WisePay User Guide

for Students and Parents

A quick start guide to our new app and mobile web site.

WisePay Software Services

WisePay App and Optimised Mobile Version 2018

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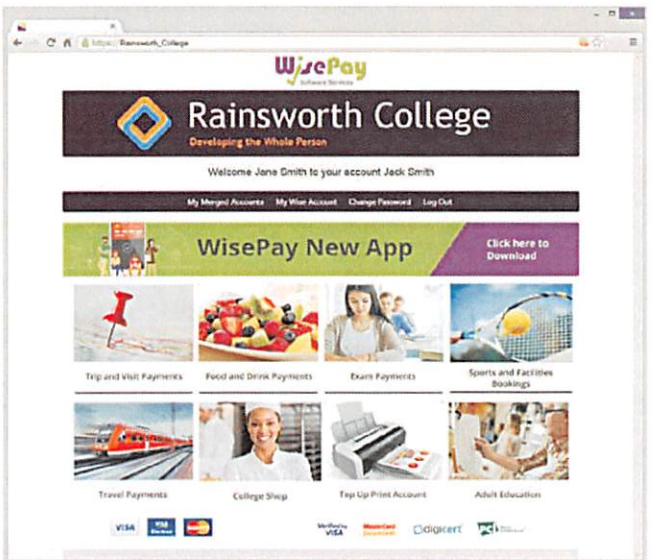
Benefits to Parents and Students

WisePay has made payments and bookings even quicker for Parents and Students on the go.

You can access your WisePay account and receive latest messages from your school or college on any mobile device with WisePay's easier to use optimised mobile version.

Users can now checkout faster with our flexible payment options. Payment Cards can be stored securely for repeat purchases, providing you with a (One Click) seamless transaction on the go.



WisePay Your Way

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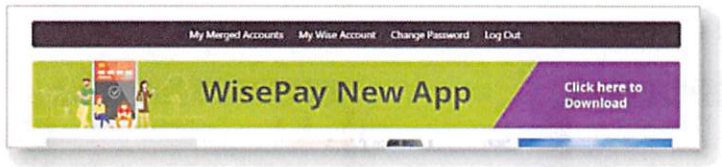
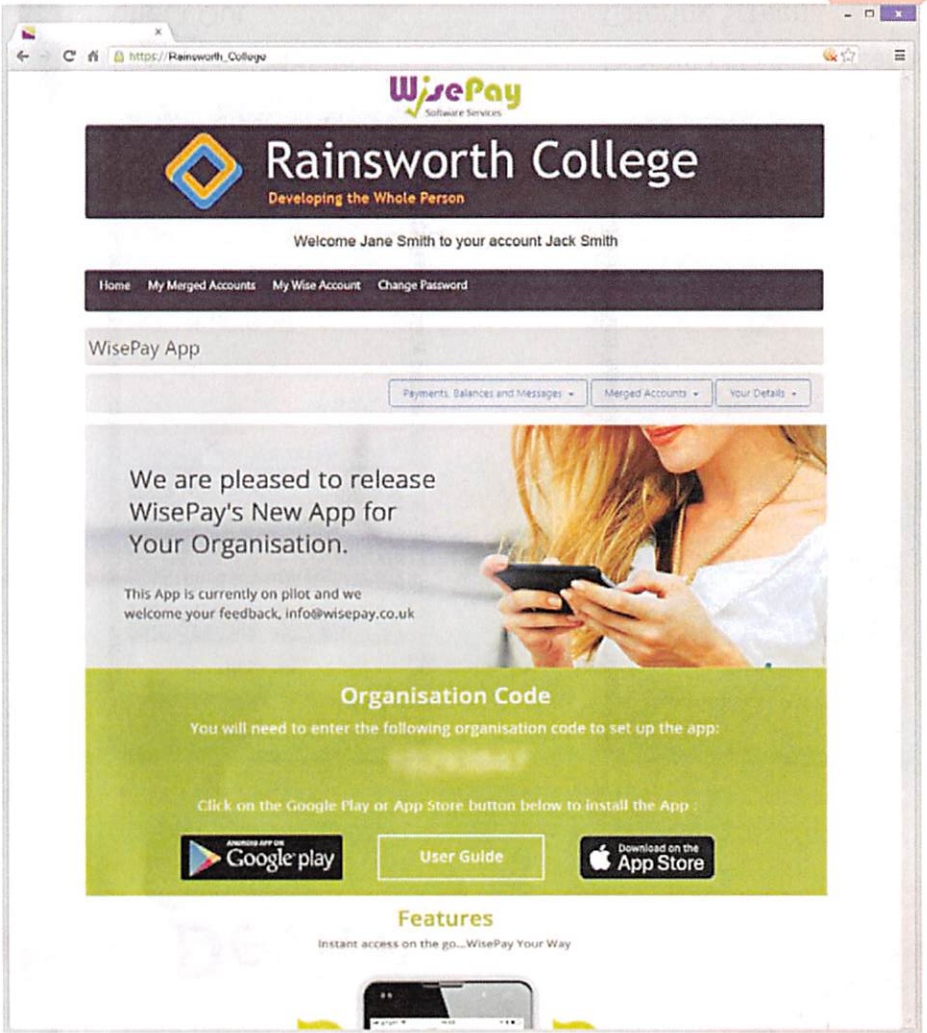
Downloading the App



To download the new WisePay App click the selected graphic at the top of your WisePay homepage.

The WisePay App is available to download for both Android and Apple devices.

From the WisePay App page you will be given a unique Organisation Code. You will need this code in the WisePay App, where you can register an account and start making payments quickly and easily.



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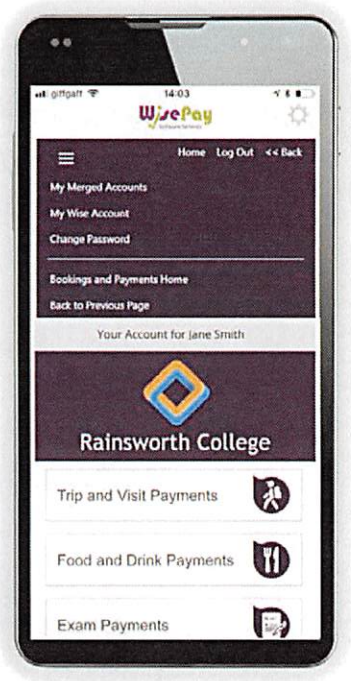
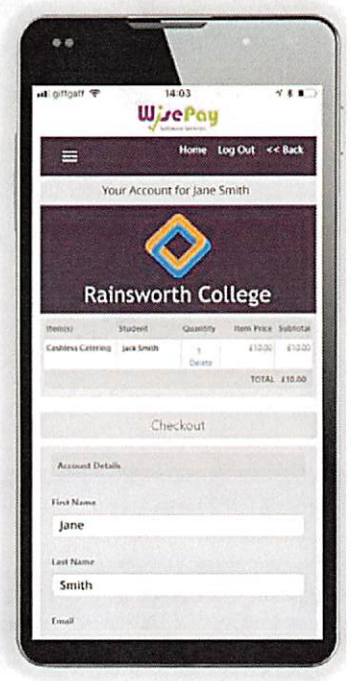
User Friendly WisePay Mobile Device

Example Mobile Homepage

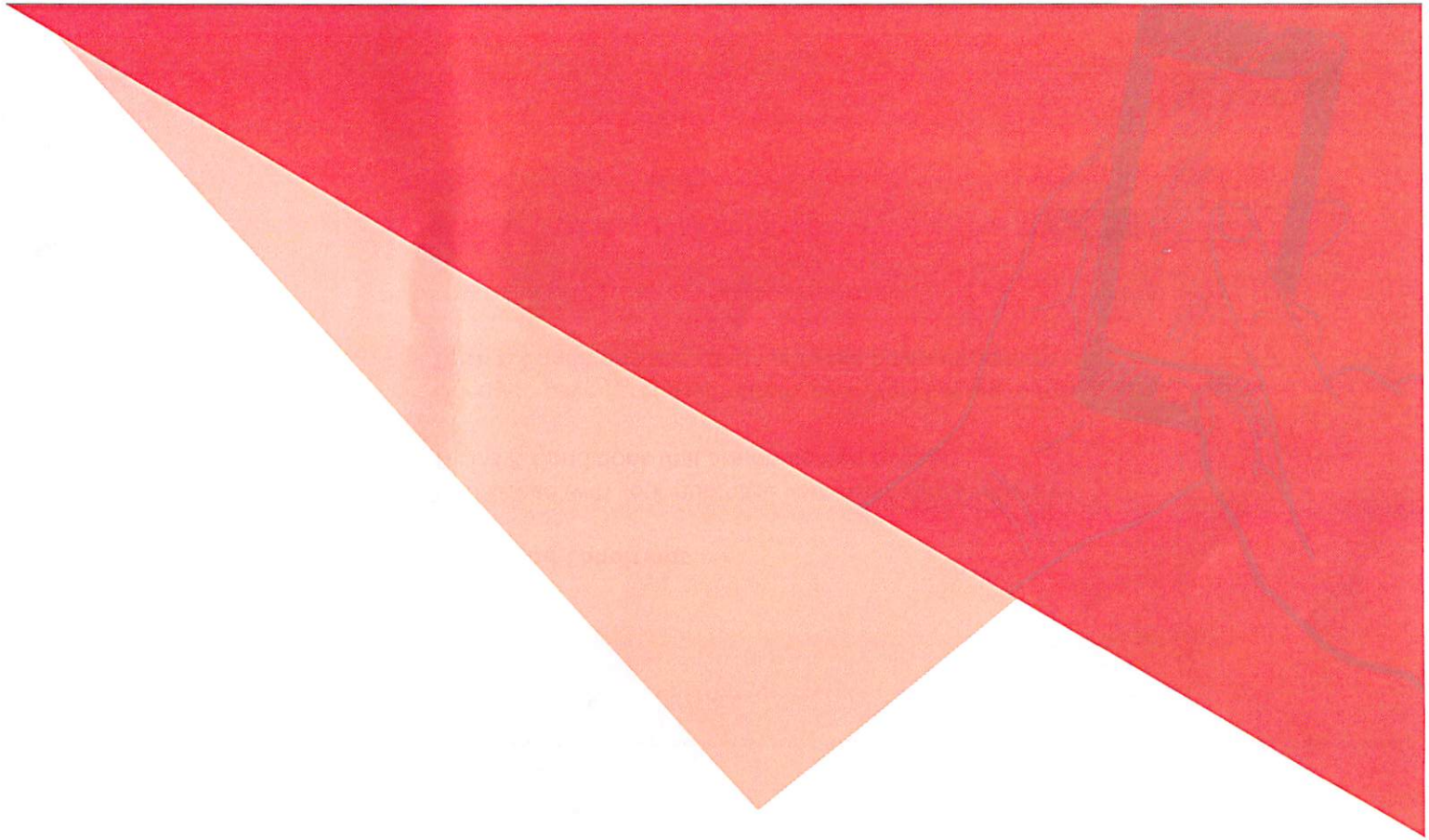


Example of Mobile Menu



Example of Mobile Check Out

Example of Mobile Cashless Catering Screen



The Check Out - Non Stored Card Details

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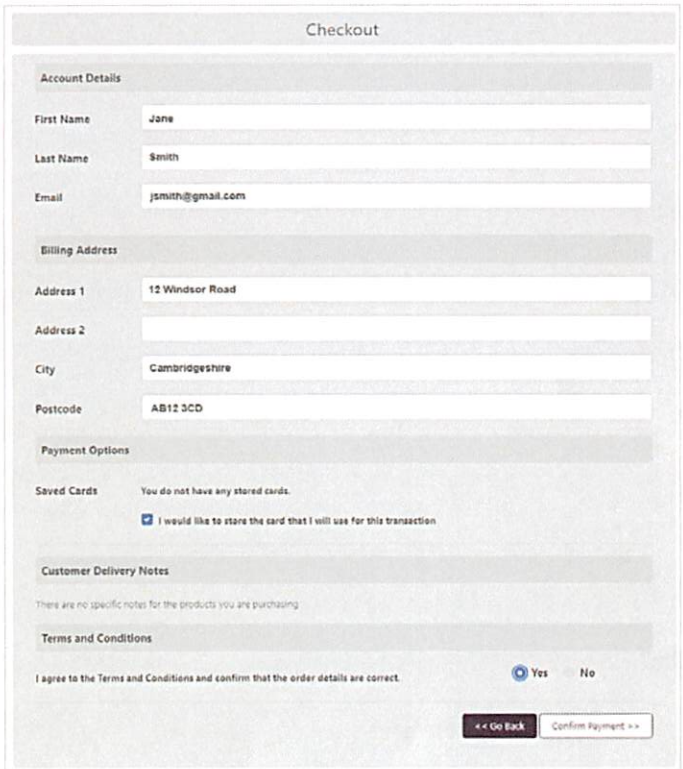
The Check Out - Non Stored Card Details

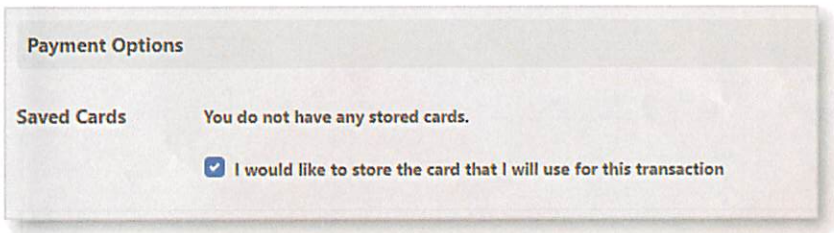
Account Details and Billing Address

When you checkout your details may already be pre-filled, depending on whether your organisation has entered your details.



Payment Options (New)

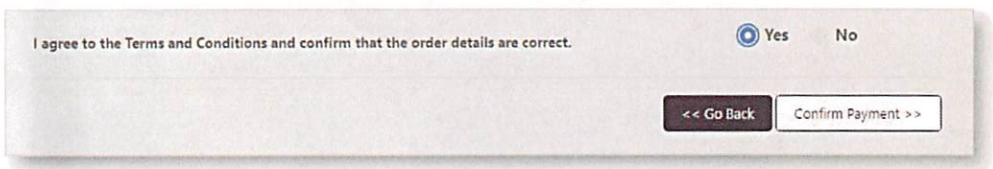
Non Saved Cards
This option will be visible if you are making a payment for the first time, or have chosen not to store any card details previously. This option does NOT have to be clicked to proceed with a payment.



Terms and Conditions

To proceed with your purchase you **must agree** with the Terms & Conditions that are presented to you.

Once you have agreed with them, click "Yes" I agree to the Term & Conditions and continue to the payment screens.



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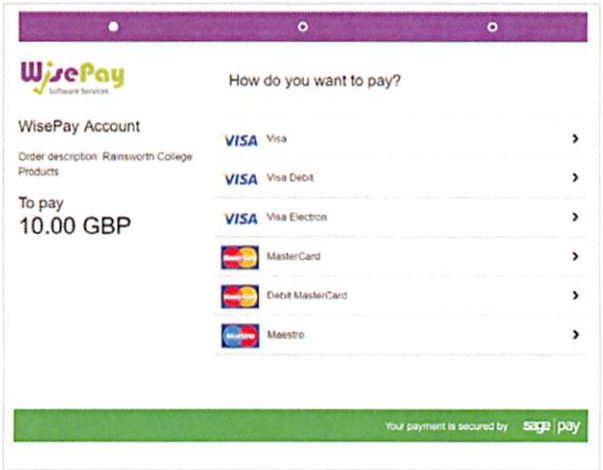
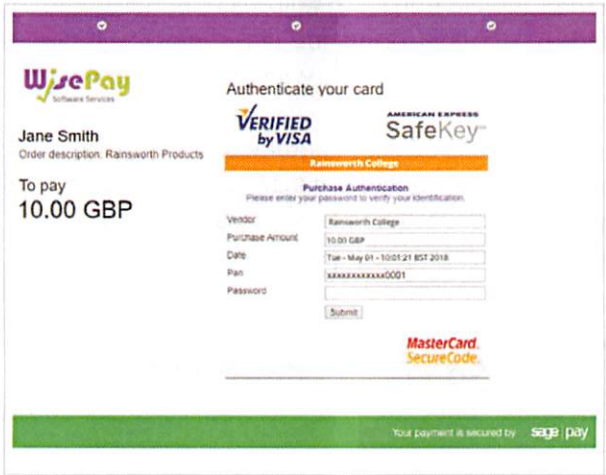
Payment Process - Non Stored Card Details

* The screens below are at Sage Pay payment gateway.



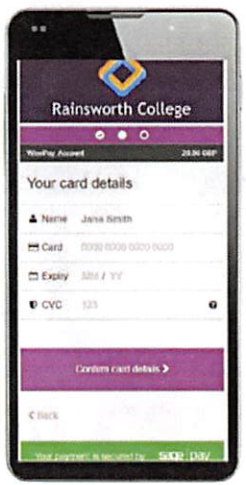
To complete your transaction you must select a payment card.

Select a payment method by clicking on the relevant card you wish to use.

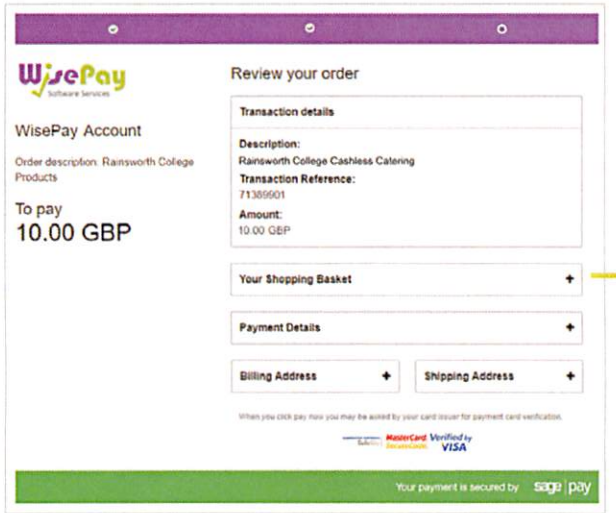


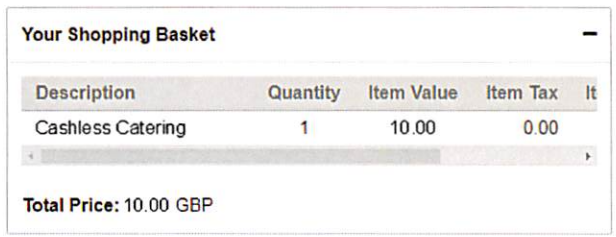
You will then be asked to fill in your card details.

Click the "Confirm Card Details" button to review your order.



User friendly mobile screen.





You can review your order and use the expanding buttons to review your shopping basket, payment details or billing address.

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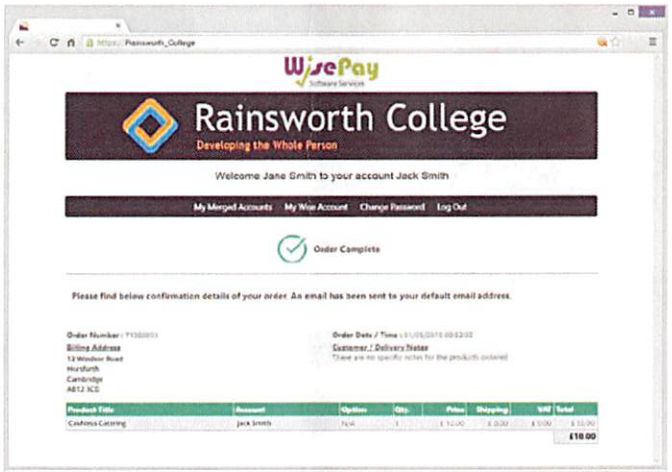
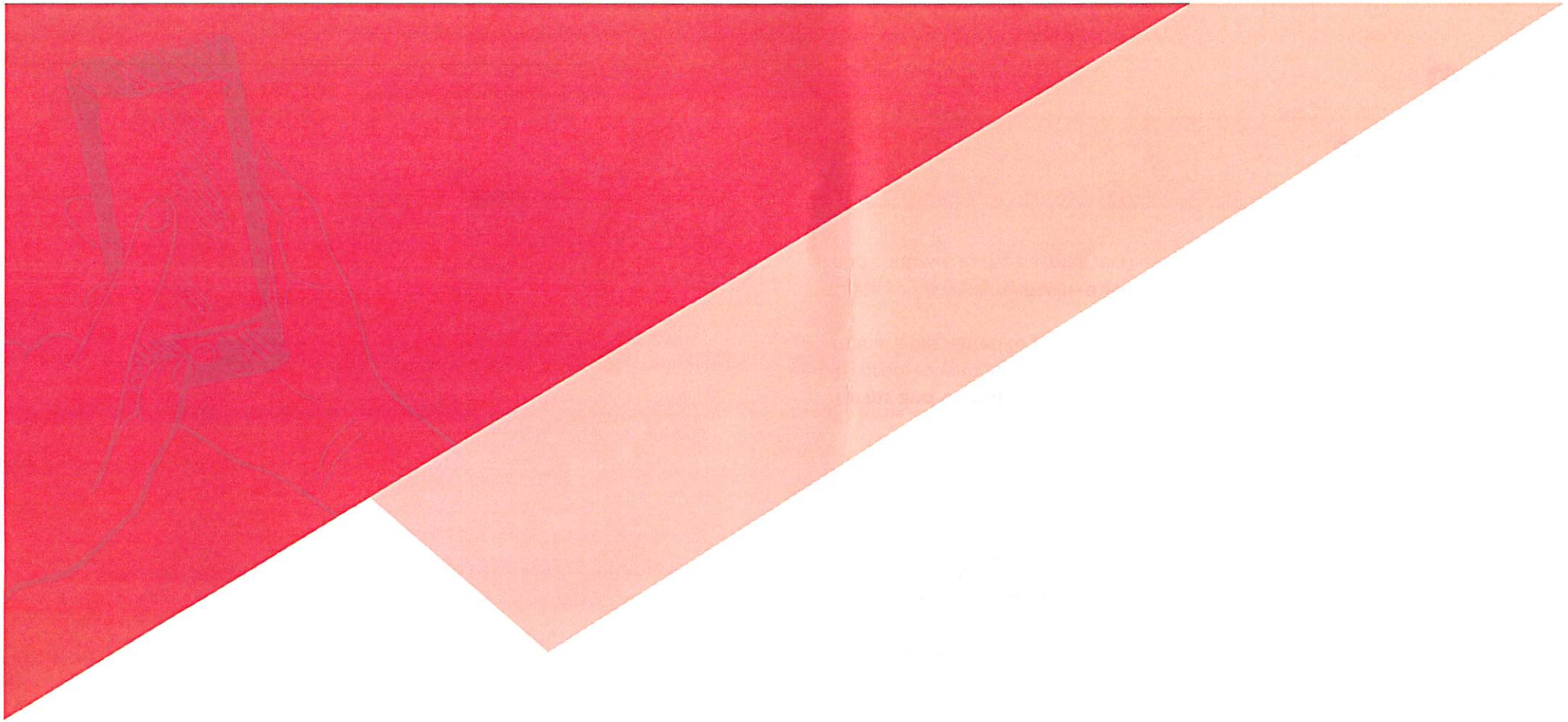
Order Complete - Non Stored Card Details

To complete your order, you may need to authenticate your card details with a password.



Once your payment has been successfully made, a confirmation screen with a reference number will be displayed back to you. It is a good idea to make a note of this reference number.

A confirmation email will be sent to you with details of your order and information from your organisation, regarding collection of your items and what you should do next.



The Check Out - Stored Card Details

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The Check Out - Stored Card Details

Account Details and Billing Address

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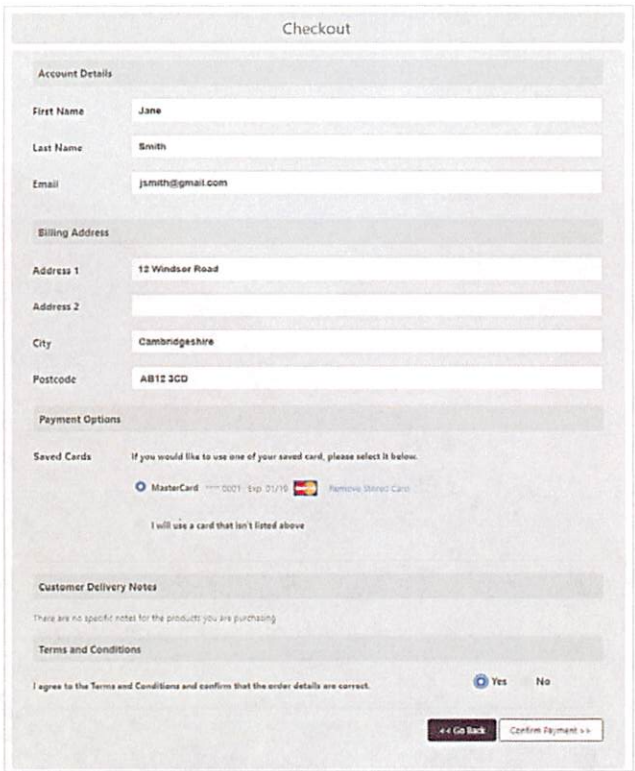
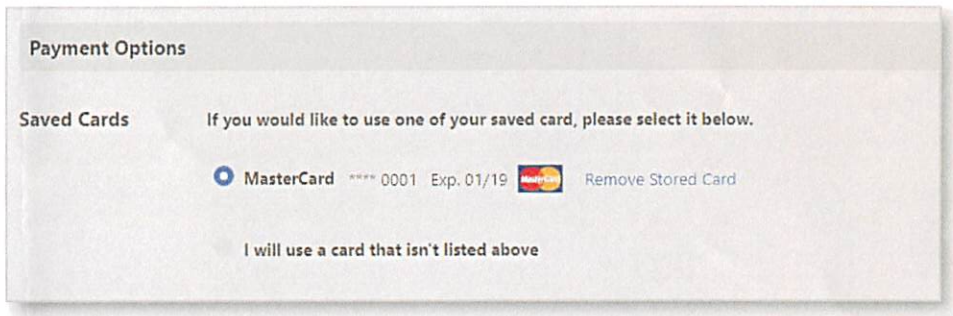


Payment Options (New)

Saved Payment Card Details
This option will only be visible if you have previously chosen to store your payment card details. You can either continue to make a payment with the selected card highlighted or choose a new card by clicking the 'I will use a card that isn't listed above' option.



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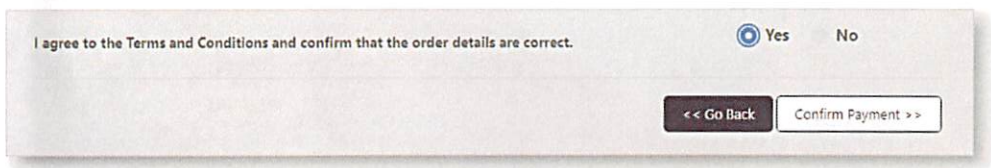

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Payment Process - Stored Card Details

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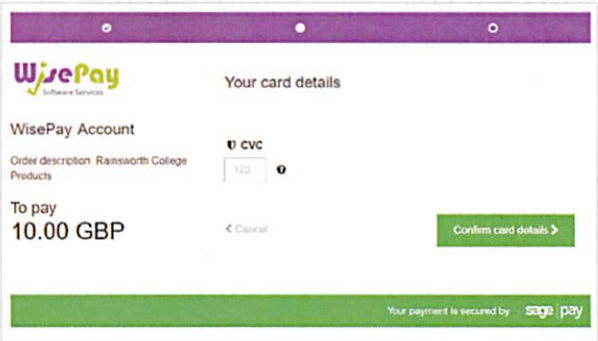
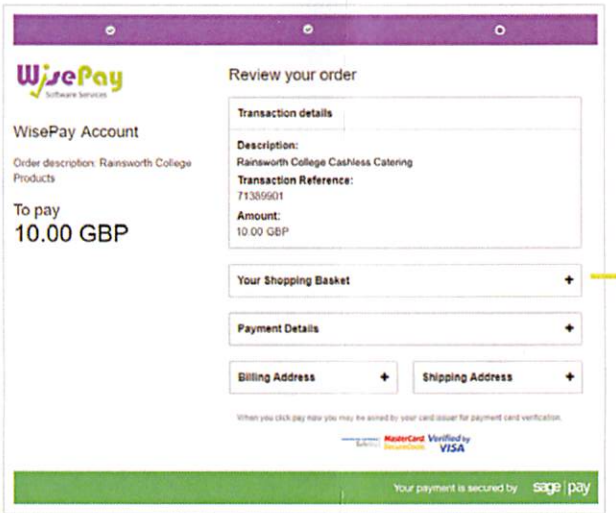
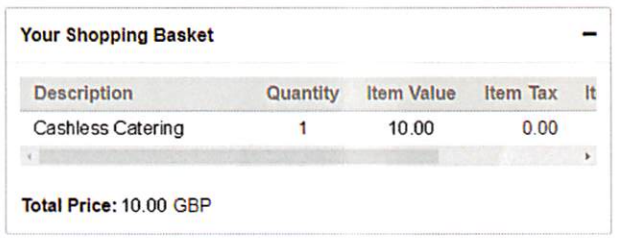


You will be asked to confirm your CVC, the three digits on the back of your card.





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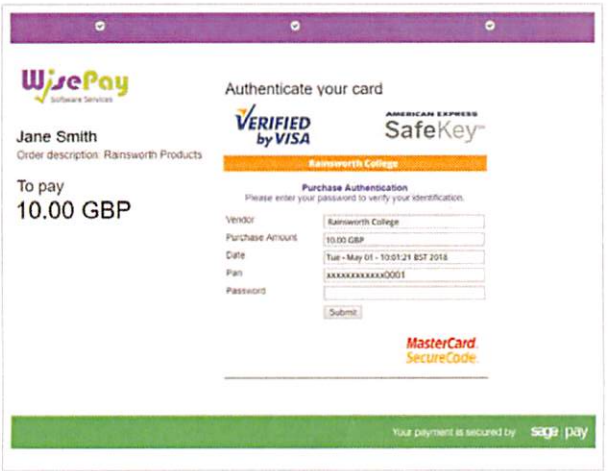

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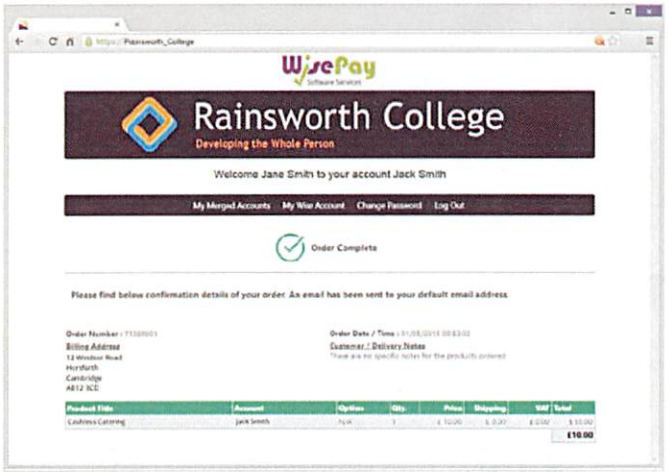

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