



Academy Way
Gretton Road
Corby
Northamptonshire
NN17 5EB

Tel: 01536 303120

Email: enquiries@corbybusinessacademy.org

Web: www.corbybusinessacademy.org

Principal: Simon Underwood

Parent / Carer of «FirstName» «LastName»

«Address1»

«Address2»

«City»

«County»

«PostCode»

May 2023

Dear Parent / Carer,

Corby Business Academy is a cashless school. Therefore if you need to pay for school lunches, trips or other books and services, this is the only method used. We do recommend that you log in and set up WisePay before we break up for the Summer so you are able to add funds in preparation for your child starting with us in September.

We are pleased to inform you that your User Name and Password to log in to your WisePay 'Wise Account' is:

Account User Name : **«Username»**

Account Password : **«Password»**

How to log in and make an online payment?

Please go to www.wisepay.co.uk and click on the Parent Sign In icon at the top right side of the page. Please enter Corby Business Academy as the School/College where you will then be prompted to enter your username and password as above to log in.

Alternatively, you can download the WisePay APP. When you first register an account on the app, it will ask for the organisation code, email and password. The email is your username as above. The organisation code for Corby Business Academy is **35433316**.

If you would like to use the app, WisePay recommend that you add each account separately and not merge them. This way you can 'tap' into one child and make a payment and then 'tap' into the other/s. Please refer to their app user guide in the parent view for further information.

Can I change my password?

You need to log in for the first time using the Username and Password given above. However, after you have logged in you are able to change the password given above to one of your choice.

To do this, please go to 'Change Password' and follow the on-screen instructions. Please be aware that your email address becomes your Username if you change your password.





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For security purposes, please ensure that your 'Wise Account' password you choose is unique to your 'Wise Account' and that you do not use it for any other login. WisePay recommends that you change the password issued above to your own password.

What can I do on my 'Wise Account'?

Once in your 'Wise Account' you can make payments online. You can also view your payment history by clicking on 'my Wise Account' tab at the top right of the page.

Who to Contact if you have Any Questions

Please contact adminfinance@corbybusinessacademy.org who will be able to answer any queries directly or will channel them to WisePay on your behalf if further assistance is required.

Thank you for your support.

Yours sincerely

Mr S. Underwood
Principal

