

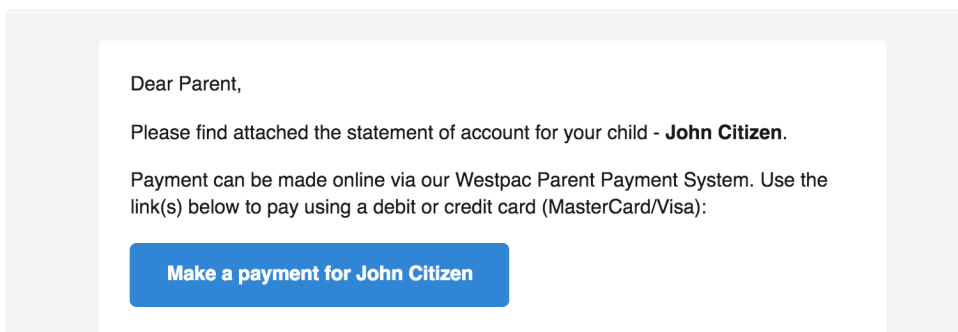


Statements of Account - Online Payment Guide

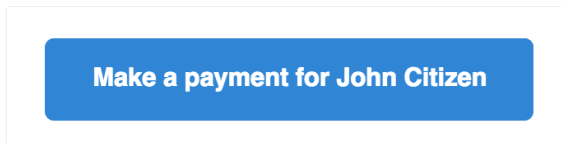
Biddabah Public School will be sending student statements of account & payment reminders directly to parents/caregivers via email using a system called School Bytes. These statements include a link to make secure payment online through the Westpac Parent Online Payment (POP) system (Visa & Mastercard credit/debit cards accepted).

To make an online payment for your child(ren)'s school contributions, please follow the steps below:

1. You will receive an email from the following email address (noreply@mail.schoolbytes.education) with the subject 'Student Statement of Account' or 'Payment Request'.



2. To make an online credit card payment, click the secure payment button in the email.



3. Once this button is clicked, you will be taken to a webpage on www.parentpayments.com.au. On this page, you will see a list of all currently outstanding items for your child. **By default, all items are selected/ticked for payment.**

Parent Online Payment Portal
Sample High School

Student Details
Name: CITIZEN, John
Number: 4444444444

Family Details
Opening Balance: \$0.00
Unallocated Credit: \$0.00

School Details

Downloads
Invoice Letter
Online Payment Instructions

Grand Total: \$463.00

Statement of Account for John Citizen
Current as of: 19/08/2017 04:31pm

Listed in the table below are the items currently owing on the statement of account for your child. Use the checkboxes to select what items you wish to pay at this time.

Once completed, fill out the 'Payer Details' and press 'Next' at the bottom of the page.

N.B. Payments made online can take up to 48 hours to be processed by the school and reflected on this payment page.

<input checked="" type="checkbox"/>	Date	Due	Fee Name	Amount	Paid	Balance Owing (\$)
<input checked="" type="checkbox"/>	05/04/2017		Gymnastics for Gymnastics	\$40.00	\$0.00	40.00
<input checked="" type="checkbox"/>	05/04/2017		Japanese Drum for Japanese Drumming	\$5.00	\$0.00	5.00
<input checked="" type="checkbox"/>	05/04/2017		LiteratLevy for Yr 6 Literature levy Not OC	\$18.75	\$0.00	18.75
<input checked="" type="checkbox"/>	05/04/2017		Paper for Paper Levy 2017	\$18.75	\$0.00	18.75
<input checked="" type="checkbox"/>	05/04/2017		Science-Levy for Science Levy	\$5.00	\$0.00	5.00
<input checked="" type="checkbox"/>	05/04/2017		TecLevy for Technology	\$22.50	\$0.00	22.50

4. If you wish to change the amount you would like to pay for an item, enter the desired amount in the number field under the 'Balance Owing' column.

To not pay for a certain item, untick the checkbox in the left-hand column of the table next to the item you wish to remove.

<input checked="" type="checkbox"/>	27/01/2017	Yr10 Technology Support	\$30.00	\$0.00	30.00
<input checked="" type="checkbox"/>	01/02/2017	Yr10 Maths - online programs	\$24.00	\$0.00	24.00

5. Once you have selected what items you wish to pay, enter **your** name, phone number and email address under 'Payer Details'. This allows the school to identify which parent/caregiver is making the payment.

Now, press the 'Next' button to be redirected to a secure Westpac site to finalise your online payment.

The screenshot shows a list of items to pay with checkboxes, dates, item names, and amounts. Below the list are buttons for 'Add Tax Deductible Item' and 'Add Other Fee'. The 'Grand Total' is \$1028.00. The 'Payer Details' section includes fields for 'Your Name', 'Contact Phone Number', and 'Contact Email'. A 'Next >' button is highlighted with a red box.

6. Once redirected to Westpac, you will see the following screen. Enter your credit card details into the appropriate text fields on this screen. Once completed, press the 'Proceed to Confirmation' button.

The 'Make a Payment' screen features a 'Card Details' section with the following fields: 'Cardholder Name', 'Credit Card Number', 'Expiry Date' (with dropdown menus for month and year), and 'Card Verification Number (CVN)'. There is a 'What is the CVN?' link next to the CVN field. At the bottom, there are 'Cancel Payment' and 'Proceed to Confirmation' buttons.

IF YOU REALISE YOU HAVE MADE A MISTAKE IN SELECTING WHAT ITEMS YOU WISH TO PAY ON THE PREVIOUS PAYMENT PORTAL SCREEN, PLEASE CLICK THE 'Cancel Payment' BUTTON.

7. You will then see a payment summary screen where you can confirm your details. When ready, press the button at the bottom of the page to confirm and make your online payment.

NOTE: To pay for another child in the family, return to the original email you received and click the payment button with the other child's name on it.

The payment button/link located within the email remains active for 12 months. This means that at any point within this time period you can use this link to see what items are currently owing for your family.

For information relating to the security & privacy of this service, please refer to the following webpage:

<https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/School-Bytes-Student-Privacy-Information.pdf>