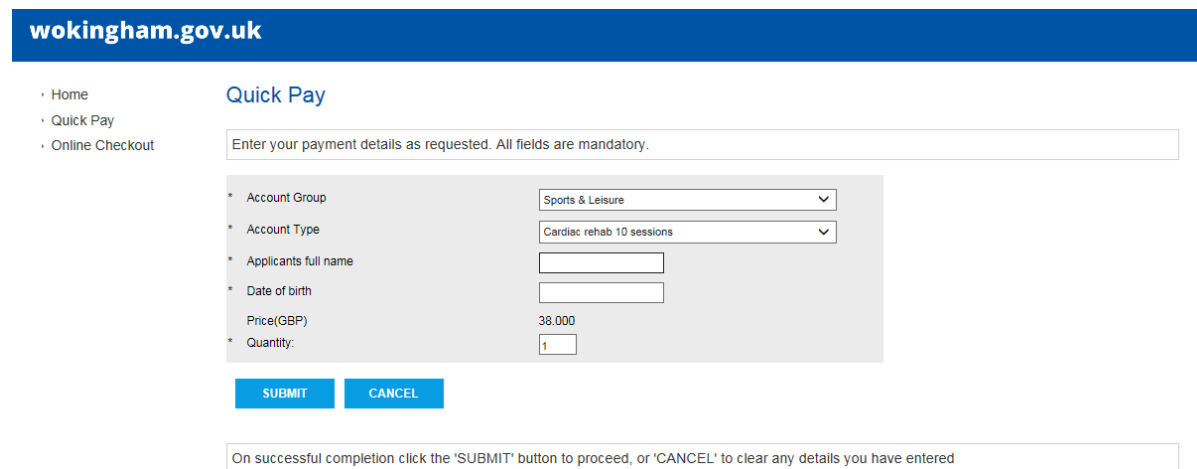


Active Hearts Payment – online system

1. Use the link www.wokingham.gov.uk to access the WBC website
2. In the middle of the screen, please select “ pay for services” option.
3. Scroll to the bottom of the page, and click on “Pay other invoices ”.
4. Click the blue “Pay online” box.
5. Select Account Group “Sport and Leisure” from the drop down menu.
6. Select Account Type “Cardiac Rehab 10 Sessions” from the drop down menu.
7. Enter your name in the “Applicant’s Full Name” box and enter your date of birth.

EXAMPLE BELOW



The screenshot shows the 'wokingham.gov.uk' website header in a blue bar. Below it is a navigation menu with 'Home', 'Quick Pay', and 'Online Checkout'. The main content area is titled 'Quick Pay' and contains a form for entering payment details. The form includes a header instruction: 'Enter your payment details as requested. All fields are mandatory.' The form fields are: 'Account Group' (dropdown menu with 'Sports & Leisure' selected), 'Account Type' (dropdown menu with 'Cardiac rehab 10 sessions' selected), 'Applicants full name' (text input field), 'Date of birth' (text input field), 'Price(GBP)' (displayed as 38,000), and 'Quantity' (text input field with '1' entered). Below the form are two buttons: 'SUBMIT' and 'CANCEL'. At the bottom of the form area, there is a note: 'On successful completion click the 'SUBMIT' button to proceed, or 'CANCEL' to clear any details you have entered'.

8. Click ‘Submit’ and follow the rest of payment instructions.
9. If you do not have an email address or printer, please put in kirk.stevens@wokingham.gov.uk so that I can print off the receipt for you. A receipt will automatically be sent to the sports inbox so that we can trace payments should there be discrepancies.
10. Please take the receipt to the instructor and you will be presented with a coupon card which needs to be presented at every class to be signed.

Thanks,

Kirk Stevens

Cardiovascular Coordinator, WBC