

# WAY2PAY FOR PARENTS



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Way2Pay Ltd, Digital Depot, Roe Lane, Digital Hub, Dublin 8

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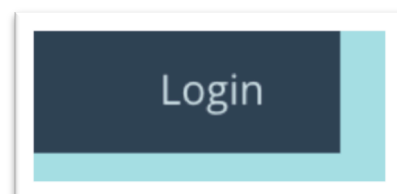
## THE WAY2PAY PARENTS DASHBOARD

### How To Login

1. Log onto [www.way2pay.org](http://www.way2pay.org)
2. Navigate to the right hand side of the screen and select the "Login".

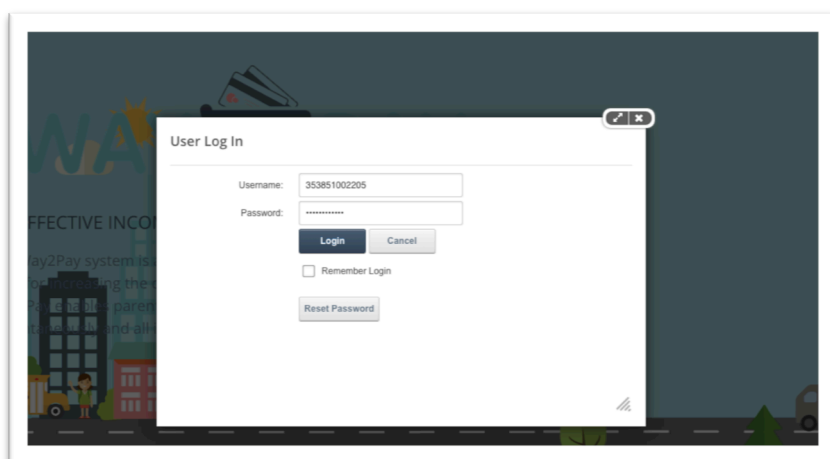


1. Click  
Login



**3. Your 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".

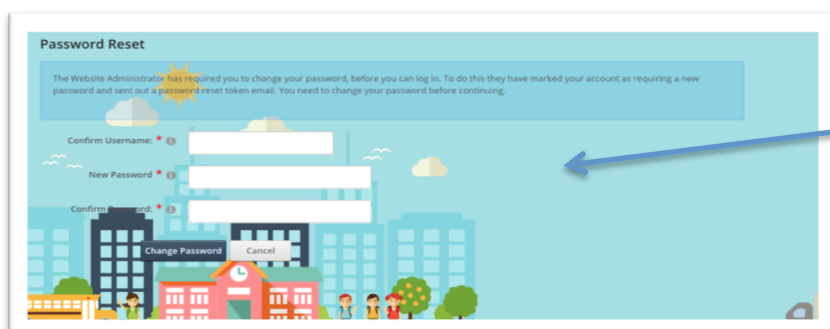


3. Enter (parents)  
mobile number for  
username/password.

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.



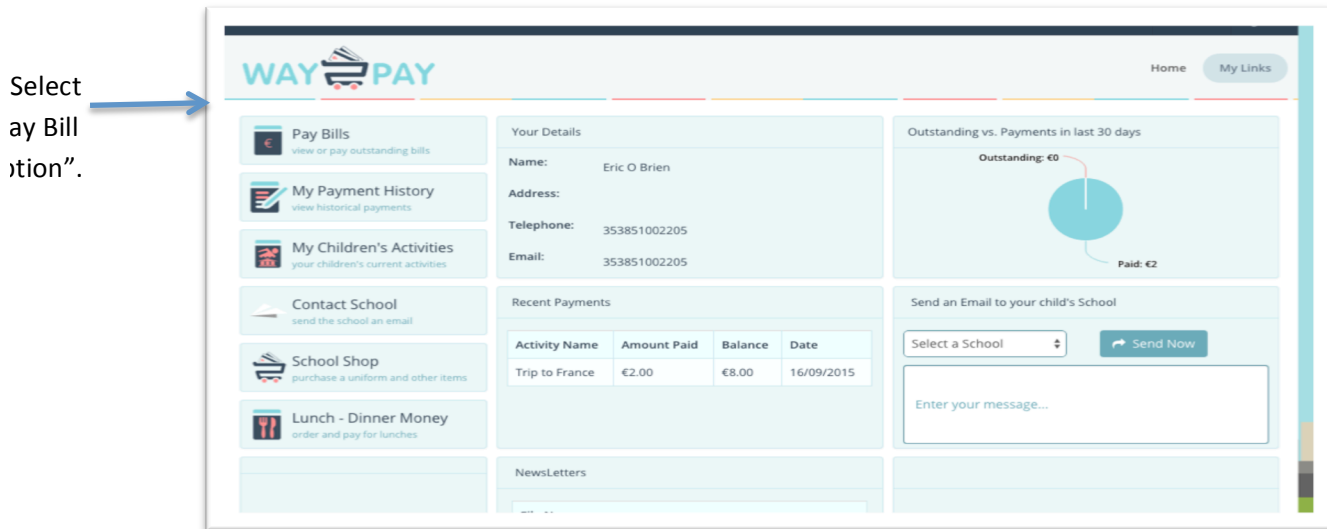
6. Enter mobile number.  
Enter new password.

7. Click on change  
password.

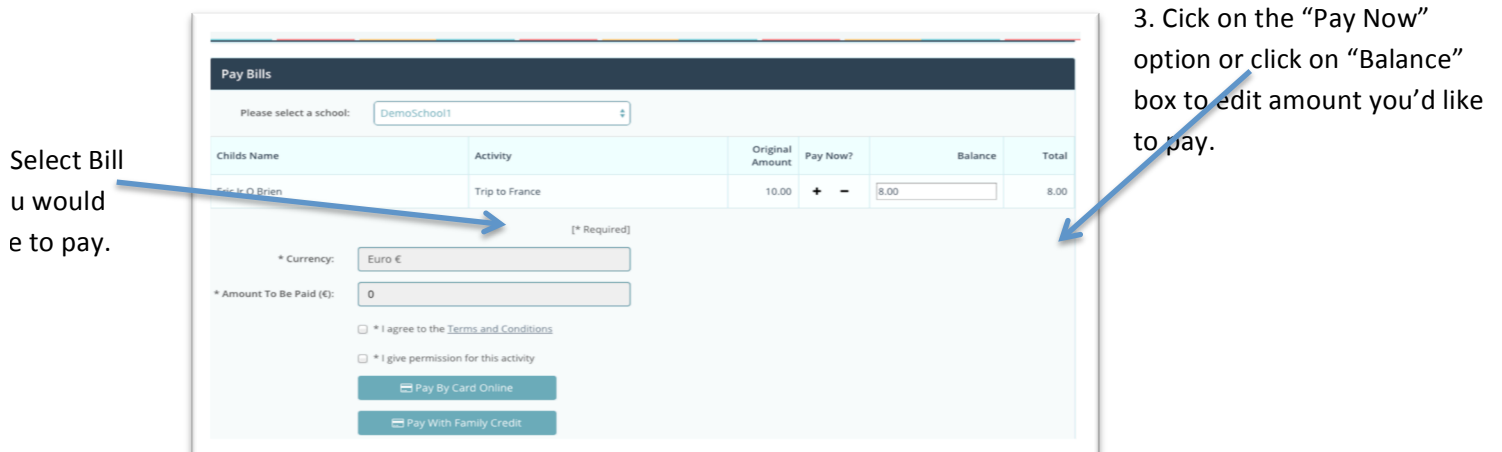
- When new password is selected, click on “change password”.
- When your password has been reset your parent dashboard will open.

### How to Pay Bills , View Payment History Etc

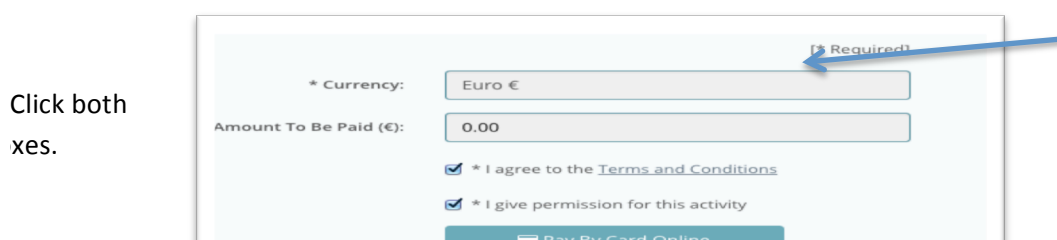
- Select “Pay Bills” option on the left hand side of the screen.



- This will bring you to the “Pay Bills” home screen. All active bills will appear on this screen.
- Select the bill you would like to pay. The bill will be listed under “Activity” example below. “Trip to France”
- 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.



- 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.



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

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.

7. "Item added successfully".

8. Select for further information

The screenshot shows a dashboard with a green notification bar at the top that says "Item added successfully." Below this, there are several sections: "Pay Bills", "My Payment History", "My Children's Activities", "Contact School", "School Shop", and "Lunch - Dinner Money". To the right, there are sections for "Your Details" (Name: Eric O'Brien, Address, Telephone: 353851002205, Email: 353851002205), "Outstanding vs. Payments in last 30 days" (Outstanding: €0, Paid: €2), and "Send an Email to your child's School" (with a dropdown menu and a "Send Now" button). At the bottom, there is a "Recent Payments" table with the following data:

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

Annotations include a blue arrow pointing from the text "7. 'Item added successfully'." to the notification bar, and another blue arrow pointing from the text "8. Select for further information" to the "My Payment History" button. A third blue arrow points from the text "9. Recent payment update." to the "Recent Payments" table.

9. Recent payment update.