

# The Folkestone School for Girls Wisepay

## How to Log In and Make an Online Payment

Go to the school's website and along the navigation bar go to **"My Account"** and click on **"Wisepay"**. You will be taken to your school's payment pages. On the right hand side of your school's payment page, you will see a Login Area.

Please use your personal User Name and Password provided to log in. If you have forgotten or lost your login details for Wisepay please contact the schools finance department.

## Can I Change My Password?

You need to log in for the first time using the User Name and Password given above. However, after you have logged in you are able to change the password given above to one of your choice.

To do this, please go to your 'Wise Account' and then go to 'My Account Detail'. Please follow the on-screen instructions. Please be aware that your email address becomes your User Name if you change your password.

For security purposes, please ensure that your 'Wise Account' password you choose is unique to your 'Wise Account' and that you do not use it for any other login. WisePay recommends that you change the password issued above to your own password.

## What Can I do on My 'Wise Account'?

Once in your 'Wise Account' you can make payments online. You can also view your payment history by clicking on 'my Wise Account' tab at the top right of the page.

## I have More than One Student at the School

If you have more than one child at the same school, you will receive a User Name and a Password for each child.

You can either choose to keep each account separate or to merge multiple accounts. To do this, go to your Wise Account and go in to 'Merge an Account'. Please follow the on-screen instructions.

## Who to Contact if you have Any Questions

Please contact the school finance department for any questions regarding Wisepay.