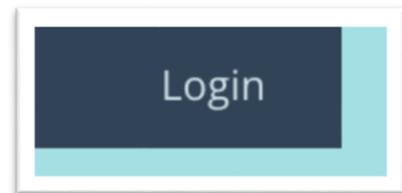# THE WAY2PAY PARENTS DASHBOARD
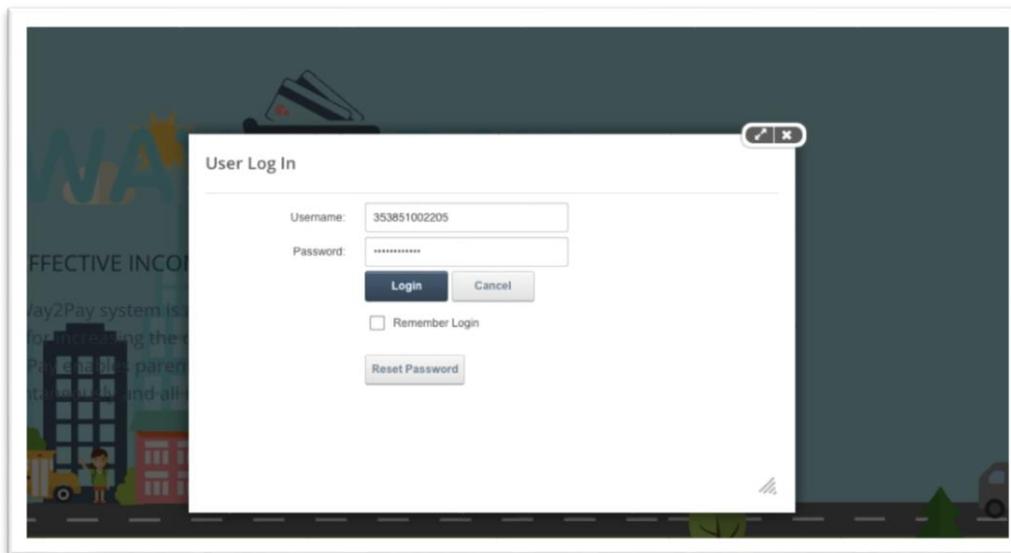
## HOW TO LOGIN FOR THE FIRST TIME

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.

**Password Reset**

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.

Confirm Username: *

New Password *

Confirm Password: *

Change Password    Cancel

7. 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.
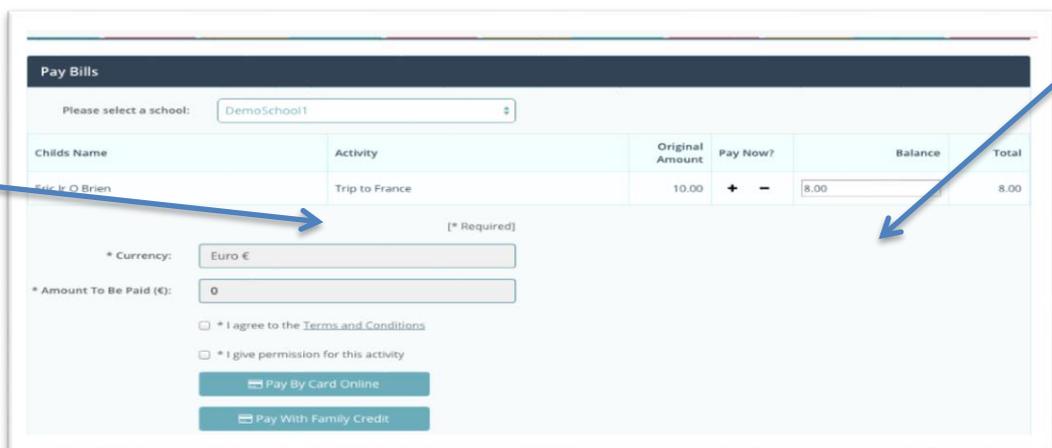
**1. Select "Pay Bill Option".**
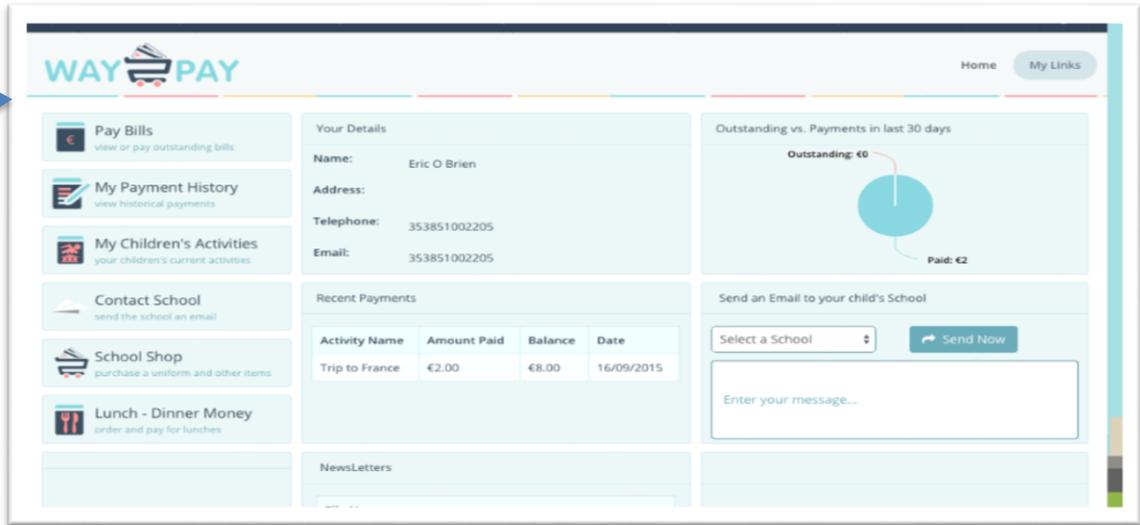


2. This will bring you to the "Pay Bills" home screen. All active bills will appear on this screen.

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.

**3. Cick on the "Pay Now" option or click on "Balance" box to edit**

**4. Select Bill you would 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.

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

13. Click both boxes.

| | |
|---|---|
| | [* Required] |
| * Currency: | Euro € |
| Amount To Be Paid (€): | 0.00 |

☑ * I agree to the Terms and Conditions
☑ * I give permission for this activity

🖃 Pay By Card Online

🖃 Top Up Family Credit

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

Item added successfully.

| Pay Bills | Your Details | | | | Outstanding vs. Payments in last 30 days |
| view or pay outstanding bills | | | | | |
| My Payment History | Name: | Eric O Brien | | | Outstanding: €0 |
| view historical payments | | | | | |
| My Children's Activities | Address: | | | | |
| your children's current activities | Telephone: | 353851002205 | | | |
| Contact School | Email: | 353851002205 | | | Paid: €2 |
| send the school an email | | | | | |

| Recent Payments | | | | Send an Email to your child's School |
| School Shop | | | | | Select a School ▾ → Send Now |
| purchase a uniform and other items | | | | | |
| Lunch - Dinner Money | Activity Name | Amount Paid | Balance | Date | Enter your message... |
| order and pay for lunches | 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