

Merging WisePay Accounts

If you have more than one child at Dame Alice Owen's School, you will receive a user name and password letter for each child. Once you have these access details, you can choose to keep each account separate (by using the user name and password provided for each child) or you can view all your accounts under one master account.

To merge multiple accounts:

1. Log into your youngest child's account (using your current user name and password for that account). This will become the master account.
2. Select 'My Merged Accounts'.
3. Select 'Merge an Account'.
4. Fill in the user name and password you use to log into the second (older child) and select "Find Student Account"
5. If a matching student account is found, the student is displayed on the next screen with a 'Merge this Account' button. Selecting this button merges the account.
6. Both student accounts should now be in one 'master' account. You may need to log out and then log back if the account is not registering under 'My Merged Accounts'
7. Continue to merge in any additional children's accounts you wish to hold together.