

Merging WisePay Accounts

If you have more than one child at CVC, you will have received a username and password letter for each child. Once you have a full set of access details, you can either choose to keep each account separate (by using the usernames and passwords provided for each child) or you can view all your accounts under one master account.

To merge multiple accounts:

1. Log in to one of your Accounts (using your current user name and password for that account). This will become the master account.
2. Click on the 'my Wise Account' tag. When the new page opens, go to the 'Merge Student Accounts' option at the bottom right of this page and click on to the 'Merge Student Account' link.
3. On the next screen, enter the username and password of one of your other children and click on 'Find Student Account'.
4. If a matching student account is found, it is confirmed on the next page with a 'Merge this Account' button. Pressing this button merges the account. A message will also appear to return to the 'my Wise Account' page.
5. Repeat this process for each student account.
6. Once a student account has been 'merged' it is listed as a link which allows you to switch directly between accounts.
7. For subsequent visits to WisePay, you must login in with the first student's user name and password as that is now the master account.