

iPay – Student Top Up



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Account Sign In

Using a web browser of your choice, please browse to <https://ipay.reaseheath.ac.uk/>

You will be prompted to enter your Reaseheath username and password (Same details you would use to sign into a PC when on site at Reaseheath):



Welcome back! Please login to your account.

wd00100744

.....

Login

[Reset your Parent Password?](#)
[Register a Parent Account](#)

[Click here to view our FAQs](#)

Once entered, please select 'Login'.

iPay Dashboard

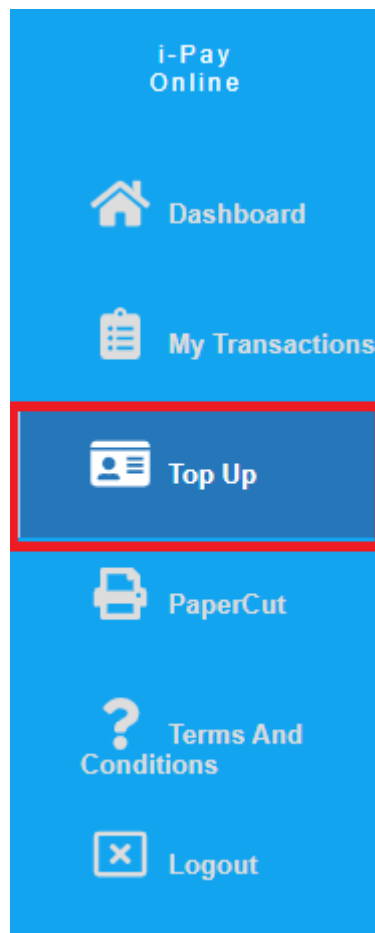
Once logged in, you will be greeted with a personalised dashboard, showing your recent top up amounts, along with the current balance on your ID card for catering and PaperCut (Printing):

Dashboard

Your Details		Transaction History		Catering Top Up		PaperCut Top Up	
Firstname	WILLEM	Date of Last Online Transaction	2020-11-05 16:34:36	Amount On Card	£7.00	Amount On Account	£10.00
Lastname	DAVIES	Status of Last Online Transaction	Ok	Top up amount:	_____	Top up amount:	_____
Date of Birth		Amount of Last Online Transaction	£5.00		<input type="button" value="Confirm amount"/>		<input type="button" value="Confirm amount"/>
		<input type="button" value="Transaction History"/>					

Adding Catering Credit

To add credit to your ID card for use within the college canteen, please select 'Top Up' from the left hand menu:



The following screen will appear, where you can enter the amount of credit to apply:

Top Up Cashless

Top Up Amount:

[Next](#)

Once the amount has been entered, please click 'Next'.

You will then be prompted to enter your credit/debit card details. The following card types are accepted:

- Visa Debit/Credit
- Mastercard Debit/Credit

Card Details

Card Number: 4 11111 11111 11111

Expiry Month 12

Expiry Year 2020

Security Code 123

Your 3 digit security code is on the back of your card.



[Next](#)

The amount to pay is £5.00 - not correct?

[Go back.](#)

Once you have entered your details and clarified the amount at the bottom, please proceed by clicking 'Next'.

The screen below will then appear. Please enter the email address where you would like your electronic receipt to be sent to. You will need to review the terms and conditions, then tick the box to confirm you agree to them, click 'Confirm' to proceed:

Confirmation

Please confirm the following to be added to your card
£5.00

Want an email receipt? Enter your email here

someone@emailaddress.com

Please confirm you have read the T&C's

Confirm

Cancel

Once processed, you will be greeted with the following message:

Payment complete

Your Payment has been successfully processed

Return to Dashboard

Returning to the dashboard will show the details of the transaction, along with the increased credit balance:

Dashboard

Your Details		Transaction History		Catering Top Up		PaperCut Top Up	
Firstname	WILLEM	Date of Last Online Transaction	2020-11-05 16:34:36	Amount On Card	£7.00	Amount On Account	£10.00
Lastname	DAVIES	Status of Last Online Transaction	Ok	Top up amount:	_____	Top up amount:	_____
Date of Birth		Amount of Last Online Transaction	£5.00		<input type="button" value="Confirm amount"/>		<input type="button" value="Confirm amount"/>
		<input type="button" value="Transaction History"/>					

Receipt

The receipt for your top up will be sent to the email address specified in the steps above. It will look similar to this:



Auth confirmation

Your request has been securely processed by Secure Trading on behalf of: IPS (Prospect).

We hope that you find our service satisfactory.

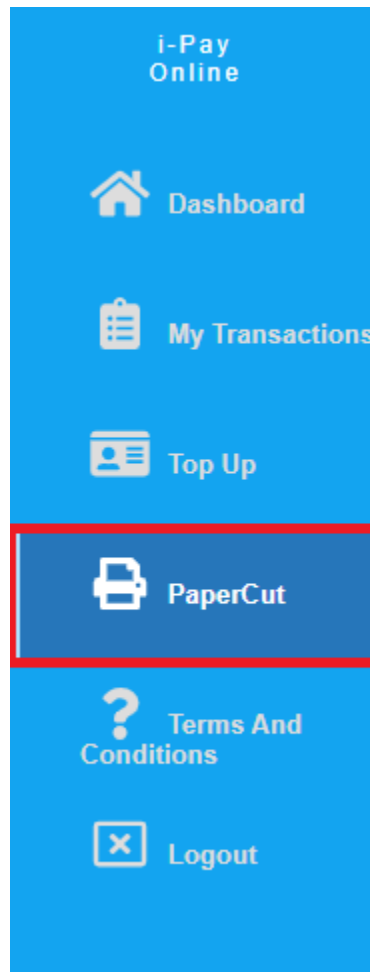
The details of the request are:

Transaction Request Type:	AUTH
Merchant Name:	IPS (Prospect)
Amount:	GBP 5.00
AuthCode:	TEST49
Transaction Reference:	56-9-349270
Name:	
Email:	@reaseheath.ac.uk
Address:	
Town:	
County:	
Postcode:	
Country:	
Order Ref:	TU1604594075777

We advise keeping a copy of the receipt for your records.

Adding Printer Credit

To add credit to your ID card for use on the college printing system (PaperCut), please select 'PaperCut' from the left hand menu:



Once 'PaperCut' has been selected, the steps to add print credit are the same as the steps shown above for catering credit.