



## Way2Pay Login & Pay Guide

Parents pay the smart way with two easy options –

Pay by SMS or Login & Pay Online

**Not sure how to get started?** Simply wait to receive a payment request SMS from your school with a link to pay. No registration needed, keeping things simple for busy parents. Your mobile number in international format is used for your username eg. 3538xxxxxxx

**One account for all siblings** You can switch schools to make payments to different schools from one parent account. Select another school from the dropdown in Pay Bills

### How to Access your Way2Pay Account

#### Pay by SMS



A payment request SMS is sent to you from your school, which contains a link to pay and a security token. Click the link

Enter the last 4 digits of your mobile number to login

Top Tip: Click **Make a Payment** to get Link Expired? a new SMS with a link to pay

#### Login & Pay Online

[www.way2pay.org](http://www.way2pay.org)



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First time Login - Enter your mobile number eg. 3538xxxxxxx for both Username & Password. You will be asked to create a password to use in future (min 7 characters, one capital letter and at least one digit)

Top Tip: Click **Forgot Password?** To Can't login? reset your password.

### 3 Simple Steps to Make a Payment

The *Pay Bills* section of your account contains a list of activity bills with the student's name.

1. **Choose a bill to pay:** Tap the slider from *No* to *Yes* to select a bill to pay. You can edit the amount you want to pay or pay in full.
2. Tick **Terms & Conditions**, give **permission for participation** and tap **Pay by Card Online**
3. **Enter your card details** on the secure banking system

A *Payment Successful* message will show onscreen and you will receive a payment receipt by SMS.

*Payment History* section contains a record of all payments made and receipts to download and print off. For support, check out our *FAQ* section, the online Chat Now at the bottom of the screen or contact our helpdesk at [support.way2pay@evopayments.com](mailto:support.way2pay@evopayments.com)

