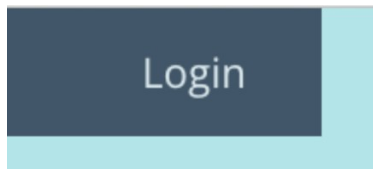


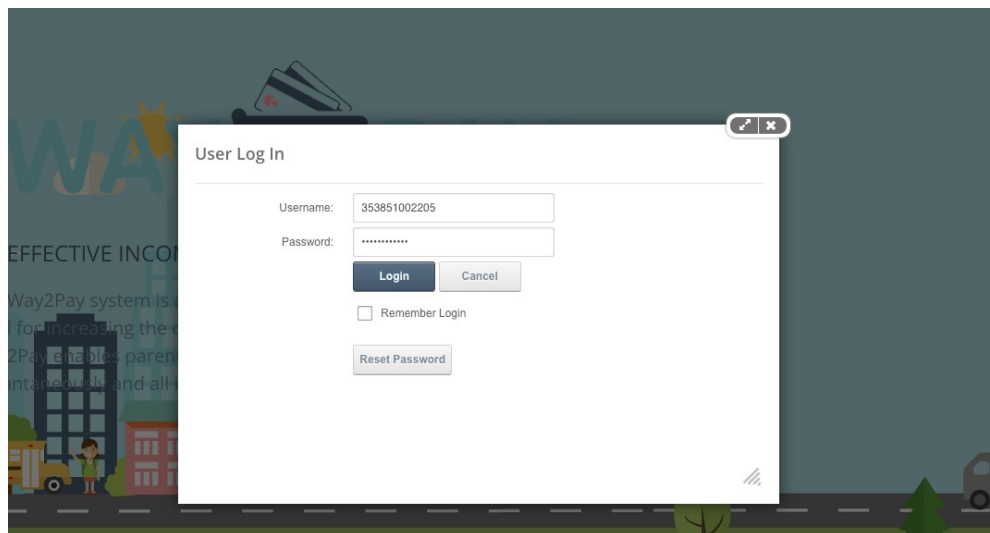
THE WAY2PAY PARENTS DASHBOARD

HOW TO LOGIN FOR THE FIRST TIME

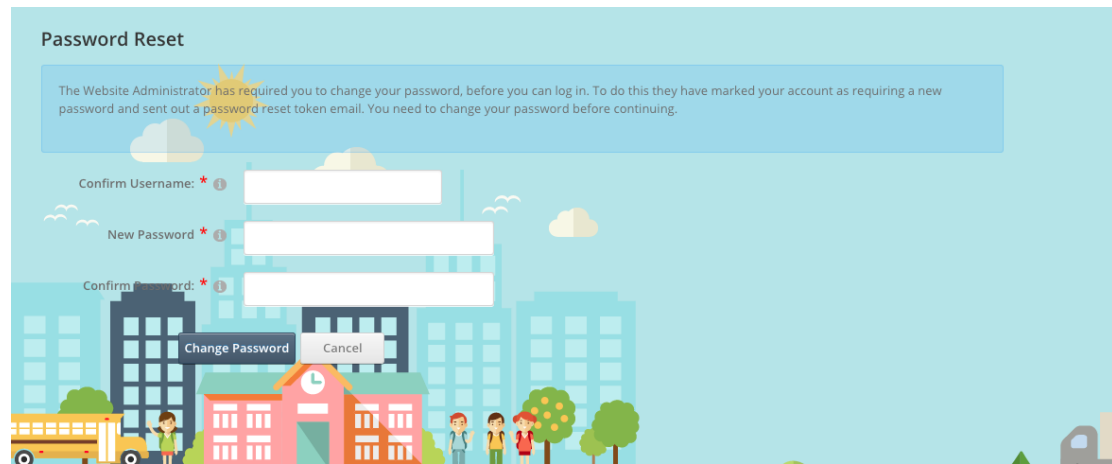
1. Log onto www.way2pay.org
2. Navigate to the right hand side of the screen and select the “Login”.



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”.



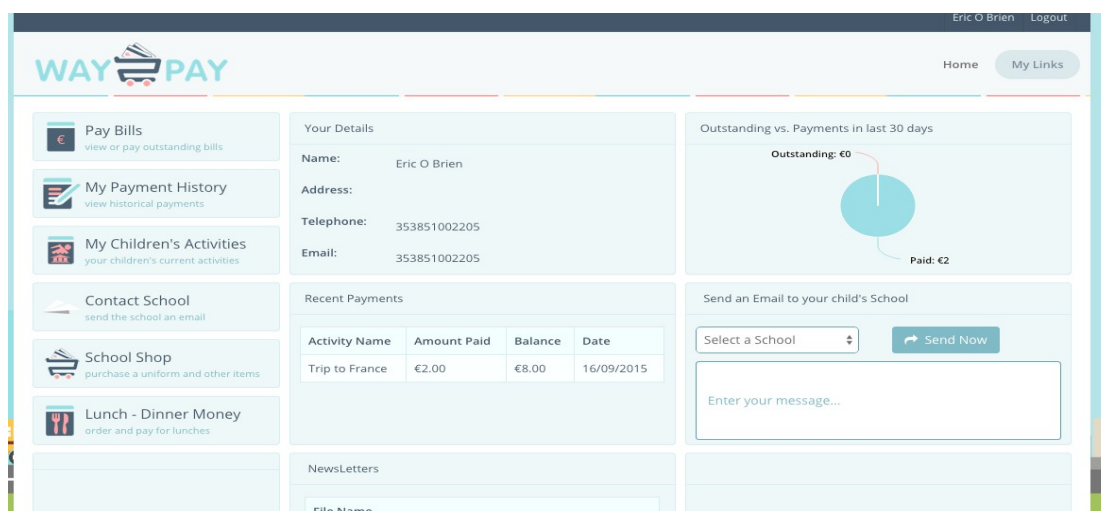
5. **When logged in for the first time**, the website will redirect to a “password reset page”, this will allow you to enter a new password.
6. Enter your mobile number in the “confirm username” box then enter a new password.
7. When new password is selected, click on “change password”.



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.



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.

The screenshot shows the 'Pay Bills' form. At the top, there is a dropdown for 'Please select a school:' with 'DemoSchool1' selected. Below is a table with columns: Childs Name, Activity, Original Amount, Pay Now?, Balance, Total. The row shows Eric Jr O Brien, Trip to France, 10.00, +, -, 8.00, 8.00. Below the table, there are fields for '* Currency:' (Euro €), '* Amount To Be Paid (€):' (0), and two checkboxes: '* 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'.

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.

[* Required]

* Currency:

Amount To Be Paid (€):

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

* I give permission for this activity

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.

Item added successfully. ×

- 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
- School Shop**
purchase a uniform and other items
- Lunch - Dinner Money**
order and pay for lunches

Your Details

Name: Eric O'Brien

Address:

Telephone: 353851002205

Email: 353851002205

Outstanding vs. Payments in last 30 days

Outstanding: €0

Paid: €2

Recent Payments

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

Send an Email to your child's School

Select a School ▼

Enter your message...

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

