

PARENT ONLINE PAYMENTS – PARENT INSTRUCTIONS

HOW DO I ACCESS ONLINE PAYMENTS?

- 1) Go to the school's website.
- 2) Select the **\$ *Make a payment*** link (near the top, on the right hand side).
- 3) The Payment Details page comes up. Please complete:
 - a) Given Name;
 - b) Surname;
 - c) Class;
 - d) Ref (found on the permission note);
 - e) Date of Birth;
 - f) and ALL the Payer Details.
 - g) Then select the Payment Option. Here you will be asked for a Payment Description – this is the same as the Ref on the permission note.
 - h) Enter the Payment Amount
 - i) Click in the box at the bottom of the page marked Total Payment Amount
 - j) Click Next
- 4) The Credit Card Details page comes up. Please complete.
- 5) Confirmation of Payment Details. Please complete.
- 6) Online Payment Receipt. It is very important you take note of the receipt number. You **MUST** write the **receipt number** on your **permission note** before returning it to school.