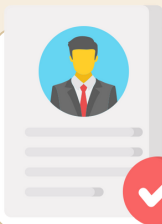# How to send payment on

WISE.COM

STEP 1. LOGIN

- Go to www.wise.com
- Input your email address and password
- Click 'Login'
- System will send code via sms
- Enter 6-digit code then click 'Done'

STEP 2. CHOOSE PAYMENT CURRENCY

- Click 'Send money' on Home page
- Click 'Same currency' tab
- Choose 'EUR' or same currency as invoice
- Select 'Fast transfer' then click 'Continue'

STEP 3. ENTER RECIPIENT DETAILS

- Click 'Someone else' button
- Enter email 'president@eiu.ac'
- Untick the box for 'I know their bank details'
- System will auto-select account then click 'Confirm'

STEP 4. REVIEW TRANSFER DETAILS

- Select 'Others' as purpose of payment then click 'Continue'
- Click 'Confirm and Continue' after reviewing summary of transfer details

STEP 5. COMPLETE PAYMENT

- Choose transfer type (e.g credit card, debit card)
- Click 'Continue to payment'
- Enter you card details then click 'Pay'

www.eiu.ac