

WisePay User Guide for Students and Parents

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





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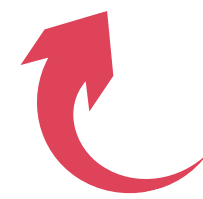
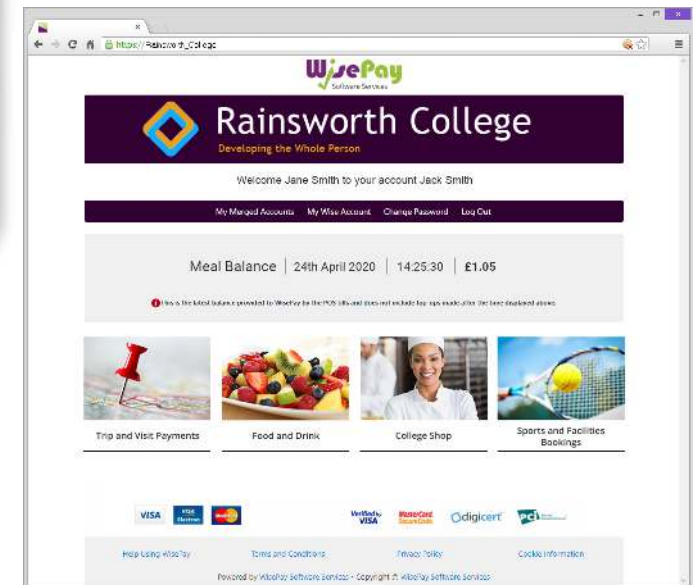
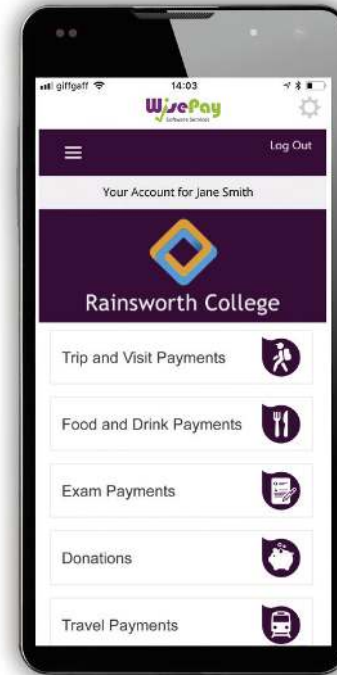
Benefits to Parents and Students

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



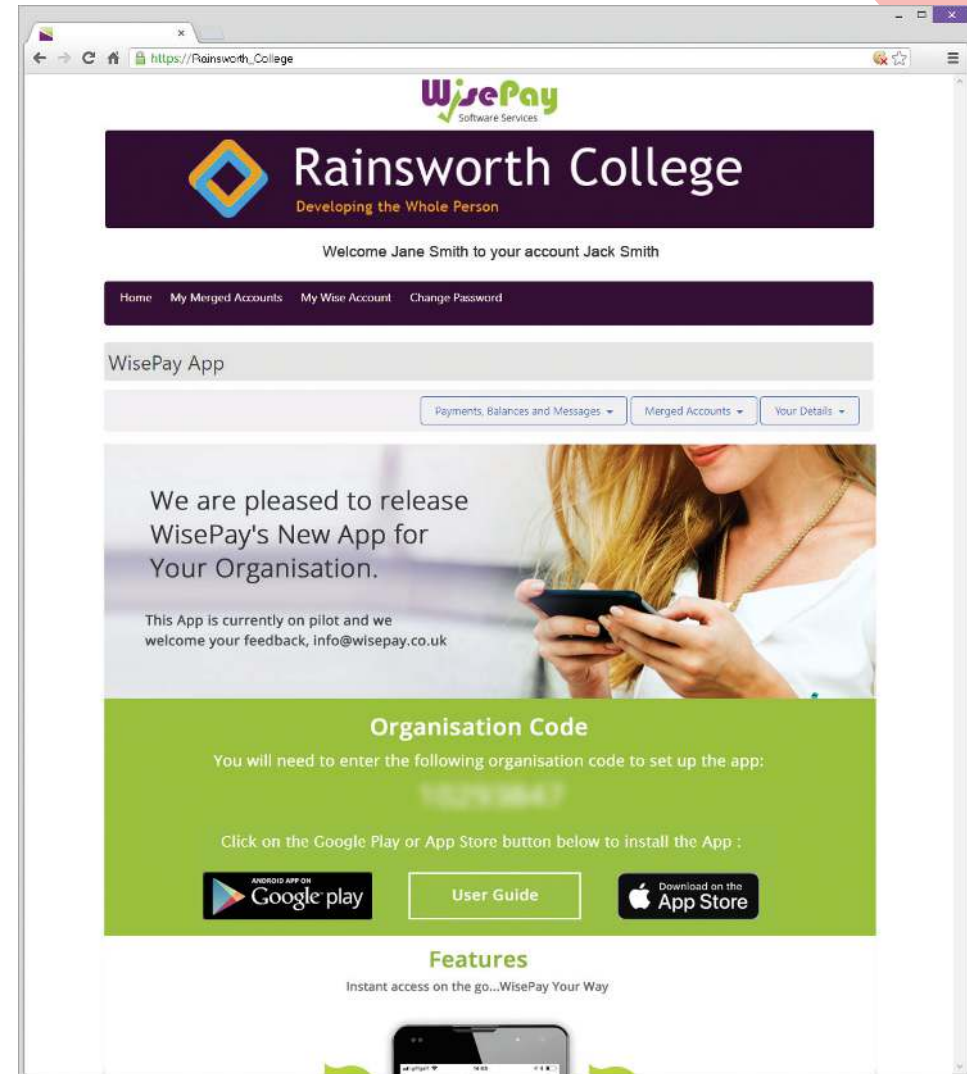
Downloading the App



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.



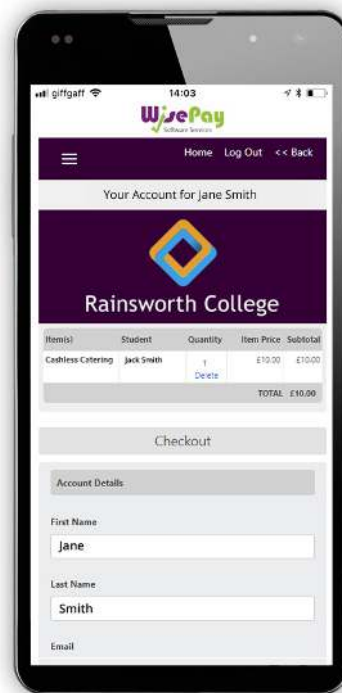
User Friendly WisePay Mobile Device



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**

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.

The screenshot shows a checkout form with the following sections:

- Account Details:** First Name (Jane), Last Name (Smith), Email (jsmith@gmail.com).
- Billing Address:** Address 1 (12 Windsor Road), Address 2 (empty), City (Cambridgeshire), Postcode (AB12 3CD).
- Payment Options:** Saved Cards (You do not have any stored cards.) with a checked checkbox for "I would like to store the card that I will use for this transaction".
- Customer Delivery Notes:** There are no specific notes for the products you are purchasing.
- Terms and Conditions:** I agree to the Terms and Conditions and confirm that the order details are correct. Radio buttons for Yes (selected) and No.
- Navigation buttons: << Go Back and Confirm Payment >>

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.

The screenshot shows the Payment Options section with the following content:

- Payment Options** header.
- Saved Cards:** You do not have any stored cards.
- Checkbox: I would like to store the card that I will use for this transaction

Terms and Conditions

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

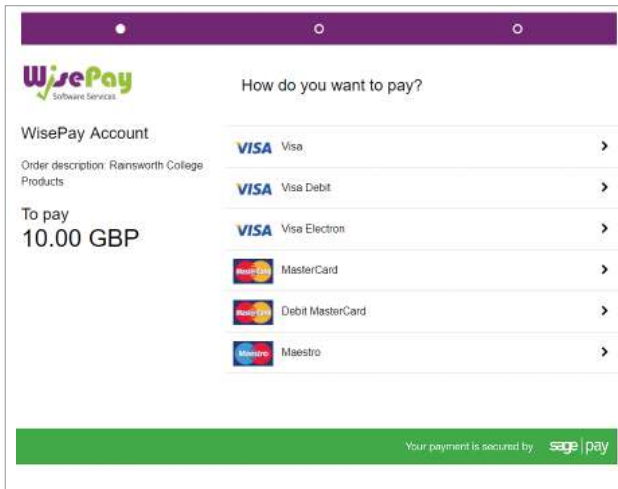
Once you have agreed with them, click "Yes" I agree to the Term & Conditions and continue to the payment screens.

The screenshot shows the Terms and Conditions confirmation screen with the following content:

- I agree to the Terms and Conditions and confirm that the order details are correct.
- Radio buttons: Yes (selected) and No.
- Navigation buttons: << Go Back and Confirm Payment >>

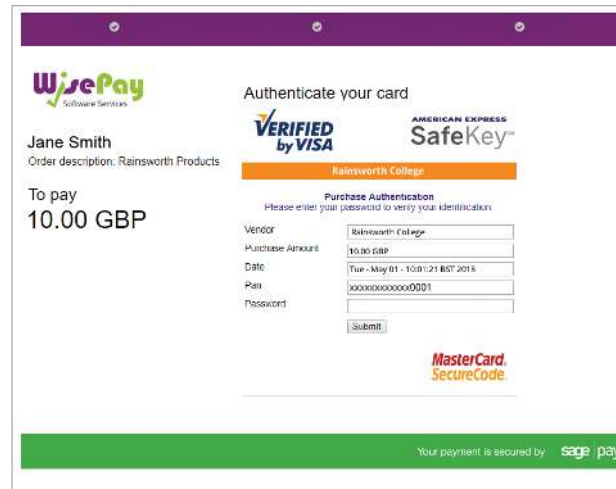
Payment Process - Non Stored Card Details

* The screens below are at Sage Pay payment gateway.



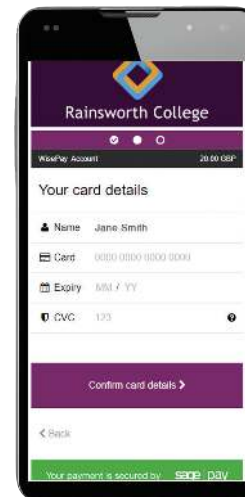
To complete your transaction you must select a payment card.

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

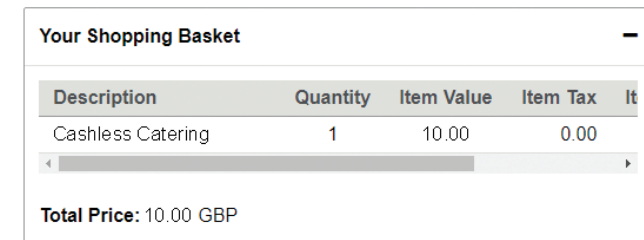
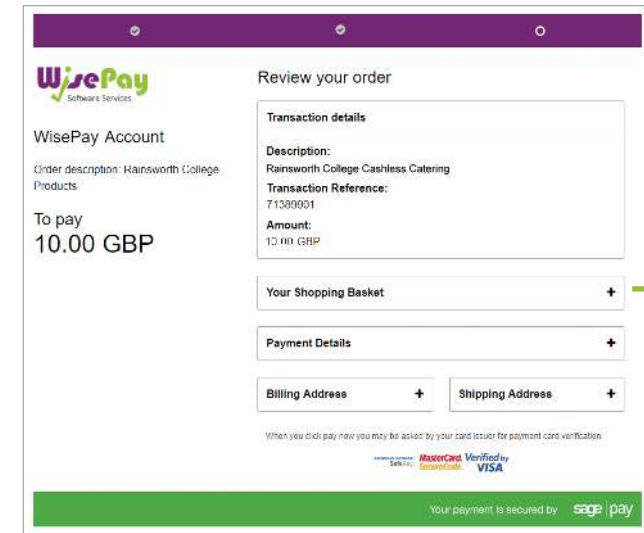


You will then be asked to fill in your card details.

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.

Order Complete - Non Stored Card Details

Wisepay Software Services

Authenticate your card

Jane Smith
Order description: Rainsworth Products

To pay
10.00 GBP

Vendor: Rainsworth College

Purchase Amount: 10.00 GBP

Date: Tue - May 01 - 10:01:21 BST 2020

Card: XXXXXXXXXXXXXXX0001

Password: []

Submit

MasterCard SecureCode

Your payment is secured by sage pay

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

Wisepay Software Services

Rainsworth College
Developing the Whole Person

Welcome Jane Smith to your account Jack Smith

My Merged Accounts | My Wise Account | Change Password | Log Out

Order Complete

Please find below confirmation details of your order. An email has been sent to your default email address.

Order Number: 17339421

Billing Address
12 Walsmead Road
Cambridge
CB12 3ED

Order Date / Time: 01/05/2020 10:01:21

Customer / Delivery Notes
There are no specific notes for the products ordered.

Product Title	Account	Option	Qty	Price	Shipping	WST Total
Cashless Catering	Jack Smith	N/A	1	£10.00	£0.00	£10.00
						£10.00

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**

The Check Out - **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.

The screenshot shows a checkout page with the following sections:

- Account Details:** First Name (Jane), Last Name (Smith), Email (jsmith@gmail.com).
- Billing Address:** Address 1 (12 Windsor Road), Address 2 (empty), City (Cambridgeshire), Postcode (AB12 3CD).
- Payment Options:** Saved Cards section with a selected MasterCard (**** 0001 Exp.10/20) and an option to "I will use a card that isn't listed above".
- Customer Delivery Notes:** A note stating "There are no specific notes for the products you are purchasing".
- Terms and Conditions:** A checkbox for "I agree to the Terms and Conditions and confirm that the order details are correct." with "Yes" selected.
- Navigation:** "<< Go Back" and "Confirm Payment >>" buttons.

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.

This close-up shows the "Payment Options" section with the following elements:

- Saved Cards:** A heading followed by the instruction "If you would like to use one of your saved card, please select it below."
- Card Selection:** A radio button selected next to a MasterCard (**** 0001 Exp.10/20) with a "Remove Stored Card" link.
- Alternative Option:** A radio button next to the text "I will use a card that isn't listed above".

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.

This close-up shows the "Terms and Conditions" section with the following elements:

- Agreement:** The text "I agree to the Terms and Conditions and confirm that the order details are correct." with a radio button selected next to "Yes" and "No" unselected.
- Navigation:** "<< Go Back" and "Confirm Payment >>" buttons.

Payment Process - **Stored Card Details**

* The screens below are at Sage Pay payment gateway.

WisePay Software Services

Your card details

Jane Smith
Order description: Rainsworth Products

To pay
51.00 GBP

Name
Jane Smith

Card
0000 0000 0000 0000

Expiry
MM / YY

CVC
123

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

WisePay Software Services

Review your order

WisePay Account

Order description: Rainsworth College Products

To pay
10.00 GBP

Transaction details

Description:
Rainsworth College Cashless Catering

Transaction Reference:
71339901

Amount:
10.00 GBP

Your Shopping Basket +

Payment Details +

Billing Address + Shipping Address +

When you click pay now you may be asked by your card issuer for payment card verification.

MasterCard Verified by Visa

AMERICAN EXPRESS SafeKey

Your payment is secured by sage pay

Your Shopping Basket -

Description	Quantity	Item Value	Item Tax	It
Cashless Catering	1	10.00	0.00	

Total Price: 10.00 GBP

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

WisePay Software Services

Authenticate your card

Jane Smith
Order description: Rainsworth Products

To pay
10.00 GBP

Verified by VISA

AMERICAN EXPRESS SafeKey

Rainsworth College

Purchase Authentication
Please enter your password to verify your identification.

Vendor
Rainsworth College

Purchase Amount
10.00 GBP

Date
Tue - May 01 - 10:01:21 BST 2020

PAN
XXXXXXXXXXXX0001

Password

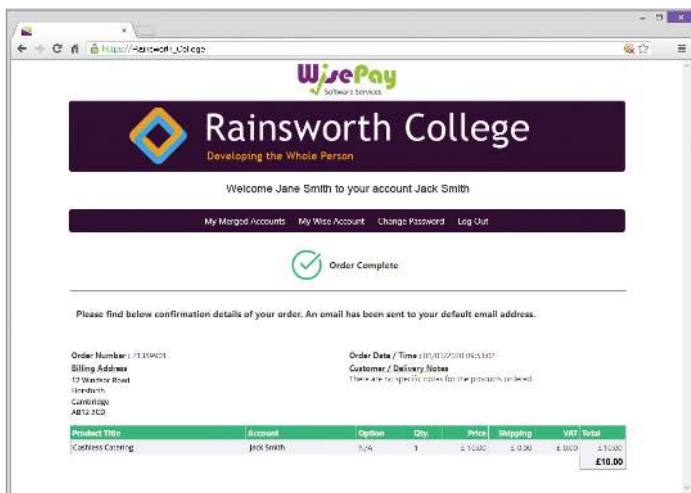
Submit

MasterCard SecureCode

Your payment is secured by sage pay

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

Order Complete - **Stored Card Details**



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.

If you have any further question or need help your first line of any enquiry should be with your Organisation's WisePay Administrator.

They will contact WisePay on your behalf if they are unable to help

