



## PORT AUGUSTA SECONDARY SCHOOL – SCHOOL PAYMENT

For electronic payment of school charges including: Materials & Services Charge, school excursions and more.

### Payment methods accepted:



This facility is only available for Credit Cards at present.

Please ensure that you have the following available:

- Credit Card (Visa/Bankcard/MasterCard)
- School Invoice or Statement  
(If don't have invoice or statement you will need to contact the school for your student's ED ID)
- **Payments are made over a secure website.**

### Instructions for payment:

1. Log on to the school's website:  
(insert school web site address')
2. Enter 'Online payment Option'.
3. Enter ED ID - shown on the student invoice/statement.
4. Enter Student's Full Name.
5. Enter Invoice Number(s) and Amount(s).  
(if you are not paying on invoice, enter the following details under Other Payment - item name, item description and the amount) .
6. The "Other Comment" box is optional, and can be used to add any further comments regarding the payment that will assist the school.
7. Click 'Next' - bottom right hand corner.
8. Enter Parent/Caregiver name.
9. Enter Address of Parent/Caregiver.
10. Enter Email Address (Optional).
11. Enter Telephone Number (Optional).
12. Click 'Next' - bottom right hand corner.
13. Check details you have entered and then click 'Confirm' - bottom right hand corner.
14. Complete Credit Card details - you must include the expiry date and verification code (i.e. the 3 digit code on the back of the credit card).
15. Ensure all details are correct and click 'Pay Now' - bottom right hand corner.
16. A delay of 5 to 10 seconds will occur whilst the credit card details are confirmed.
17. A receipt will be shown - it is recommended that the receipt be printed for your records.
18. Click 'Close' to complete the transaction.

**Please note:** Each student and their applicable invoices will be required to be entered separately

*e.g. if you are paying materials and services fees for two students you will need to complete two separate transactions.*

Link to Bizgate:

[https://www.bizgate.sa.gov.au/xml\\_forms1/site/page.cfm?action=frameset&id=72&action\\_frame=display](https://www.bizgate.sa.gov.au/xml_forms1/site/page.cfm?action=frameset&id=72&action_frame=display)