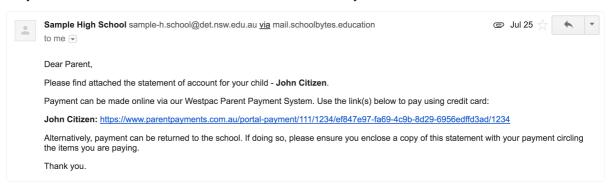


## **Statement of Accounts - Online Payments**

Pymble Public School will now be sending student statement of accounts directly to parents via email. These statements will include a unique 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 fees, please follow the steps below:

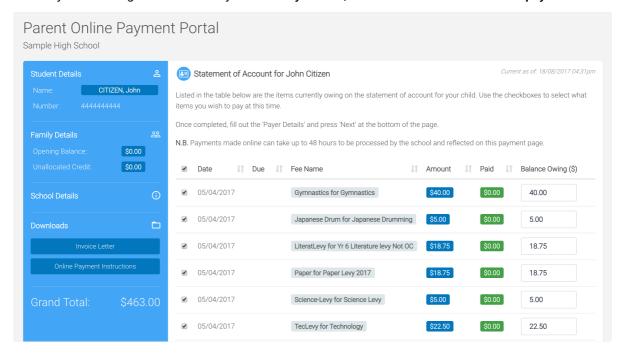
1. You will receive an email from the school's email address (<a href="mailto:pymble-p.school@det.nsw.edu.au">pymble-p.school@det.nsw.edu.au</a>) with the subject 'Student Statement of Account'. All children in a family will be included in the same email.



2. To make an online credit card payment, click the secure payment link next to your child's name in the email.

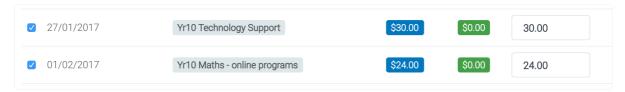
John Citizen: https://www.parentpayments.com.au/portal-payment/1234/1234/xxxx

3. Once this link is clicked, you will be taken to the following screen. On this screen, you will see a list of all currently outstanding school fees for your child. By default, all fees are selected/ticked for payment.



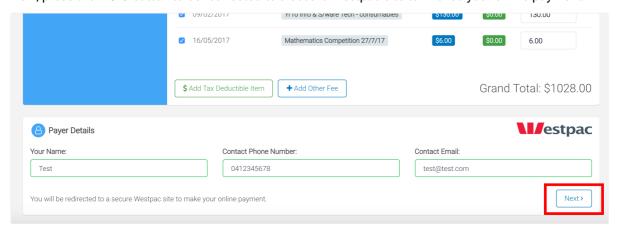
4. If you wish to change the amount you would like to pay for an item, enter the desired amount in the text field under the column 'Balance Owing'.

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

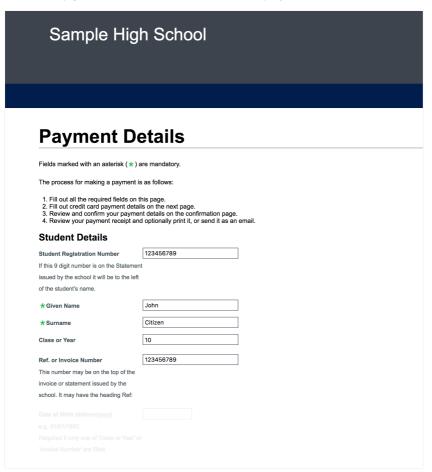


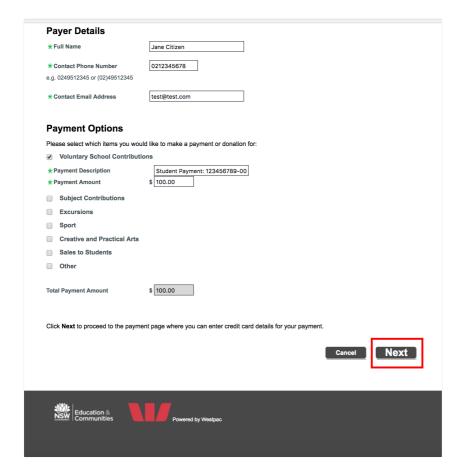
5. Once you have selected what fees you wish to pay, enter **your** name, phone number and email address under **'Payer Details'**. This allows the school to know which parent/caregiver is making the payment.

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



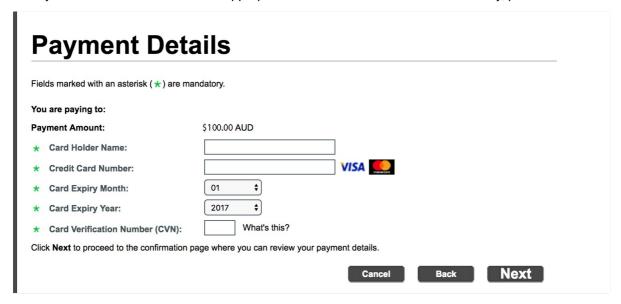
 Once redirected to Westpac, you will see the following screens. All the required fields will be automatically completed for you. YOU <u>DO NOT</u> NEED TO MODIFY/EDIT ANY OF THE PRE-POPULATED TEXT. Simply click 'Next' at the bottom of the page.





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 LINK IN THE ORIGINAL EMAIL AND START AGAIN. DO NOT MODIFY THE WESTPAC FORM DIRECTLY.

7. Enter your credit card details into the appropriate text fields on this screen. Once ready, press 'Next'.



8. You will then see a payment summary screen where you 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 link next to the other child's name.