1. Way2pay Parents

1.1 Introduction

Way2Pay
A Division of EVO

A SWIFT & CONVENIENT PAYMENTS SOLUTION

Pay anywhere, Pay in seconds - All from your mobile

www.way2pay.org

Way2Pay enables parents to pay school bills by text instantly on their smartphones or online, with just a few simple clicks. We provide a secure and easy-to-use payments solution for parents, saving time and eliminating children carrying cash to school.

Pay Online: www.way2pay.org
Login on your first visit by entering your mobile number in 3538xxxxxxx format as your username and password. You will be prompted to create a system password.
Click the Forgot Password link to reset it

Pay by Text Message
A payment request text is sent to you from the school. Click the link and pay in 3 easy steps:
1) Choose a bill to pay.
2) Tick T&C and Pay by Card Online.
3) Enter card details on secure banking system

Designed for Parents

- User friendly - No fuss, flexible
- No need to register
- Manage bills for siblings
- No more permission slips for activities

Parents Dashboard

- View current bills
- Payment history – all your bills, all children, all schools
- Receipts by SMS
- 24/7, 365 access
- Print receipts at anytime

Payments & Reporting

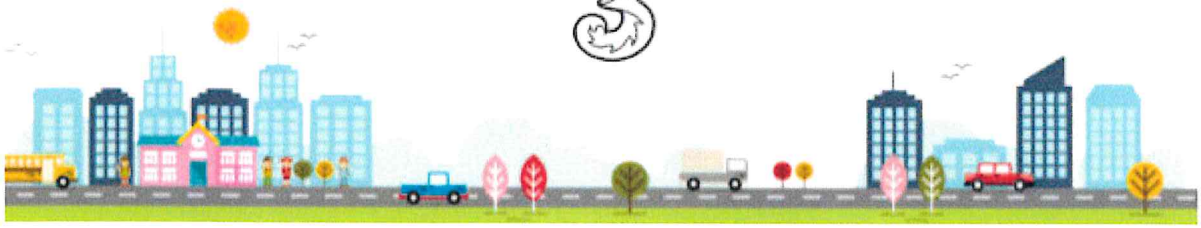
- Pay by instalments
- Cash and Card Terminals
- Extensive reporting options
- Facilitates transparency on school accounts

Security

- Reduced cash on premises
- No children carrying cash
- Secure payment solution – card details processed by an Irish bank.

Way2Pay offers support directly to parents with a dedicated call centre of fully trained personnel, ready to assist with any queries or address any difficulties you may have. Please contact our helpdesk on 061 203738 during office hours or email way2payparents@three.ie.

We invite you to use Way2Pay and help your school to go cashless.



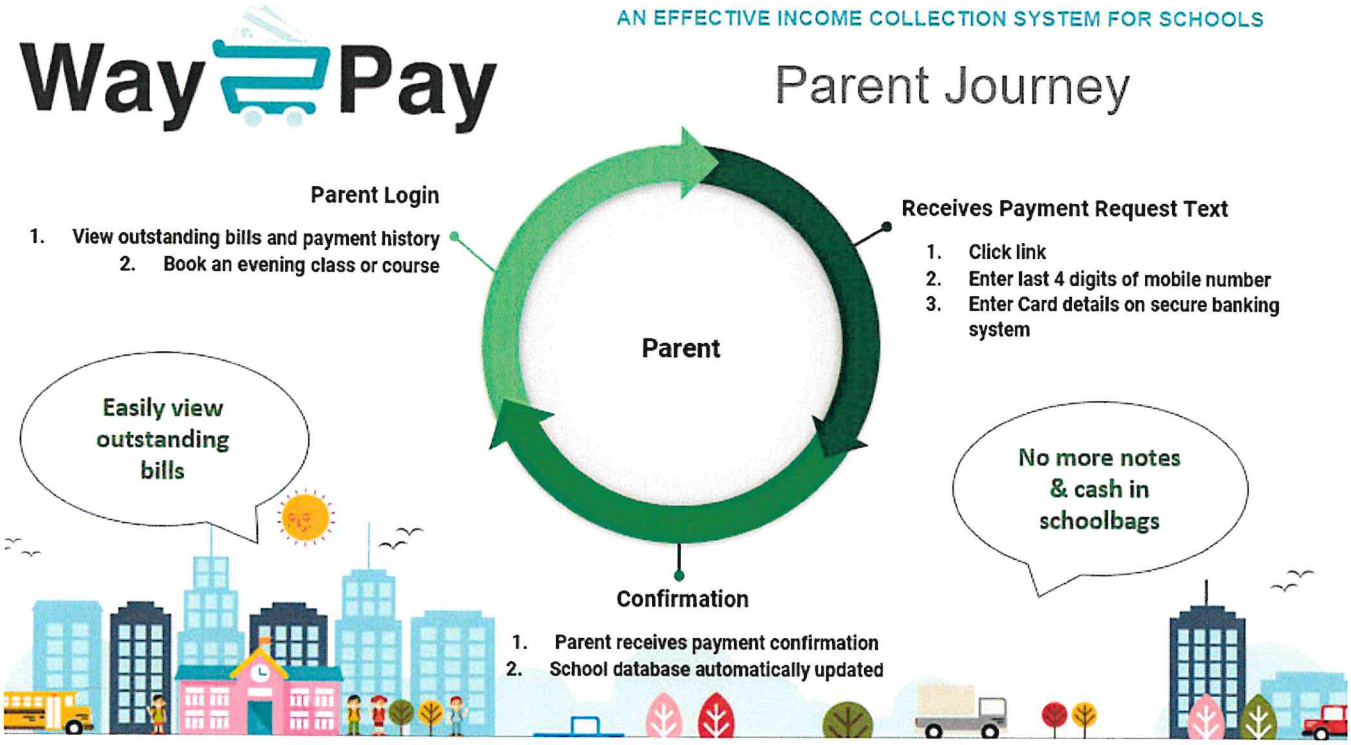


Figure 2: Way2Pay Parent Journey Overview

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 bill request to your child.

  What to expect: You receive a text from the school. Example: 'Trip to Aran, please pay €50.00 by clicking on <Link> Thank you.' You simply click on the link to view your own parent dashboard, listing any outstanding bills for you child/children.

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

- If you have more than one child in the same school, or in different schools that are on Way2Pay, you can view, select bills and pay bills for your children all at the same time.

- You can view your billing/payment history and print off a receipt for any bills paid, at any time of day. No need to request receipts from the school.

1.2 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 enrol in a course/class
- How to Contact Way2Pay Support
- View Way2Pay Support Videos

1.3 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 (see image below).

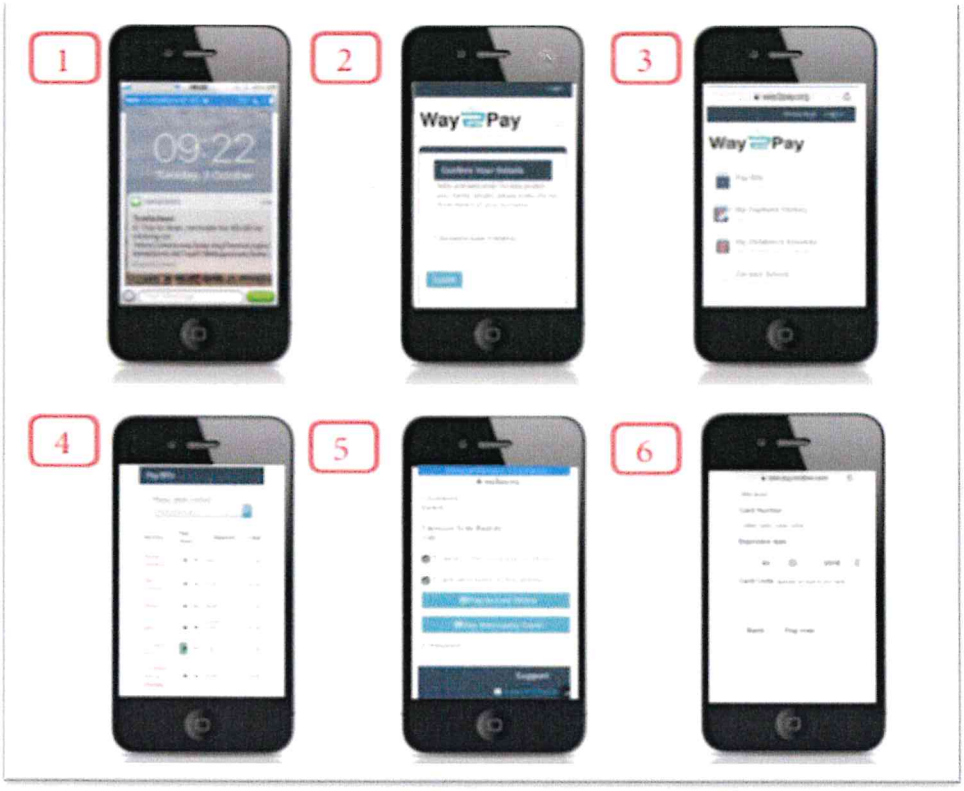
Step 2: Answer the security question and click submit. Example of question; enter last 4 digits of your phone number.

Step 3: Select pay bills from the menu

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

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

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



1.4 How to Login to Way2Pay for the first time

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

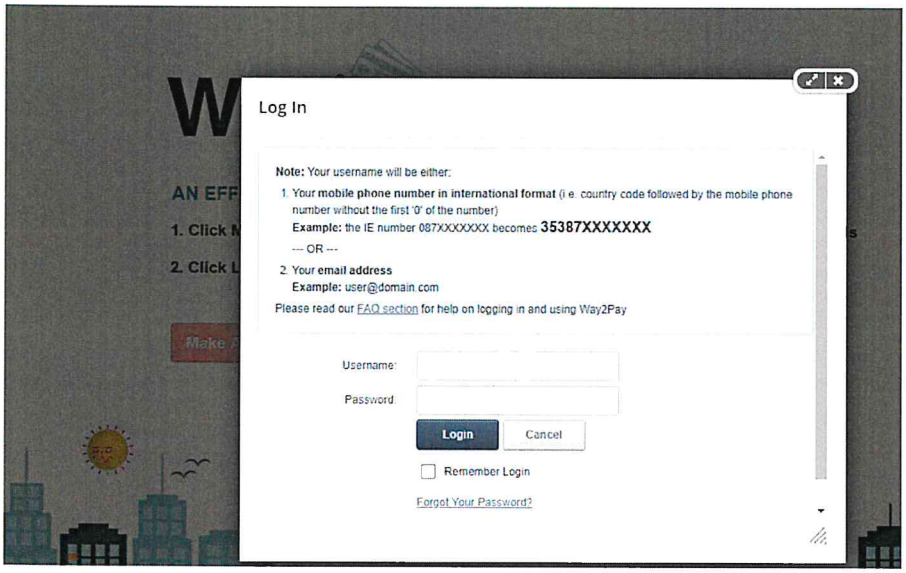
Step 2. Enter your mobile number for both "username/ password" options, click "Login". Ensure the number entered is the number your school has on record and it is in 3538xxxxxxxx format.

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. Please include one capital letter and at least one number.

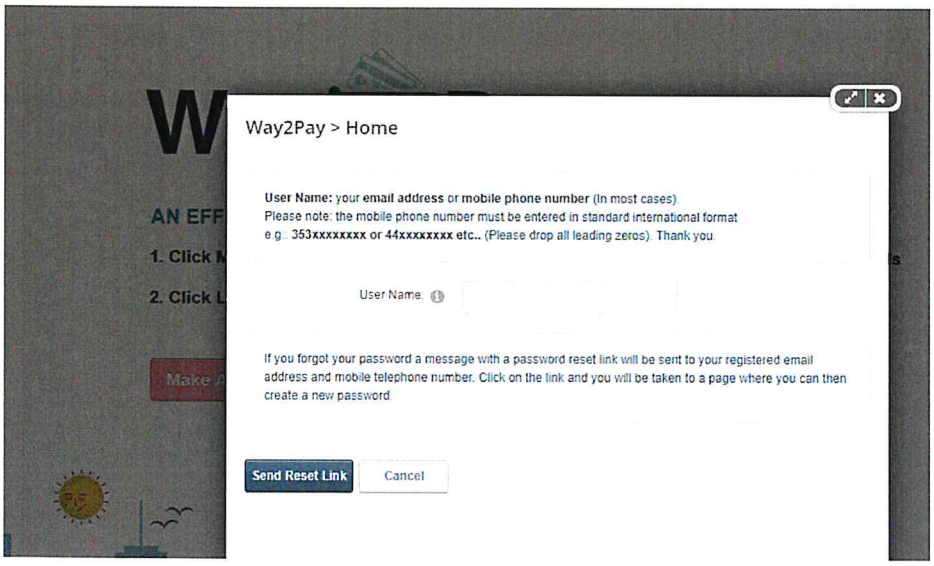
Step 4. Enter your mobile number in the "confirm username" box then enter a new password.

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

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



Login



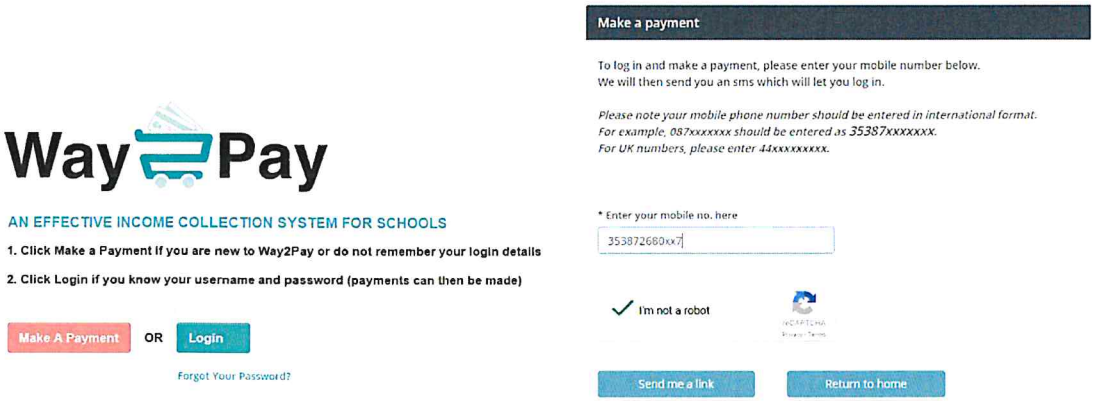
Reset Password

1.5 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".

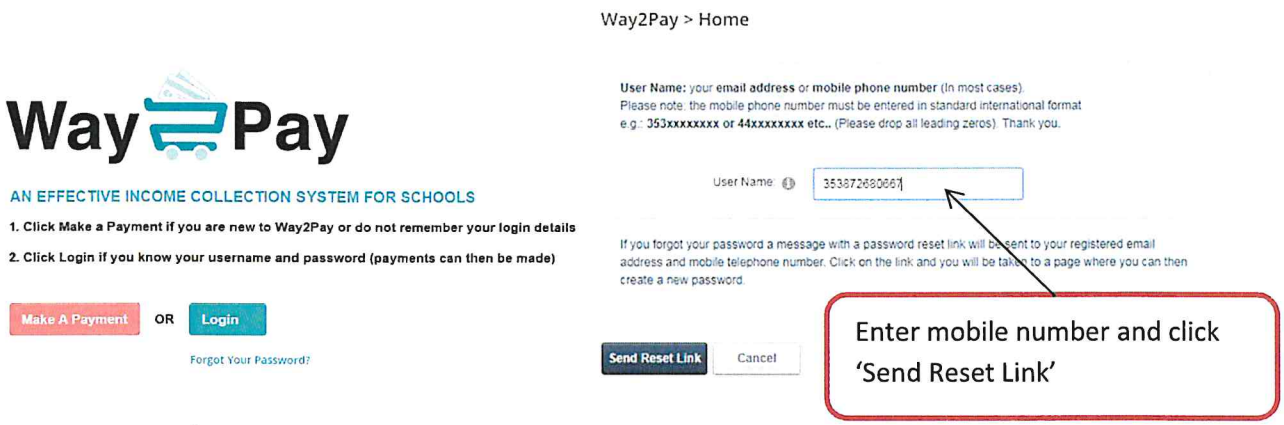
Step 2. Enter your mobile number and click 'send me a link'



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'



1.6 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 in35387xxx format) and password. From your dashboard you can do manage all your school payments pay bills, view history and print receipts.

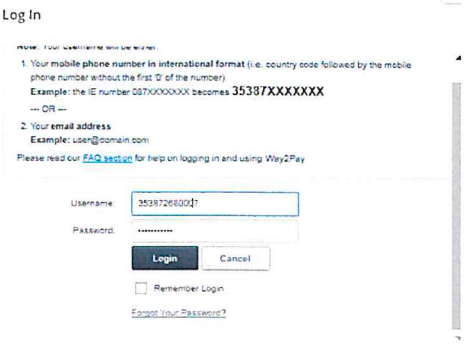
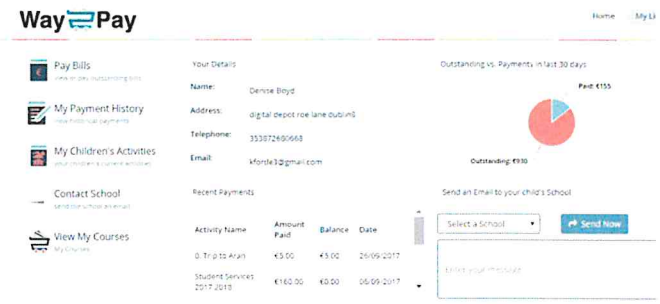
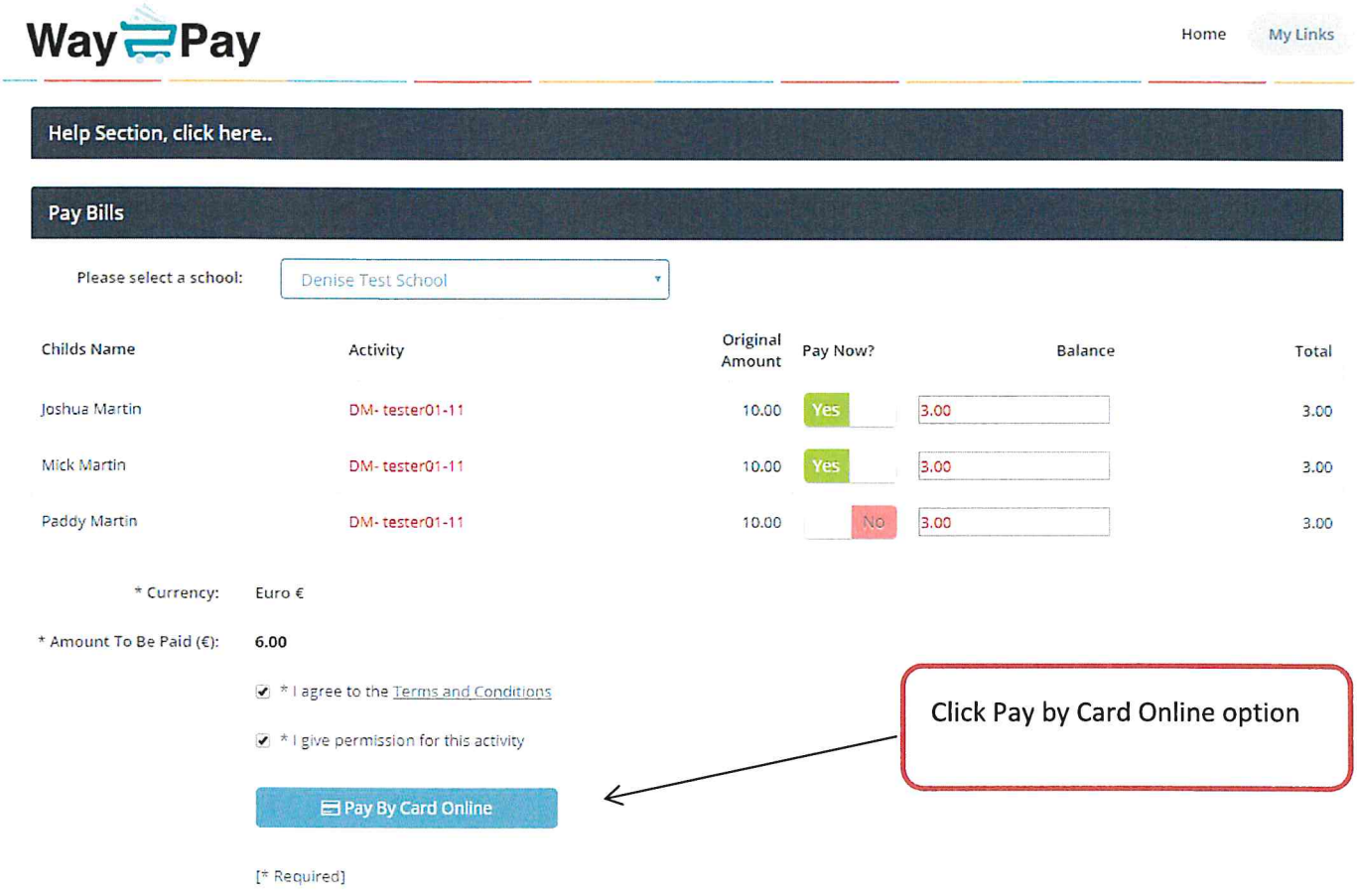
Step 2. Select "Pay Bills" option on the left hand side of the screen.

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.