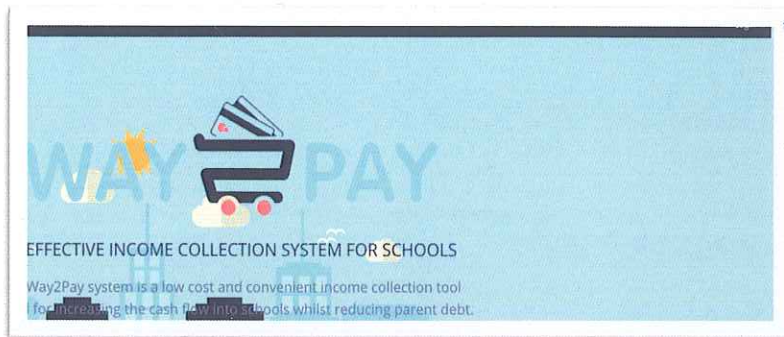


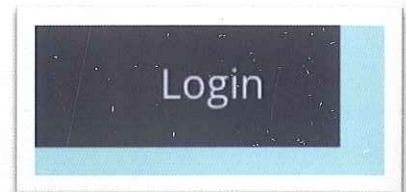
THE WAY2PAY PARENTS DASHBOARD

How To Login

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

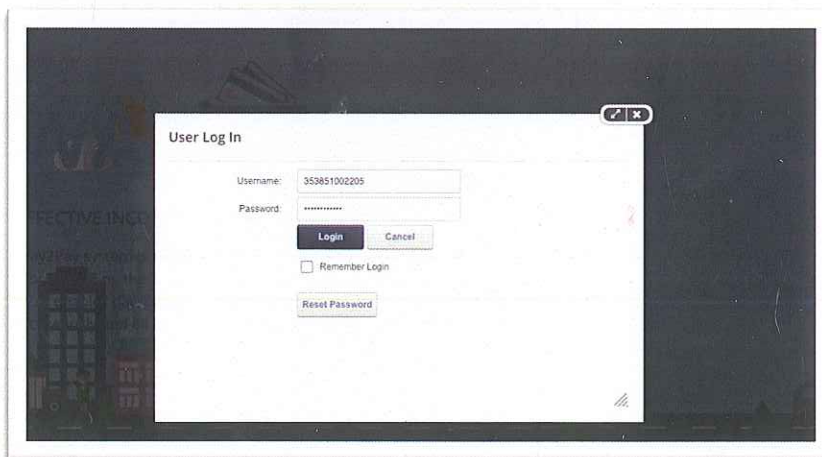


1. Click
Login



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.

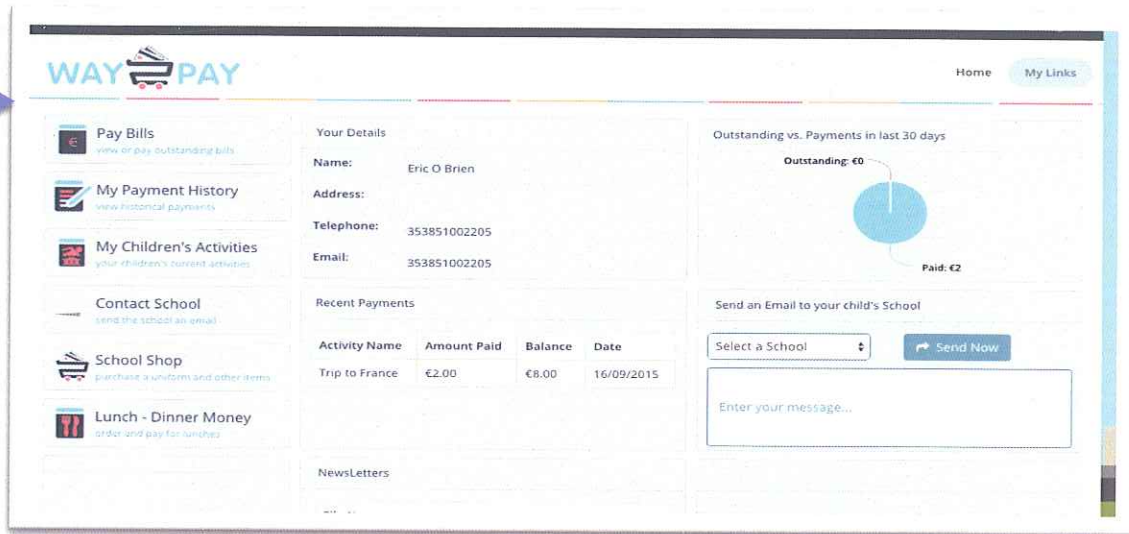
7. Click on change
password.

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 , View Payment History Etc

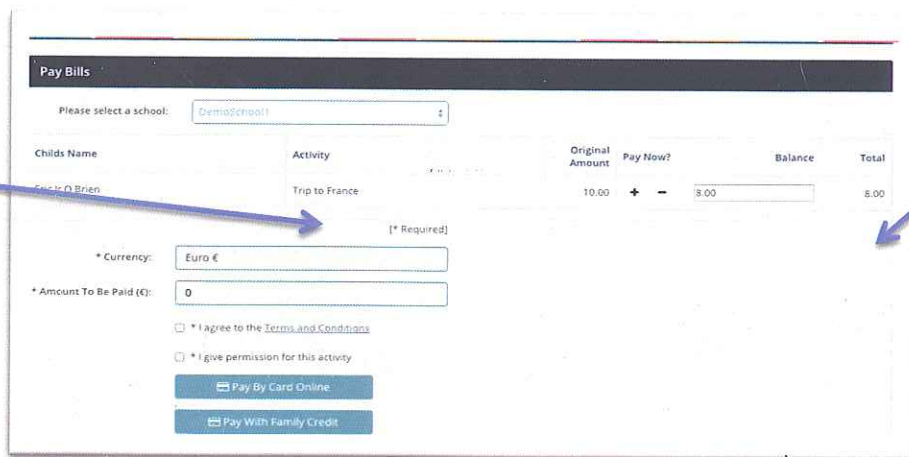
1. Select "Pay Bills" option on the left hand side of the screen.



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.



3. Click on the "Pay Now" option or click on "Balance" box to edit amount you'd like to pay.

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.



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

Select
Pay Bill
option".

Select Bill
you would
like to pay.

Click both
boxes.

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: a left-hand navigation menu, a "Your Details" section, a "Recent Payments" table, an "Outstanding vs. Payments in last 30 days" chart, and a "Send an Email to your child's School" form. 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" menu item. A third blue arrow points from the text "9. Recent payment update." to the "Recent Payments" table.

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

9. Recent payment update.