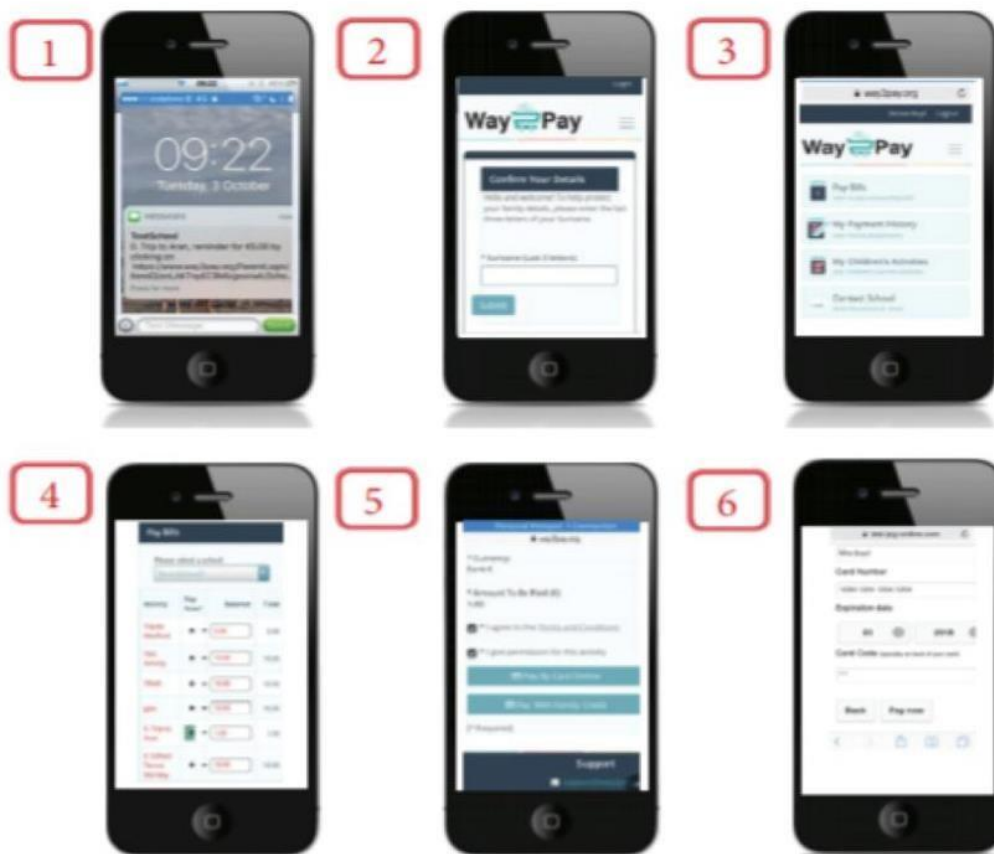## What is Way2Pay

Way2Pay is a secure online payment method for parents. Parents no longer need to send cash/cheques to school. Parents can keep track of any school-related payments very easily on their account.

How to Pay School Bills by Text Message Link

1. You will receive a text message from the school, click on the link and follow the instructions
2. Answer the security question by inputting the last four digits of your phone number
3. Select the bill(s) you would like to pay
4. Press the PLUS sign beside the bill(s) you wish to pay
5. Agree the T&Cs and click pay now to enter the secure payment screen.
6. Complete the payment. You will receive a receipt by text message.

Parent Helpdesk Support ¦ Email: way2payparents@three.ie ¦ Tel: 061 203355
THE WAY2PAY PARENTS DASHBOARD

HOW TO LOGIN TO WAY2PAY FOR THE FIRST TIME

1. Log onto www.way2pay.ie
2. Navigate to the top right of the screen and select the "Login".
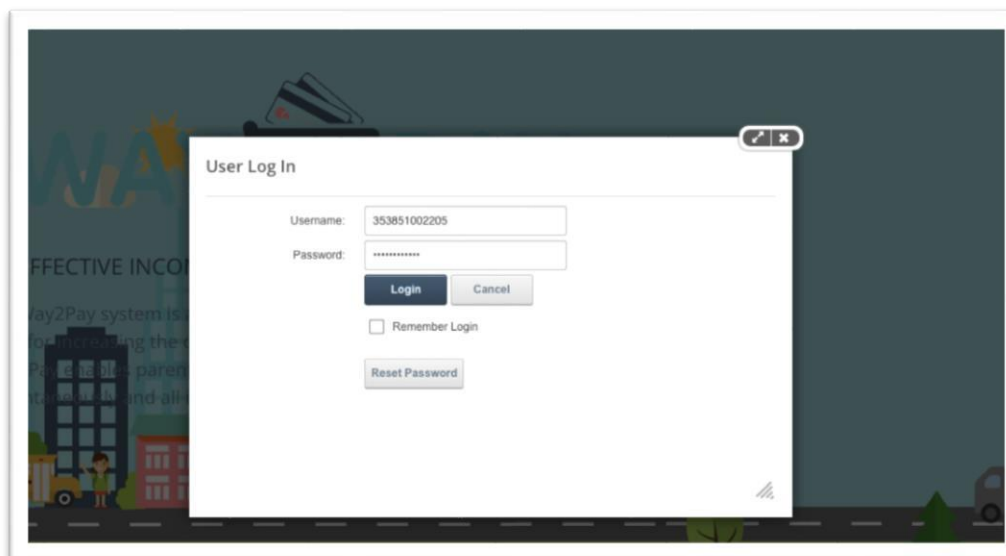

Click
Login

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 entered, click "Login".

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

    E.g. 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".

Enter mobile number.

Enter new password.

Click on change password.

8. When your password has been reset your parent dashboard will open.

How to Pay Bills

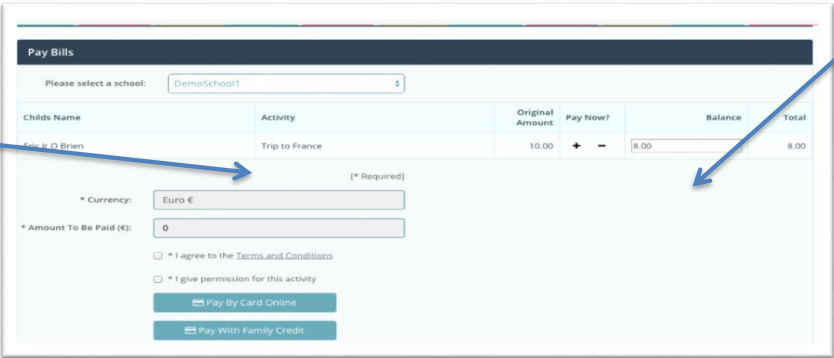1. Select "Pay Bills" option on the left-hand side of the screen.

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".
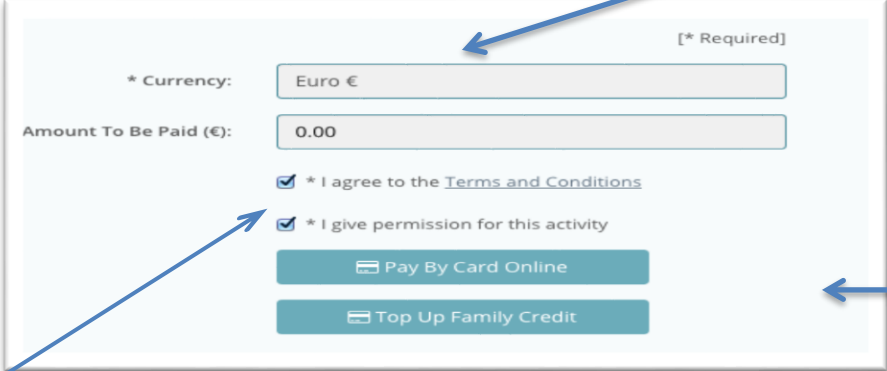
4. Beside the "Activity" you want to pay, you will find a "Pay Now" option. Click on the "Pay Now" option in order to pay for the bill. Alternatively, you can click on the "Balance" box and enter the amount you would like to pay.

Click on the "Pay Now" option or click on "Balance" box to edit

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.

Check to see if amount to be paid is correct.

Relevant payment option.

Click both boxes.

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.

"Item added successfully".

Select for further information

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