

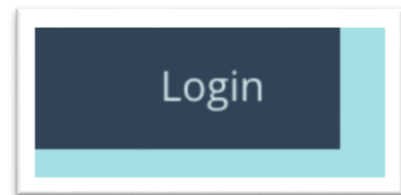
THE WAY2PAY PARENTS DASHBOARD

HOW TO LOGIN FOR THE FIRST TIME

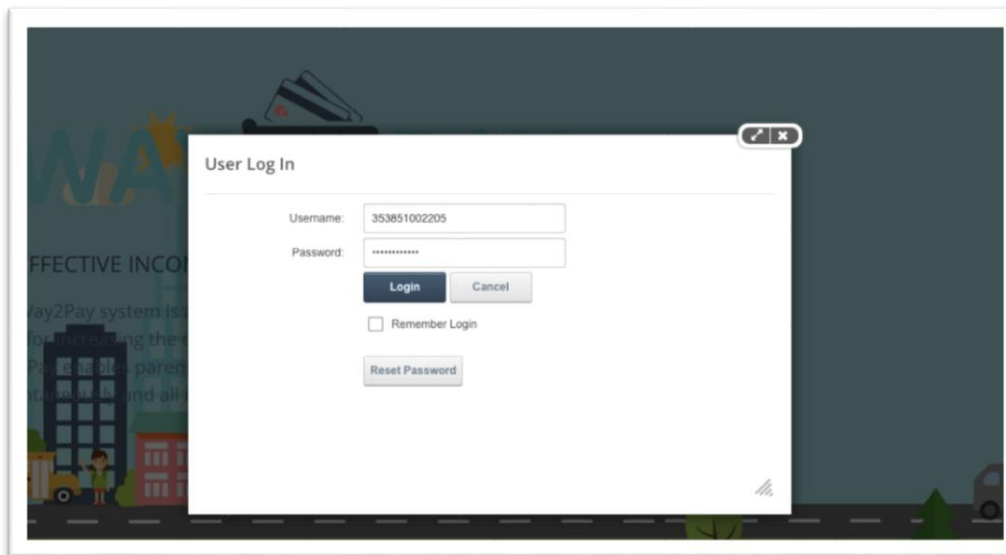
1. Log onto www.way2pay.org
2. Navigate to the right hand side of the screen and select the “Login”.



1. Click
Login



3. Mobile number Enter for both “username/ password” options. Ensure the number entered is the number your school has on record and it is in 35387... format.
4. When the details have been enter, click “Login”.



3. Enter (parents)
mobile number for
username/password.

Eg. Username
3538720000010 &
Password:
3538720000010

5. When logged in for the first time, the website will redirect to a “password reset page”, this will allow you to enter a new password.

6. Enter your mobile number in the “confirm username” box then enter a new password.

7. When new password is selected, click on “change password”.

6. Enter mobile number.
Enter new password.

7. Click on
change
password.

The screenshot shows a 'Password Reset' form with a light blue background and a cityscape illustration at the bottom. At the top, a message box states: 'The Website Administrator has required you to change your password, before you can log in. To do this they have marked your account as requiring a new password and sent out a password reset token email. You need to change your password before continuing.' Below this are three input fields: 'Confirm Username', 'New Password', and 'Confirm Password'. At the bottom of the form are two buttons: 'Change Password' and 'Cancel'. Three blue arrows point to the form: one to the 'Confirm Username' field, one to the 'New Password' field, and one to the 'Change Password' button.

8. When your password has been reset your parent dashboard will open.

How to Pay Bills

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

1. Select
“Pay Bill
Option”.



2. This will bring you to the “Pay Bills” home screen. All active bills will appear on this screen.

3. Select the bill you would like to pay. The bill will be listed under “Activity” example below. “Trip to France” .

4. Beside the “Activity” you want to pay, you will find a “Pay Now” option. Click on the “Pay Now” option in order to pay for the bill. Alternatively, you can click on the “Balance” box and enter the amount you would like to pay.

4. Select
Bill you
would like
to pay.

The screenshot shows the 'Pay Bills' form. At the top, there is a dropdown menu for 'Please select a school:' with 'DemoSchool1' selected. Below this is a table with columns: Childs Name, Activity, Original Amount, Pay Now?, Balance, and Total. The table contains one row for 'Eric O'Brien' with 'Trip to France' as the activity, an original amount of 10.00, and a balance of 8.00. Below the table, there are input fields for 'Currency' (set to Euro €) and 'Amount To Be Paid (€)' (set to 0). There are also checkboxes for 'I agree to the Terms and Conditions' and 'I give permission for this activity'. At the bottom, there are two buttons: 'Pay By Card Online' and 'Pay With Family Credit'.

Childs Name	Activity	Original Amount	Pay Now?	Balance	Total
Eric O'Brien	Trip to France	10.00	+ -	8.00	8.00

3. Click on
the “Pay
Now”
option or
click on
“Balance”
box to edit

5. When you have entered the balance you would like to pay, navigate down to the bottom of the screen. Check “Amount to be paid” is correct. Then proceed by clicking both boxes and relevant payment option.

13. Check to see if amount to be paid is correct.

13. Click both boxes.

The screenshot shows a payment form with the following elements: a currency dropdown set to 'Euro €', an 'Amount To Be Paid (€)' field showing '0.00', two checked checkboxes for 'I agree to the Terms and Conditions' and 'I give permission for this activity', and two buttons: 'Pay By Card Online' and 'Top Up Family Credit'. Annotations include an arrow pointing to the currency field, an arrow pointing to the amount field, and an arrow pointing to the 'Pay By Card Online' button.

13. Relevant payment option.

6. When payment has gone through successfully, you will be redirected to your dashboard.

7. "Item added successfully" message will appear on the top of your dash board, along with an update in your "recent payments" box.

8. For further information on your payment, select "My Payment History" on the left hand side of the screen.

15. "Item added successfully".

16. Select for further information

The screenshot shows a dashboard with a green notification bar at the top that says "Item added successfully.". Below the notification are several widgets: "Pay Bills", "My Payment History", "My Children's Activities", "Contact School", "School Shop", "Lunch - Dinner Money", "Your Details" (with fields for Name, Address, Telephone, and Email), "Recent Payments" (with a table), "Outstanding vs. Payments in last 30 days" (with a donut chart), and "Send an Email to your child's School" (with a dropdown and a "Send Now" button). Annotations include an arrow pointing to the notification bar and an arrow pointing to the "Recent Payments" table.

Activity Name	Amount Paid	Balance	Date
Trip to France	€2.00	€8.00	16/09/2015

15. Recent payment update.

If you have any questions in relation to Way2Pay please contact our support team on 01-5424167 Support@way2pay.ie 9am to 6pm Monday to Friday

THANK YOU FOR WORKING WITH WAY2PAY

