

## COLLEGE BUS SERVICES 2018-2019

### WisePay Purchasing Guide

The online application for the College Bus Service for the 2018/19 academic year is now open. If you would like to purchase a bus pass for this academic year, please follow the instructions to log in to the QE WisePay system and secure your place.

1. You will have received a username (your email address) and a password by email, have these to hand as you will need them to log into the system.
2. Please visit the following link to get to the QE WisePay system:  
<https://www.wisepay.co.uk/education/darlington/QueenElizabethSixthFormCollege/wisepay.htm>
3. You need to enter the username (your email address that the invitation email was sent to) and the password provided in the email. Now click the Sign In button and you will be logged into the system.
4. We would advise that you change your password to something more memorable, to do this select the 'Change Password' option from the purple menu, check the box to say you wish to change your password and enter your new password twice before clicking the 'Save Account Details' button.
5. To select and purchase your bus, click the 'Home' option on the purple menu if you changed your password. Otherwise you just need to click on the 'Bus Payments' option in the centre of the screen.
6. Here you will see a list of the available buses. For more detail on the bus routes, please see the College bus timetable for 2018/19 here: <https://www.qeliz.ac.uk/wp-content/uploads/2018/07/College-Bus-Timetable-2018-19.pdf>. You now need to click the 'View Details' button on the bus you wish to purchase.
7. Read all the information provided and the attachments that cover Conditions of Use and Financial Assistance. If you are happy with this, you can continue your purchase.
8. IMPORTANT – you must select a pick up point to secure your place on the bus. Do this by selecting the point from the drop down box provided on screen.
9. Now you need to select how you would like to pay. You can either pay in full (just tick this box and move on to point 11) or you can pay by instalments. To pay by instalments, click to pay the £36 deposit and move onto the next point.
10. When selecting instalments, you also need to agree to allow the remaining instalments to be taken from the payment card. IMPORTANT – to allow this, please answer YES to the three questions regarding Recurring Credit Card / Debit Card Payment Options section. **IF YOU DO NOT DO THIS, YOUR PLACE ON THE BUS MAY NOT BE SECURE.**

Note: If you think that you will be eligible for financial assistance from the College, then please select to pay by instalments and pay the £36 deposit. We will contact to you at the start of the academic year and will adjust your payment instalments accordingly. Please email [transport@qeliz.ac.uk](mailto:transport@qeliz.ac.uk) if you have any questions.

11. You must agree to the Conditions of Use before continuing, please check the box to say you agree.

12. You also need to consent to us collecting and using your personal data before continuing, please check the box to give this consent.
13. You can now click on the purchase button to move on to the next stage.
14. You will see a basket with your selected bus route, pickup point and payment amount. Please click 'Proceed to Checkout' to continue.
15. Review the Checkout details and agree to the Terms and Conditions (click the checkbox) and click 'Confirm Payment' button.
16. Click on the payment method you would like to use.
17. Enter the payment details on screen and click 'Proceed'
18. If the payment is successful, you will get confirmation of this and you will also be emailed a receipt at the email address you used to log in to the system.