

# WisePay

## Overview and logging-in instructions

The college used a parent/student online payment portal WisePay. Currently, this can be used to pay the following:-

- Learning Resources Payments
- Catering top-up
- Locker fees

In the future it will also be used for :-

- Library Fines
- Trips & Event Payments

**Catering Top-Ups** – This enables parents (or students) to add funds to the student's WisePay account which can only be used in the on-site college refectories. This will allow the student to pay for food via their Student ID card.

### Accessing your WisePay account

**Students** – After enrolment you will be sent a college network account and password. This is for use throughout the college and can also be used to log-on at <https://wisepay.colchsfc.ac.uk>.

**Parents** – After your student has enrolled, log-on at <https://wisepay.colchsfc.ac.uk> using the email address your student gave as parent/carer contact details. Click 'forgotten password' and you will receive an automated email with your password which you can change if required.

### **Useful Information**

- 1) After initially logging-on via the web-site you may find it easier to use the mobile app, the organisation code is 31588343.
- 2) Parents of twins or siblings must use a separate log-in for each student.
- 3) When logging in with the new password ensure that you log in using the email which received the password. Both items are case sensitive so enter with care and do not use any auto fill options your phone/pc may offer.

If you have any queries please contact [finance@colchsfc.ac.uk](mailto:finance@colchsfc.ac.uk)