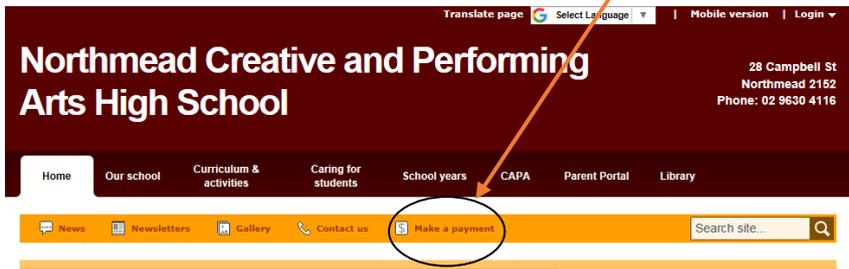


HOW TO MAKE AN ONLINE PAYMENT

1. On the Northmead Home page, click on **Make a payment**



2. Fill in all fields with a Green Asterisk *

Payment Details

Fields marked with a green asterisk (*) are mandatory.

The process for making a payment is as follows:

1. Fill out all the required fields on this page.
2. Fill out credit card payment details on the next page.
3. Review and confirm your payment details on the confirmation page.
4. Review your payment receipt and optionally print it, or send it as an email.

Student Details

Student Registration Number

If this 9 digit number is on the Statement issued by the school it will be to the left of the student's name.

* Given Name

* Surname

Class or Year

Ref. or Invoice Number

This number may be on the top of the invoice or statement issued by the school. It may have the heading Ref.

* Date of Birth (dd/mm/yyyy)

e.g. 31/01/1980

Required if only one of 'Class or Year' or 'Invoice Number' are filled.

Payer Details

* Full Name

* Contact Phone Number

e.g. 0249512345 or (02)49512345

* Contact Email Address

Payment Options

Please select which items you would like to make a payment or donation for:

- Voluntary School Contributions
- Subject Contributions
- Excursions
- Sport
- Creative and Practical Arts
- Sales to Students
- Other

Total Payment Amount \$

Click **Next** to proceed to the payment page where you can enter credit card details for your payment.

3. Enter your **Payments Details**

Payment Details

Fields marked with an asterisk (*) are mandatory.

You are paying to: Northmead Creative and Performing Arts High School

Payment Amount: [input]

* Card Holder Name: [input]

* Credit Card Number: [input]

* Card Expiry Month: [dropdown]

* Card Expiry Year: [dropdown]

* Card Verification Number (CVN): [input] What's this?

Click Next to proceed to the confirmation page where you can review your payment details.

Buttons: Cancel, Back, Next

Callout boxes: "Fill in your Payment Details" (points to form fields), "Select Next" (points to Next button)

4. Confirm the **Payment Details** & Enter **Verification Code**

Confirm Payment Details

Please confirm your payment details.

You are paying to: Northmead Creative and Performing Arts High School

Student Details

Student Registration Number: [input]

Given Name: [input]

Surname: [input]

Class or Year: [input]

Invoice number: [input]

Date of birth: [input]

Modify Payment Details

Payer Details

Full Name: [input]

Contact Phone Number: [input]

Contact Email Address: [input]

Payment Summary

Subject Contributions: Dance \$50.00 AUD

Total Payment Amount: \$50.00 AUD

Card Holder Name: [input]

Credit Card Number: [input]

Expiry Date: [input]

Captcha Verification Code: [input] SAMPLE

Enter Captcha Verification Code here: [input]

Use Modify Payment Details or Modify Credit Card Details to move to the previous screens. When you are ready to make your payment, click Make Payment below.

Buttons: Cancel, Modify Credit Card Details, Make Payment

Callout boxes: "Confirm Payment Details" (points to Student and Payer details), "Select Next" (points to Make Payment button), "Confirm All Details" (points to Student and Payer details), "Enter the Verification Code" (points to Captcha field), "Click Make Payment or Modify Credit Card" (points to Make Payment button)

5. **Print or email your Receipt**

Online Payment Receipt

Your payment was successful. Please retain the receipt number for your records.

Receipt Number: 2046480384

Date: 31 Oct 2017 08:53

You have paid to: Northmead Creative and Performing Arts High School

Student Details

Student Registration Number: Not provided.

Given Name: [input]

Surname: [input]

Class or Year: year

Invoice number: Not provided.

Date of birth: [input]

Payer Details

Full Name: [input]

Contact Phone Number: [input]

Contact Email Address: [input]

Payment Summary

Subject Contributions: [input]

Total Payment Amount: [input]

Card Holder Name: [input]

Credit Card Number: [input]

Expiry Date: [input]

Send receipt email to: [input] Send

Buttons: Print, Close, Make Another Payment

Callout boxes: "To receive Receipt via email, Enter email address and press send" (points to email field), "Click here to Make Another Payment" (points to Make Another Payment button)