

WisePay User Guide for Students and Parents

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





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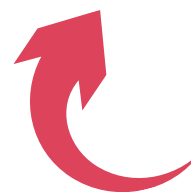
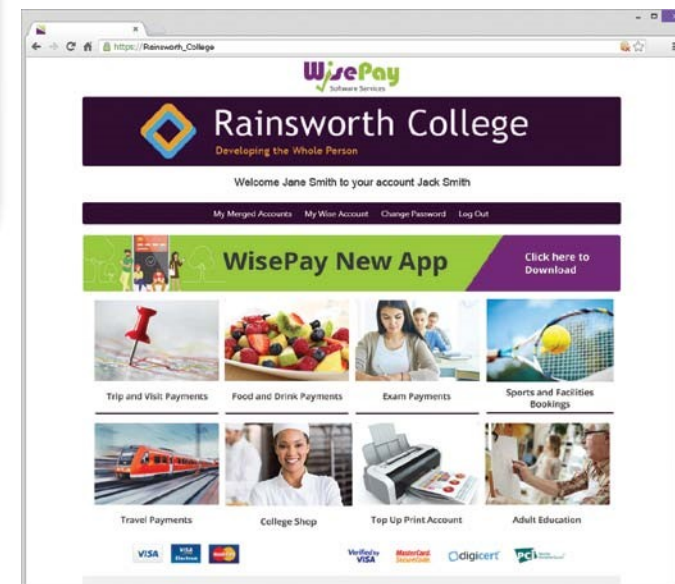
Benefits to Parents and Students

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

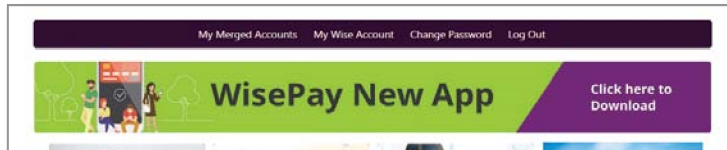
You can access your WisePay account and receive latest messages from your school or college on any mobile device with WisePay's easier to use optimised mobile version.

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



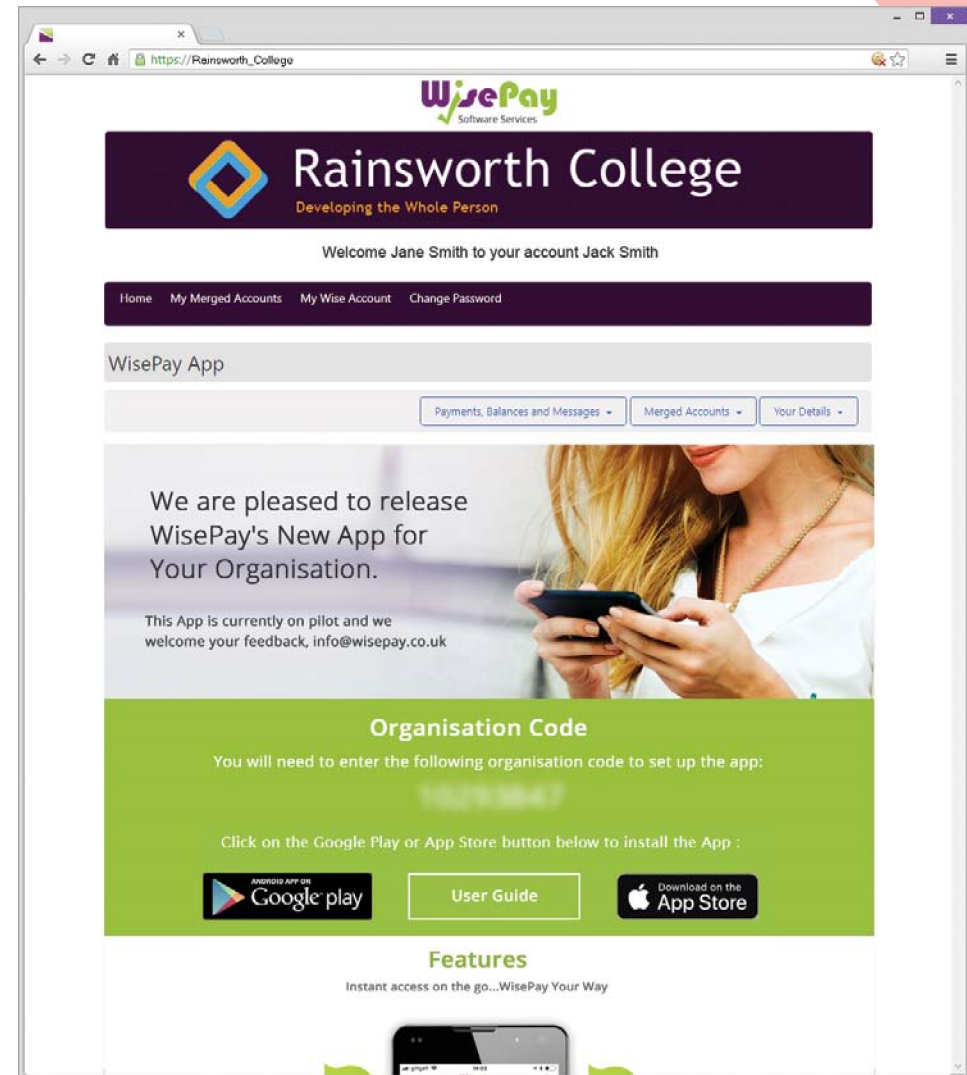
Downloading the App



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.



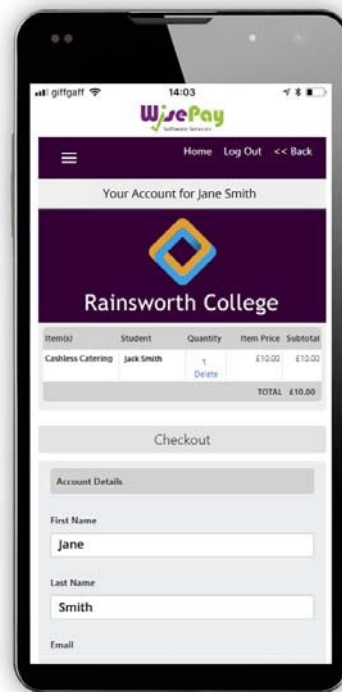
User Friendly WisePay Mobile Device



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.) and a checkbox labeled "I would like to store the card that I will use for this transaction" which is checked.
- 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:** << Go Back and Confirm Payment >> buttons.

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:**
- Saved Cards:** You do not have any stored cards.
- Non Saved Cards:** A checkbox labeled "I would like to store the card that I will use for this transaction" which is checked.

Terms and Conditions

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

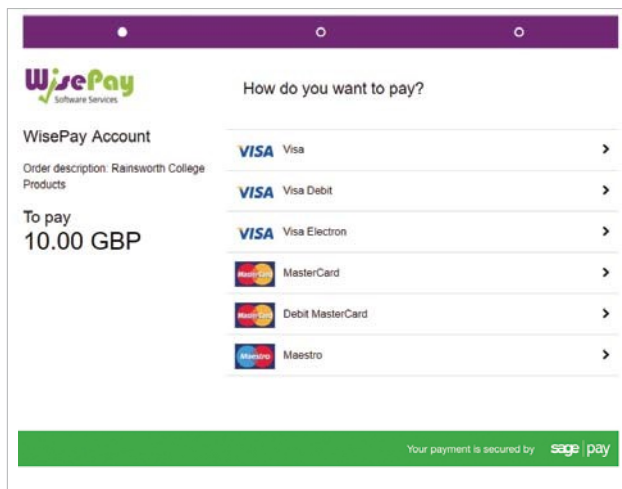
Once you have agreed with them, click "Yes" I agree to the Term & Conditions and continue to the payment screens.

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

- 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:** << Go Back and Confirm Payment >> buttons.

Payment Process - Non Stored Card Details

* The screens below are at Sage Pay payment gateway.



WisePay Account

Order description: Rainsworth College Products

To pay 10.00 GBP

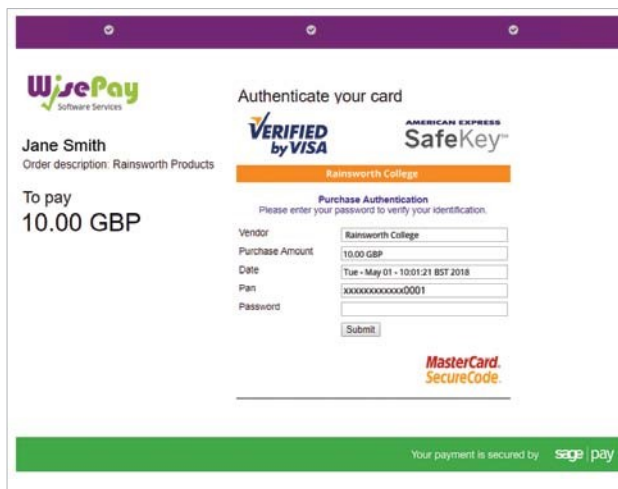
How do you want to pay?

- VISA Visa
- VISA Visa Debit
- VISA Visa Electron
- MasterCard
- Debit MasterCard
- Maestro

Your payment is secured by sage pay

To complete your transaction you must select a payment card.

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



WisePay

Jane Smith

Order description: Rainsworth Products

To pay 10.00 GBP

Authenticate your card

VERIFIED by VISA

AMERICAN EXPRESS SafeKey™

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 2018

Pin: xxxxxxxxxxxx0001

Password:

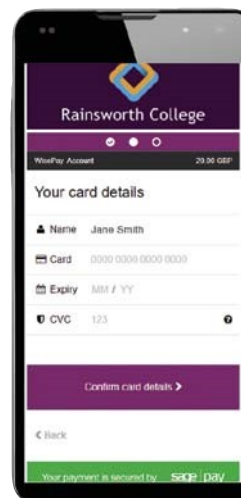
Submit

MasterCard SecureCode

Your payment is secured by sage pay

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

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



Rainsworth College

WisePay Account 29.96 GBP

Your card details

Name: Jane Smith

Card: 0000 0000 0000 0000

Expiry: MM / YY

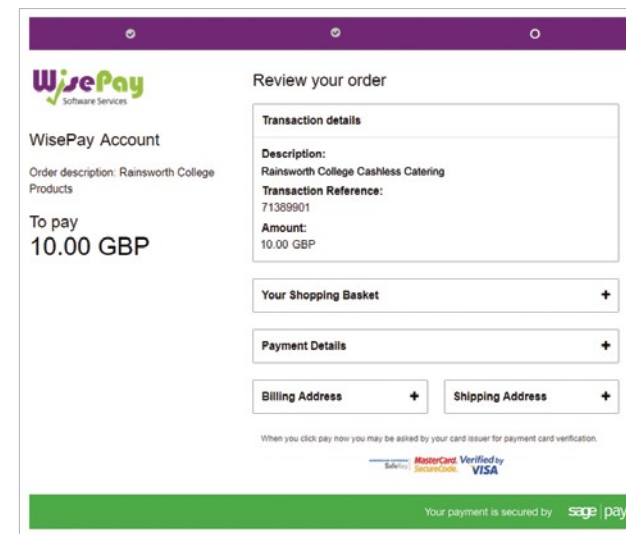
CVC: 123

Confirm card details >

< Back

Your payment is secured by sage pay

User friendly mobile screen.



WisePay

WisePay Account

Order description: Rainsworth College Products

To pay 10.00 GBP

Review your order

Transaction details

Description: Rainsworth College Cashless Catering

Transaction Reference: 71389901

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

Your payment is secured by sage pay

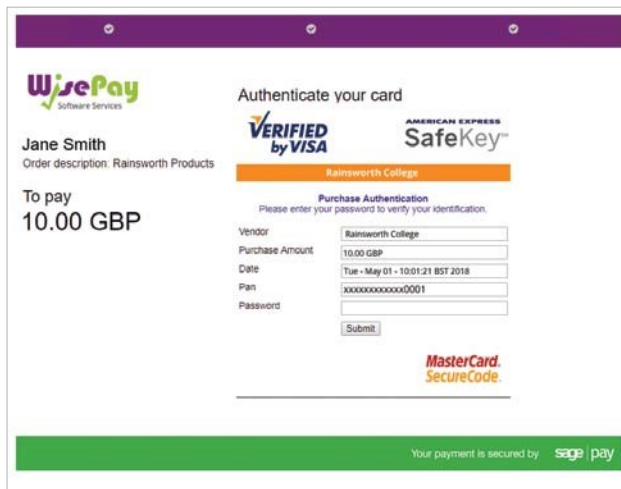


| Description | Quantity | Item Value | Item Tax | It |
|-------------------|----------|------------|----------|----|
| Cashless Catering | 1 | 10.00 | 0.00 | |

Total Price: 10.00 GBP

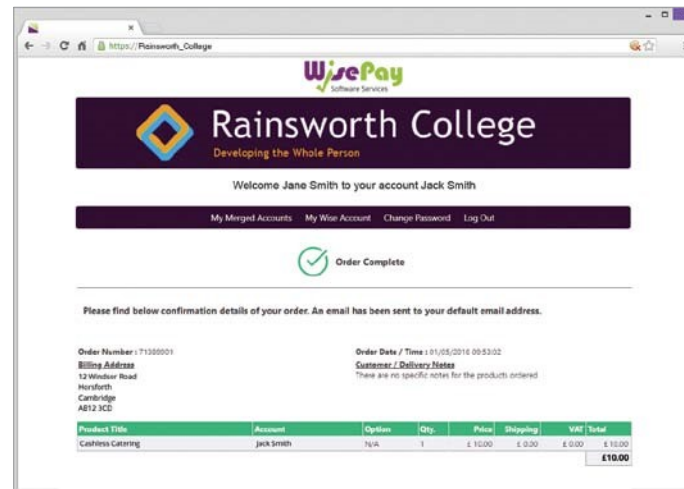
You can review your order and use the expanding buttons to review your shopping basket, payment details or billing address.

Order Complete - Non Stored Card Details



The screenshot shows the WisePay authentication interface. At the top, it says 'Authenticate your card' with 'VERIFIED by VISA' and 'SafeKey' logos. The user is Jane Smith, and the order is for Rainsworth Products, amounting to 10.00 GBP. A 'Purchase Authentication' section prompts the user to enter their password. Below this, there are fields for Vendor (Rainsworth College), Purchase Amount (10.00 GBP), Date (Tue - May 01 - 10:01:21 BST 2018), Plan (XXXXXXXXXXXX0001), and Password. A 'Submit' button is at the bottom. The MasterCard SecureCode logo is also visible.

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



The screenshot shows the WisePay order confirmation screen. It displays the Rainsworth College logo and a welcome message to Jane Smith. A green checkmark icon indicates 'Order Complete'. Below this, it states 'Please find below confirmation details of your order. An email has been sent to your default email address.' The order details include: Order Number: 71380001, Billing Address: 12 Windsor Road, Hardborth, Cambridge, AB12 3CD, Order Date / Time: 01/05/2016 09:53:02, and Customer / Delivery Notes: There are no specific notes for the products ordered. A table lists the product details:

| Product Title | Account | Option | Qty. | Price | Shipping | VAT Total |
|-------------------|------------|--------|------|---------|----------|---------------|
| Cashless Catering | jack smith | 7/14 | 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' 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 section with a selected MasterCard (**** 0001 Exp. 01/19) and a link to 'Remove Stored Card'. Below it is an option 'I will use a card that isn't listed above'.
- Customer Delivery Notes:** A text area with the message 'There are no specific notes for the products you are purchasing'.
- Terms and Conditions:** A section with the text 'I agree to the Terms and Conditions and confirm that the order details are correct.' and radio buttons for 'Yes' (selected) and 'No'.

At the bottom right of the form are two buttons: '<< Go Back' and 'Confirm Payment >>'.

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.

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

- Saved Cards:** A heading followed by the text 'If you would like to use one of your saved card, please select it below.'
- Card Selection:** A radio button is selected next to a MasterCard entry showing '**** 0001 Exp. 01/19' and a 'Remove Stored Card' link.
- Other Option:** A radio button is unselected 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.

The screenshot shows the 'Terms and Conditions' agreement section with the following content:

- Agreement Text:** 'I agree to the Terms and Conditions and confirm that the order details are correct.'
- Selection:** Radio buttons for 'Yes' (selected) and 'No'.
- Buttons:** '<< Go Back' and 'Confirm Payment >>' buttons at the bottom right.

Payment Process - Stored Card Details

* The screens below are at Sage Pay payment gateway.

WisePay Software Services

Your card details

WisePay Account

Order description: Rainsworth College Products

To pay 10.00 GBP

CVC 123

Cancel Confirm card details

Your payment is secured by sage pay

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: 71389901

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.

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

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 2018

Pan: xxxxxxxxxxxx0001

Password

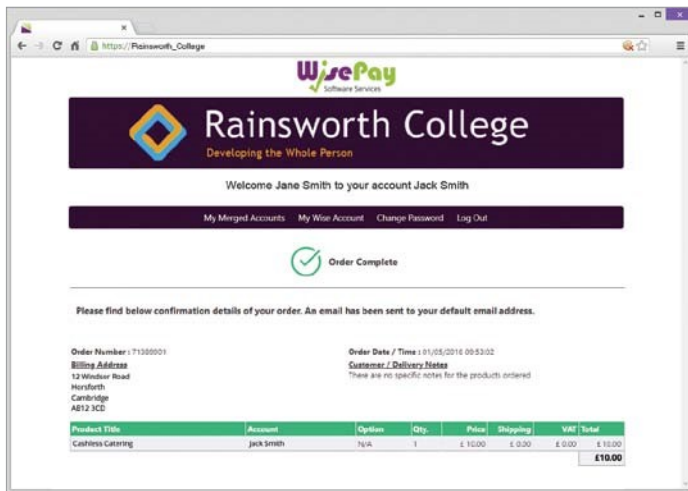
Submit

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

