



How to pay an Invoice on WisePay

Step 1

The screenshot shows the WisePay account dashboard for St Dunstan's Enterprises. At the top, the WisePay logo and the St Dunstan's Enterprises logo are displayed. Below the logos, a welcome message reads "Welcome Kasey Gibbons to your account for Kasey Gibbons". A navigation bar contains links for "My Merged Accounts", "My Wise Account", "Change Password", and "Log Out". A date notice for "25 April 2017" is present, along with instructions for password resets and contact information. Three main menu items are shown: "Enrolment Forms", "Sports and Facilities Booking Payments", and "Sports and Facilities Bookings". Below these are logos for VISA, VISA Electron, MasterCard, Verified by VISA, MasterCard SecureCode, digicert, and PCI. At the bottom, there are links for "Help Using WisePay", "Terms and Conditions", "Privacy Policy", and "Cookie Information". A blue arrow points from the "Sports and Facilities Booking Payments" link to a text box below.

- After logging into your account, to view your invoice you will need to click on "Sports and facilities booking payments"



Step 2

WisePay
Software Services

St Dunstan's
Enterprises

Welcome Kasey Gibbons to your account for Kasey Gibbons

Home My Merged Accounts My Wise Account Change Password Log Out Dashboard << Back

Payments and Bookings

- St Dunstans Enterprises - Home Page
- Enquiry Forms
- Asset Management Fees
 - Invoice for Bookings Between 24/04/2017 and 26/04/2017
- SmartBooker

Asset Management Fees

Invoice for Bookings Between 24/04/2017 and 26/04/2017 Balance £50.00

For the value of : £50.00

Invoice Date : Info 1

Venue	Site	Item	Order#	Date	Qty	Price	Total
St Dunstans Enterprise	Jubilee ground sports-football	5 aside 3G Pitch	2	25/04/2017	1	50.00	50.00

Help Using WisePay Terms and Conditions Privacy Policy Cookie Information

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- Click on the Blue title for the invoice you need to pay.



Step 3

WisePay
Software Services

St Dunstan's
Enterprises

Welcome Kasey Gibbons to your account for Kasey Gibbons

Home My Merged Accounts My Wise Account Change Password Log Out Dashboard << Back

Payments and Bookings

St Dunstans Enterprises - Home Page

Enquiry Forms

Asset Management Fees

Invoice for Bookings > Between 24/04/2017 and 26/04/2017

SmartBooker

Kasey Gibbons - Invoice for Bookings Between 24/04/2017 and 26/04/2017 : £ 50.00

Venue	Site	Item	Order#	Date	Qty	Price	Total
St Dunstans Enterprise Jubilee ground sports- football	5 aside 3G Pitch 2		25/04/2017	1	50.00	50.00	

Print View

Total Amount Payable : £ 50.00

Total Paid to Date : £ 0.00

Balance Outstanding : £ 50.00

Payment Schedule for Kasey Gibbons

Description	Date	Method	Amount
Amount to pay			50.00

Make Payment

- ❖ To make a payment you need to click on the blue make payment button at the bottom of the invoice.



Step 4

Welcome Kasey Gibbons to your account for Kasey Gibbons

Home My Merged Accounts My Wise Account Change Password Log Out Dashboard << Back

Item(s)	Student	Option	Quantity	Item Price	VAT	Subtotal
Kasey Gibbons - Invoice for Bookings Between 24/04/2017 and 26/04/2017	Kasey Gibbons	Remaining Balance = £0.00 Info 1 Activity Code : Cost Centre : Booking Fee Deferred Payment Invoice Account Number : Booking Fee Deferred Payment Invoice	1 Delete	£50.00	£0.00	£50.00
TOTAL						£50.00

< Continue Shopping Proceed to Checkout >

Payments and Bookings

- St Dunstans Enterprises - Home Page
- Enquiry Forms
- Asset Management Fees
- Invoice for Bookings**
 - > Between 24/04/2017 and 26/04/2017
- SmartBooker

Kasey Gibbons - Invoice for Bookings Between 24/04/2017 and 26/04/2017 : £ 50.00

Venue	Site	Item	Order#	Date	Qty	Price	Total
St Dunstans Enterprise Jubilee ground sports-	football 5 aside 3G Pitch 2			25/04/2017	1	50.00	50.00

[Print View](#)

Total Amount Payable :	£ 50.00
Total Paid to Date :	£ 0.00
Pending in Current Cart :	£ 50.00
Balance Outstanding :	£ 0.00

Payment Schedule for Kasey Gibbons

Description	Date	Method	Amount
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- After viewing the items you have selected which are at the top of the screen, click on “proceed to checkout”.



Step 5

Home My Merged Accounts My Wise Account Change Password Log Out Dashboard << Back

Item(s)	Student	Option	Quantity	Item Price	VAT	Subtotal
Kasey Gibbons - Invoice for Bookings Between 24/04/2017 and 26/04/2017	Kasey Gibbons	Remaining Balance = £0.00 Info 1 Activity Code : Cost Centre : Booking Fee Deferred Payment Invoice Account Number : Booking Fee Deferred Payment Invoice	1 Delete	£50.00	£0.00	£50.00
TOTAL						£50.00

Checkout

Account Details
Account: Kasey Gibbons
Email:

Invoice Address **Customer Delivery Notes**
There are no specific notes for the products you are purchasing

A different cardholder address can be used at payment.

Terms and Conditions
I agree to the Terms and Conditions and confirm that the order details are correct. Yes No

[<< Go Back](#) [Confirm Payment >>](#)

- It will come with a checkout screen which will give you an overview of your purchase. Agree to the terms and conditions to be able to click on confirm payment. Then you can select your payment method and once you have paid you shall receive a confirmation email of your purchase.

Transaction Details
To Pay For : St Dunstans Enterprises Products
Amount : 50.00 GBP

Select Payment Method
Please click below to select the type of card you wish to use.

Please only click the cancel button below if you intend to abort this payment process.