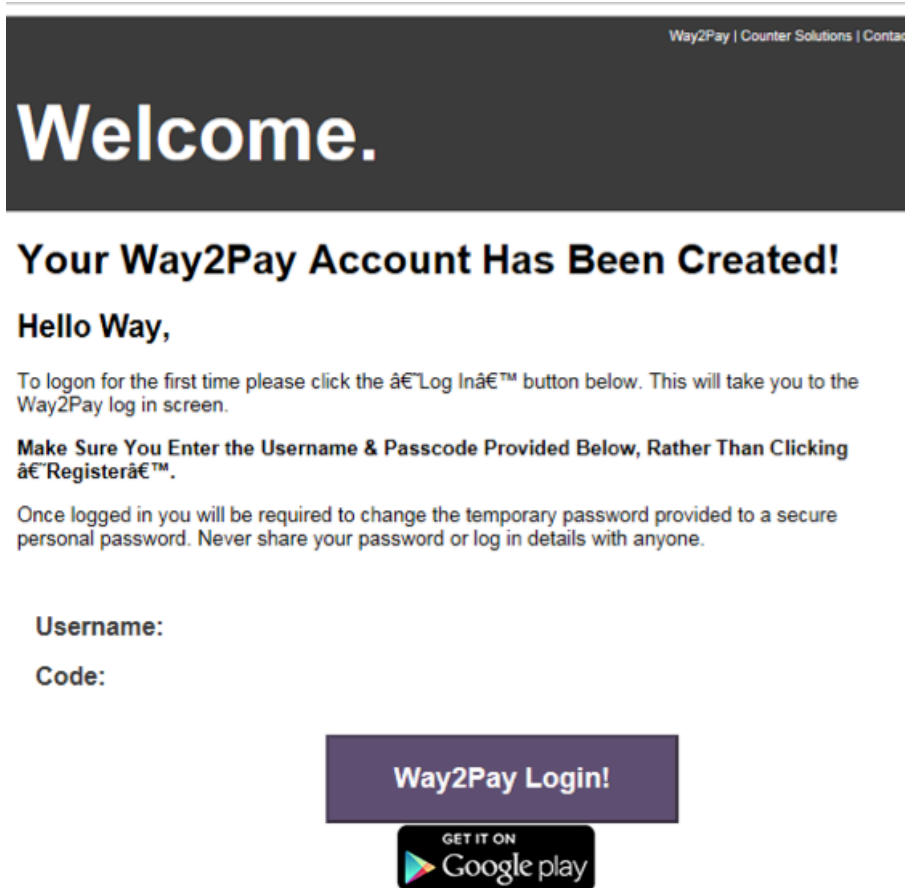


How to  
set up your  
**Way2Pay**  
Account on  
the internet

How to set up your Way2Pay Account on the internet.

Students will receive an email to their Reaseheath email account that looks like this - (the details of a student's Reaseheath email account can be obtained from the College's IT department)



Click on the “**Way2pay login!**” box, which will take you to :-



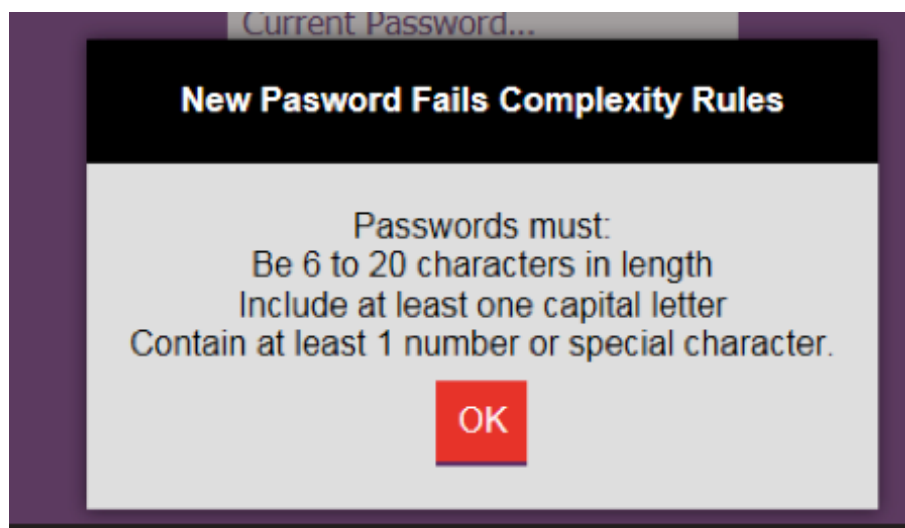
Enter your username and password from the Way2Pay email

You will be taken to :-

The image shows a screenshot of the Way2Pay website's password change interface. At the top, the Way2Pay logo is displayed with the tagline "load.spend.earn." below it. The main heading is "Password Change Required". There are three input fields: "Current Password...", "New Password...", and "Repeat New Password...". Below these fields is a red "Update" button. At the bottom of the form, there is a link for "Terms of Use".

Enter your password from the email in the top box and your **new** password in the middle and lower boxes, and click "**update**".

If you get this message :

The image shows a screenshot of an error message box. The title is "New Password Fails Complexity Rules". The message text reads: "Passwords must: Be 6 to 20 characters in length, Include at least one capital letter, Contain at least 1 number or special character." Below the text is a red "OK" button. The background of the message box is light gray, and the title bar is black.

Use a password that is at least 6 characters long and contains a number or "Special" character such as "!", or "£" or "%" etc

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You will see this again:-



Use your User name and new password and press **Login**, to be taken to this screen



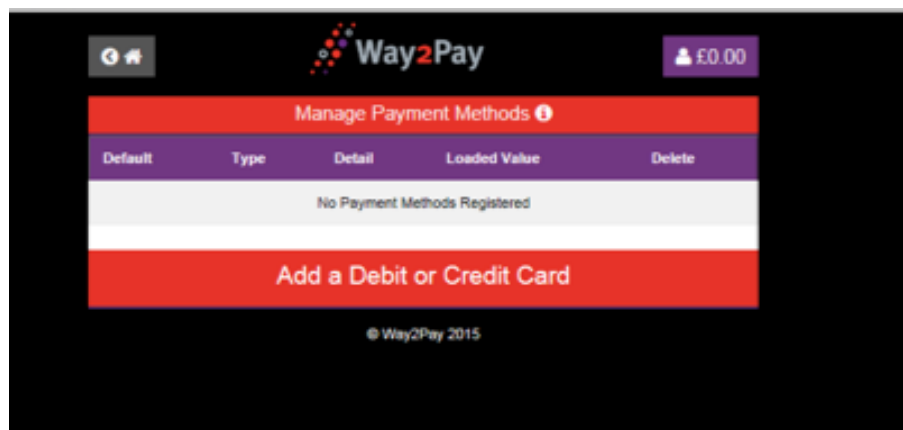
Click "Settings" to get :-

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Select “**Manage payment methods**” :-



Select “**Add a Debit or Credit card**” , and complete the form as below using your card details :-



How to set up your Way2Pay Account on the internet.

The screenshot shows a registration form with two main sections: "Credit or Debit Card" and "Cardholder".

**Credit or Debit Card section:**

- Card Number: 1234567812345678
- Expires End: 05 2017
- Valid From: 02 2006
- Card Security Code: 123
- Logos for Mastercard, American Express, and VISA are visible.
- A "What is this?" link is present.

**Cardholder section:**

- Title: Mr
- First Name: W
- Last Name: Toopay
- Address 1: Toopay house
- Address 2: Toopat street
- Town/City: Toopayton
- County: Toopayshire
- Postcode: W2P P2W
- Country: United Kingdom

A red "Continue" button is located at the bottom of the form.

**Click continue** – you may now get your bank’s secondary authentication site.

And follow the process to completion

The screenshot shows the "Manage Payment Methods" screen in the Way2Pay app. At the top, there is a "Way2Pay" logo and a balance of £2.35. Below the title, there is a table with the following columns: Default, Type, Detail, Loaded Value, and Delete.

Default	Type	Detail	Loaded Value	Delete
<input checked="" type="radio"/>	VISA	Card **** * 3938 - Expires 09/18	£10	

At the bottom of the screen, there is a red button labeled "Add a Debit or Credit Card". The footer shows "© Way2Pay 2015".

Once you’ve done that, click the “**back/home**” button in the top left of Way2Pay, not the one in your browser,

To top up, click on “**Secure Top Up**”

How to set up your Way2Pay Account on the internet.

Select Amount:

£10.00	£20.00
£30.00	£40.00
£50.00	Other

£ Other Amount

Card Details:

Card No. \*\*\*\*\*3938

CVV Number

Top Up Now

The system will always ask for the last three digits printed on the back of your card, “**the CVV number**” but will remember the rest of your card details.

Should you need any further help,  
please contact the Student Finance Team  
on **01270 613205** or email  
**studentfinance@reaseheath.ac.uk**