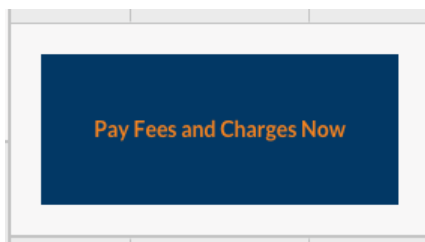




## Edumate Debtor Portal – Once Off Payments

The Edumate Debtor Portal allows you to pay your fees online. Your login details will have been provided to you by your school. Should you not have been provided with access details please contact the school directly. Complete the following steps to make a once off payment.



Step 1: Click Debtor Portal and then Pay Fees and Charges Now after logging into your school's Edumate site

Step 2: Select Credit Card or Direct Debit.

DATE / DESCRIPTION / STUDENT	TOTAL AMO...	OUTSTANDL...	INVOICE #	PA...	AMOUNT TO PAY TOD...
2016-01-19 Term 1 2016 Year 7 Sally Smith	1650.00	1650.00	250	<input checked="" type="checkbox"/>	1650.00
2016-01-19 Service Charge- Sec Sally Smith	720.00	720.00	250	<input checked="" type="checkbox"/>	720.00

Step 3: Tick the items you wish to pay and click Pay Now.

Total Paid Today **\$2,370.00**

DONATION	PAY TODAY	AMOUNT TO PAY TODAY
Voluntary Building Fund Donation	<input checked="" type="checkbox"/>	125.00
Voluntary Library Fund Donation	<input type="checkbox"/>	25.00

Step 4: Tick any voluntary items you wish to pay. You can change the amount to pay by clicking in the "Amount to pay today" column. Click "No Thanks" or "Contribute..." buttons to continue.

Total **\$125**

### FINALISE PAYMENT

Step 5: Enter your credit card or bank account payment details and click Pay Now.

You are making the following payments...

Total fees and charges: \$2,370.00

Total donations: \$125.00

Credit Card Surcharge: \$24.95

**Total Payment Amount: \$2,519.95**

Card number:  Expiry month:  Expiry year:  CCV #:

# Edumate Debtor Portal – Direct Debit Instalment Plan

The Edumate Debtor Portal allows you to pay your fees online. Your login details will have been provided to you by your school. Should you not have been provided with access details please contact the school directly. Complete the following steps to setup a regular direct debit instalment plan.



Step 1: Click Debtor Portal and then Configure Automatic Payments after logging into your school's Edumate site.

To change your settings use the form below:

Enable Automatic Payments

How would you like to pay?

Bank account  Credit card

Card number:  Expiry month:  Expiry year:  Account Name:

VISA  Mastercard  AMEX

Payment Options

Frequency:  Balance Due  Quarterly  Monthly  Fortnightly  Weekly

Day of the week:

Instalment Amount: **112.86** Calculated automatically based on your fees payable, subject to change as your fee commitment changes

Top Up Amount:  On top of your calculated instalment amount, the top up can be used to cover any incidentals

Total Instalment Amount: **250.34** This amount includes a surcharge of \$2.48 which is 1% of the total

Optional Item Selections

CODE	ITEM	ADD TO AUTO PAY...	AGREED AMOUNT
BUILD	Voluntary Building Fund Donation	<input checked="" type="checkbox"/>	\$125.00
LIB	Voluntary Library Fund Donation	<input type="checkbox"/>	\$25.00

Step 2: Select Bank Account or Credit Card and enter your payment information.



Step 3: Select the payment frequency and other payment frequency options.

Step 4: Enter a top up amount to cover any additional unscheduled items (e.g. excursions or after school care).



Step 5: Select any optional items. You can adjust the instalment amount for each item by clicking in the "Agreed Amount" column.

Step 6: Click Save to confirm your payment plan.