## How to Use Wisepay

Open Chauncy website: www.chauncy.org.uk

You will either see a link to Wisepay on the homepage, or you will need to click on the A-Z listing at the top of the page and scroll to W and find Wisepay in the listings.

This takes you to the Wisepay login screen. Enter the Username and Password as attached. These are case-sensitive and don't forget any fullstops or underscores.

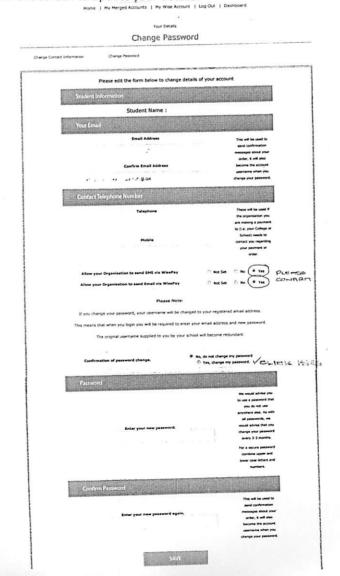
Once logged in you will see this screen.



We recommend you change your password to something must more user-friendly at this point.

Click on the link to open the screen below. Follow the instructions. Once your new password has been saved, your Username will be your email address and your password will be easier to remember. If you do forget your password, you can contact the school for a reminder link to be sent to you at the registered email address.

If you change your email address, you can enter this screen to update your details.



## To merge student accounts so you have one login only for siblings:

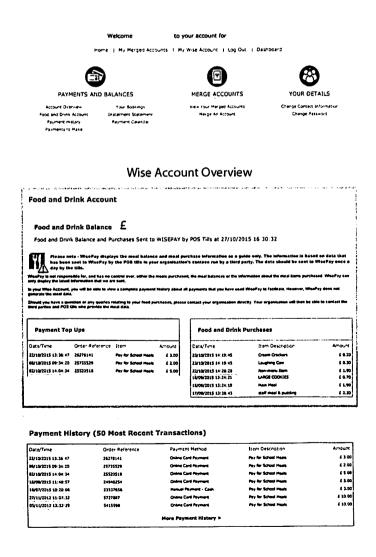
Click on the My Merged Accounts tab. Click on Merge an Account and you will see this screen:

	Welcome	to your account for
	Home   My Merged Accou	unts   My Wise Account   Log Out   Dashboard
		Merge Accounts
	Me	erge An Account
View Your He	rged Accounts	Herge An Account
and the second second		and the second of the second o
On this screen you can mergi merged, under one master a	e other accounts that you have user ccount.	names and passwords for. This will allow you to see other student accounts that you have
The account that you are cur	rently logged into will become your	master account.
		Merge Account Login
	Please enter the user name	and password for the account that you would like to merge.
	User Nam	•
	Pasperore	
•		Find Student Account

You will need the login details for the account you wish to add, which can be supplied by the school.

Once you have merged the accounts, this screen will allow you to click on the student you want to make a payment for. You will only see the trips that are available for the student you have chosen.

You will be able to see all histories of your payments made to Wisepay and any purchases that your son or daughter has made at the tills in the My Wsie Account screen. A sample screen shot is shown below:



If you have any questions, or need further help, please do not hesitate to contact the school.