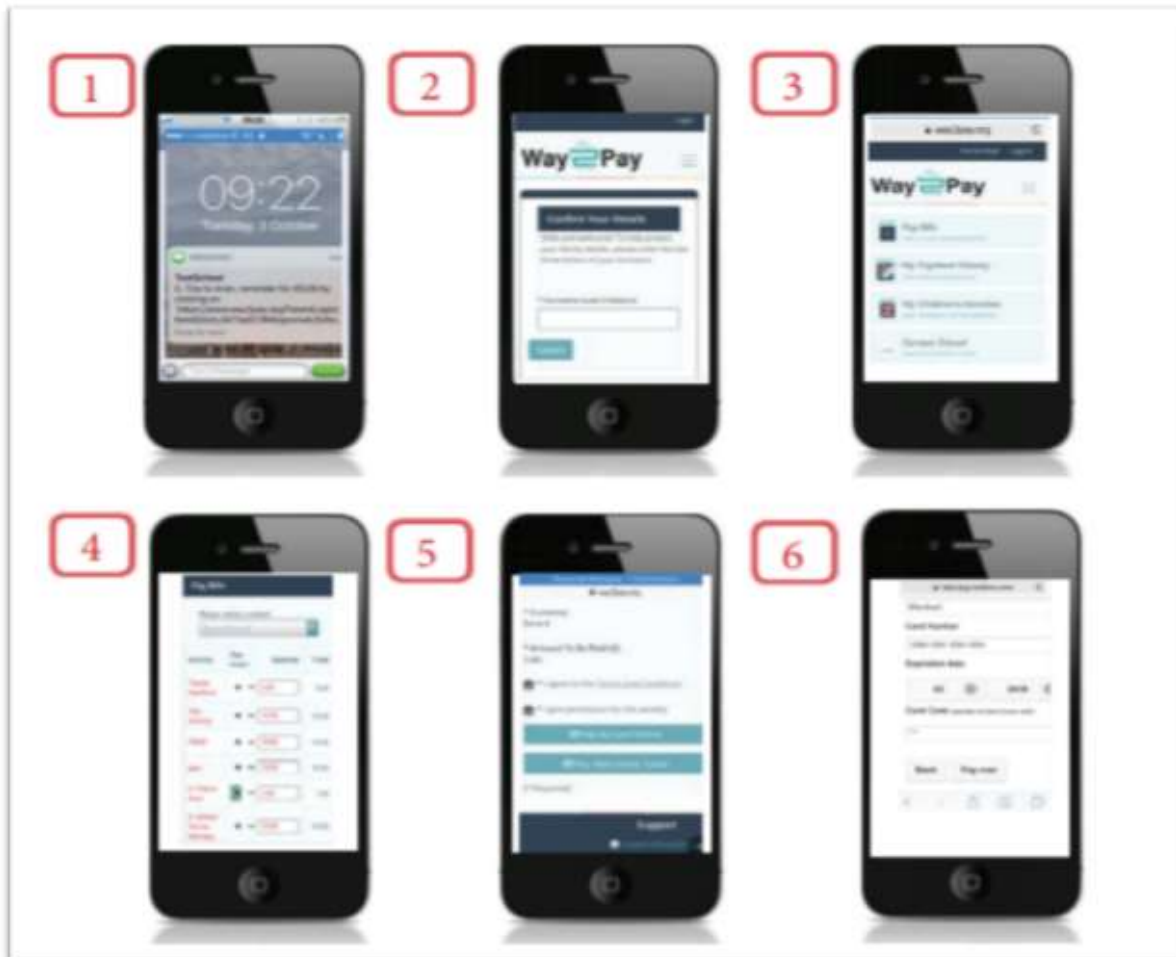
Step 2: Answer the security question and click submit. Example of question; enter last 3 digits of your phone number.

Step 3: Select pay bills from the menu

Step 4: Press the PLUS sign beside the bills you wish to pay, agree T&C and click pay now.

Step 5: Click 'Pay Now' to enter secure payments page.

Step 6: Complete the payment for your child's event.



How to Login to Way2Pay for the first time

Step 1. Go to www.way2pay.org and select the "Login".

Step 2. Your mobile number Enter for both "username/ password" options, click "Login". Ensure the number entered is the number your school has on record and it is in 35387xxxxxxx format.

Step 3. When logging in for the first time, the website will redirect to a "password reset page", this will allow you to enter a new password of your choosing.

Step 4. Enter your mobile number in the "confirm username" box then enter a new password.

Step 5. When new password is selected, click on "change password".

Step 6. When your password has been reset your parent dashboard will open.

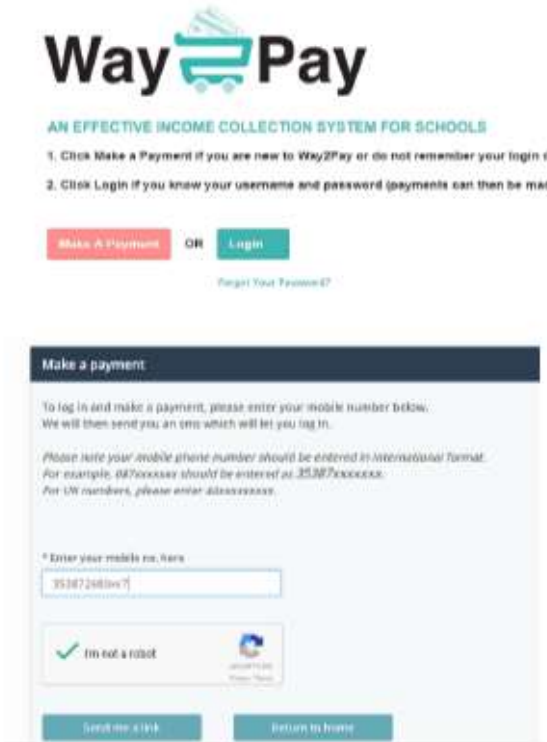


What can I do if I have forgotten my username and/or password

Send me a link to pay

Step 1. Go to www.way2pay.org and select the "make a payment".

Step 2. Your mobile number and click 'send me a link'

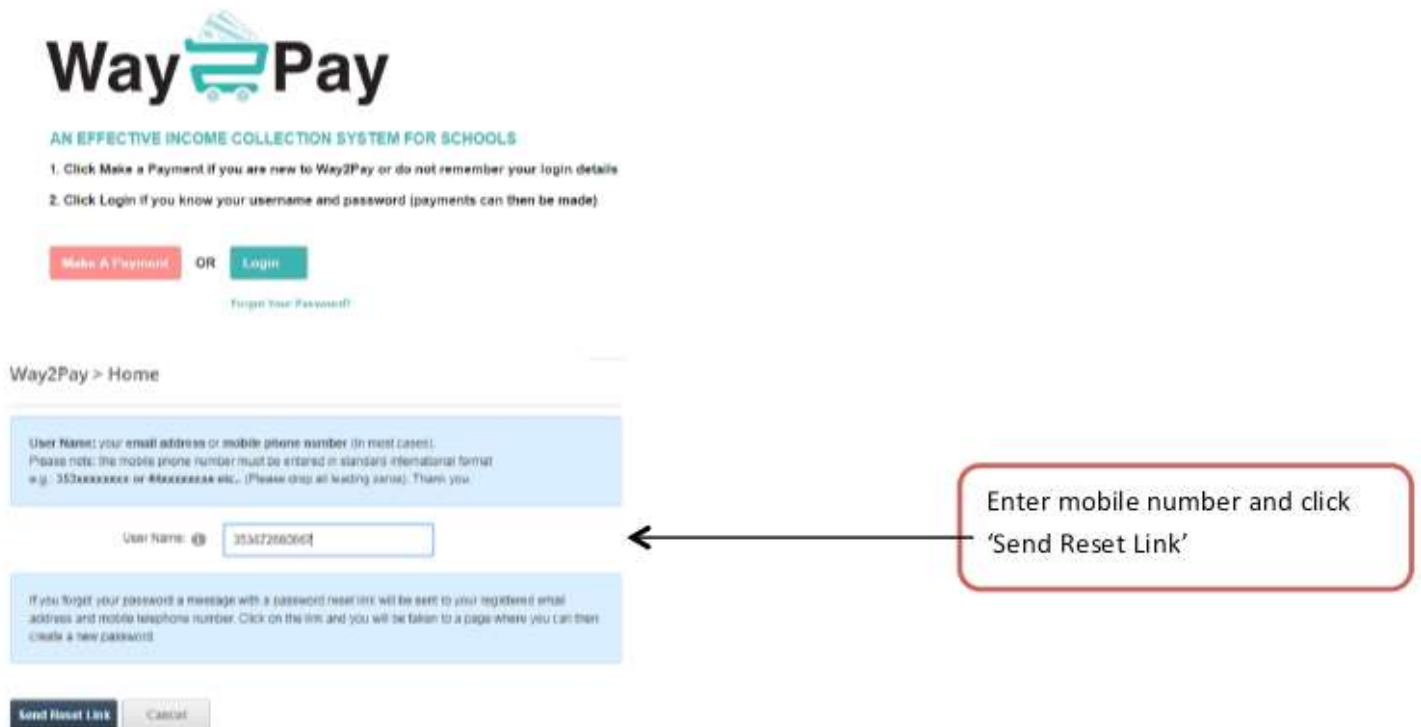


The image shows the Way2Pay login page. At the top is the Way2Pay logo and the tagline "AN EFFECTIVE INCOME COLLECTION SYSTEM FOR SCHOOLS". Below this are two instructions: "1. Click Make a Payment if you are new to Way2Pay or do not remember your login details" and "2. Click Login if you know your username and password (payments can then be made)". There are two buttons: "Make A Payment" (red) and "Login" (green), separated by "OR". A link "Forgot Your Password?" is below the buttons. The "Make a payment" section is highlighted with a dark header. It contains instructions: "To log in and make a payment, please enter your mobile number below. We will then send you an sms which will let you log in." and "Please note your mobile phone number should be entered in international format. For example, 087xxxxxx should be entered as 35387xxxxxx. For UK numbers, please enter 44xxxxxxxx." There is a text input field for the mobile number containing "35387248064". Below the field is a "I'm not a robot" checkbox and a reCAPTCHA image. At the bottom are two buttons: "Send me a link" and "Return to home".

Send me a link to Reset My Password

Step 1. Go to www.way2pay.org and select the "Forgotten Password".

Step 2. Your mobile number and click 'Send Reset Link'



The image shows the Way2Pay "Forgotten Password" page. At the top is the Way2Pay logo and the tagline "AN EFFECTIVE INCOME COLLECTION SYSTEM FOR SCHOOLS". Below this are two instructions: "1. Click Make a Payment if you are new to Way2Pay or do not remember your login details" and "2. Click Login if you know your username and password (payments can then be made)". There are two buttons: "Make A Payment" (red) and "Login" (green), separated by "OR". A link "Forgot Your Password?" is below the buttons. The page title is "Way2Pay > Home". Below the title is a light blue box with instructions: "User Name: your email address or mobile phone number (in most cases). Please note: the mobile phone number must be entered in standard international format e.g. 353xxxxxxxx or 44xxxxxxxx etc.. (Please drop all leading zeros). Thank you." There is a text input field for the user name containing "3538726064". Below the field is another light blue box with instructions: "If you forget your password a message with a password reset link will be sent to your registered email address and mobile telephone number. Click on the link and you will be taken to a page where you can then create a new password." At the bottom are two buttons: "Send Reset Link" and "Cancel". A red rounded rectangle highlights the "Send Reset Link" button, with an arrow pointing to it from a text box on the right that says "Enter mobile number and click 'Send Reset Link'".

Pay on any device

(Devices my Phone/PC/ Laptop /iPad/ Tablet etc.)

Step 1: Go to <https://www.way2pay.org> can click login, enter your username (mobile phone number in 35387xxx format) and password. From your dashboard you can do manage all your school payments pay bills, view history and print receipts.

Step 2. Select “Pay Bills” option on the left hand side of the screen.

Step 3. On the “Pay Bills” screen all active bills will be listed under “Activity”. In the example below I want to pay “Trip to Aran” for my Ryan.

Step 5. Click on the “Pay Now” option by clicking the plus sign. You can edit the payment amount before clicking, in the example I only want to pay €1 off a €5 bill.

Step 6. Go to the bottom of the screen, tick to agree to the T&C and give permission for participation in the event and click ‘Pay Now by Card Online’

Step 7. When payment has gone through successfully, you will be redirected to your dash board.

Step 8. “Item added successfully” message will appear on the top of your dash board, along with an update in your “recent payments” box.

Step 9. For further information on your payment, select “My Payment History” on the left hand side of the screen.

Log In

1. Your mobile phone number in international format (i.e. country code followed by the mobile phone number without the 07 or 087 prefix)
Example: the 0 number 0770000000 becomes 353870000000

2. Your email address
Example: user@domain.com

Please read our [T&C](#) before logging in and using Way2Pay

Username:

Password:

Remember Login

[Forgot Your Password?](#)

Way2Pay

Pay Bills
My Payment History
My Children's Activities
Contact School
View My Courses

New Details
Name: James Smith
Address: 1234 Main Street, Dublin
Telephone: 0123456789
Email: james@smith.com

Recent Payments

Activity Name	Amount Paid	Balance	Due
A Trip to Aran	€5.00	€5.00	20/10/2017
Summer Sports 2017 2018	€10.00	€0.00	20/10/2017

Outstanding Payments (Total: €5.00)

Remaining €5.00

Select a school:

Enter your message:

Pay Bills					
Please select a school: <input type="text" value="DemoSchool1"/>					
Childs Name	Activity	Original Amount	Pay Now?	Balance	Total
Colum Gleeson	Trip to Wexford	10.00	+ -	<input type="text" value="5.00"/>	5.00
Colum Gleeson	Test Activity	10.00	+ -	<input type="text" value="10.00"/>	10.00
Colum Gleeson	TTRIP	10.00	+ -	<input type="text" value="10.00"/>	10.00
Colum Gleeson	gala	10.00	+ -	<input type="text" value="10.00"/>	10.00
Ryan		10.00	+ -	<input type="text" value="1.00"/>	1.00

Click the + button to indicate the activity you are paying

* Currency: Euro €

* Amount To Be Paid (€): 1.00

* I agree to the [Terms and Conditions](#)

* I give permission for this activity

[Pay By Card Online](#)

[Pay With Credit Card](#) Pay with credit card online

[* Required]

Click Pay by Card Online option to also use pre-paid Credit

Order Confirmation

Transaction State APPROVED

Order id 2017:10:03-10:10:20-219

Time 03/10/17 12:11:19

Ref. No. 601704

Approval Code Y:601704:4514143777:PPXP:1479

Total 1.00

Currency EUR

Please retain this copy for statement verification.

[Return to Shop](#)



Your Payment completed successfully!

Thank you for your payment of 1.00

[Click here to return Home](#)

Pay Bills
view or pay outstanding bills

My Payment History
view historical payments

My Children's Activities
your children's current activities

Contact School
send the school an email

View My Courses
My Courses

Your Details

Name: Denise Boyd

Address: digital depot roe lane dublin8

Telephone: 353872680667

Email: denise@way2pay.ie

Recent Payments

Activity Name	Amount Paid	Balance	Date
0. Trip to Aran	€1.00	€4.00	03/10/2017
Basketball Under 14	€20.00	€30.00	26/09/2017

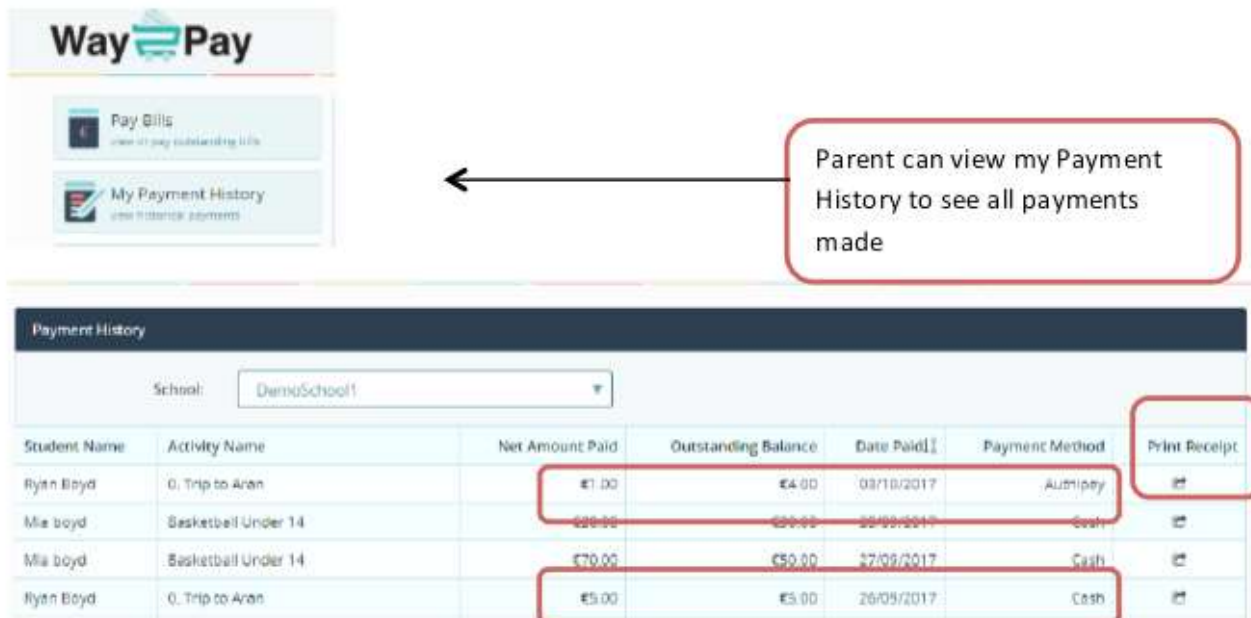
View my Payment History

Step 1: Go to <https://www.way2pay.org> click login, enter your username and password and click login once more.

Step 2. Your Way2Pay parents' dashboard will be displayed, where you can manage all functions relating to your Childs payments including pay bills, view history and print receipts.

Step 3. Select "My Payment History" option on the left hand side of the screen.

You will see the payments methods and the balance outstanding for each bill, in the example below the Trip to Aran includes a cash payment of €5 and card payment of €1, the balance remaining is €4



The screenshot shows the Way2Pay dashboard. On the left sidebar, there are two options: 'Pay Bills' and 'My Payment History'. The 'My Payment History' option is highlighted with a red box, and an arrow points to it from a text box that says 'Parent can view my Payment History to see all payments made'. Below this is a screenshot of the 'Payment History' table for 'DemoSchool1'.

Student Name	Activity Name	Net Amount Paid	Outstanding Balance	Date Paid[]	Payment Method	Print Receipt
Ryan Boyd	0. Trip to Aran	€1.00	€4.00	03/10/2017	Autipay	🖨️
Mia boyd	Basketball Under 14	€20.00	€20.00	28/09/2017	Cash	🖨️
Mia boyd	Basketball Under 14	€70.00	€50.00	27/09/2017	Cash	🖨️
Ryan Boyd	0. Trip to Aran	€5.00	€5.00	26/09/2017	Cash	🖨️

Print my Payment Receipts

Follow the steps 1-3 above to display a list of payments made. Click on the Print Receipt Icon.

Contact Way2Pay Support

The support line number appears on the bottom of the Way2Pay website. Our support lines are open between 9am and 5pm Monday-Friday. Email support is available at support@way2pay.ie all calls are logged and ticketed. A copy of Way2Pay's Terms and Conditions are available on our Website.

Support Videos for Parents

Way2Pay are currently preparing a host of support videos for presentation in your dashboard. These videos are constantly being updated. Check in soon to view and comment.

Thank you from the Way2Pay Support Team