



GAWLER HIGH SCHOOL  
Established 1907  
*A history of achievement. A future of potential.*

## BIZGATE RECEIPTING – Procedures for Parents


This facility is only available for Credit Card payments at present.

Please ensure that you have the following available:

- Credit Card (Visa/Mastercard)
- Invoice or Statement
- ED ID number is a 9 digit number followed by a letter (located top right of invoice)

### Instructions for payment:

- Log onto school website: [www.gawlerhs.sa.edu.au](http://www.gawlerhs.sa.edu.au)
- Scroll down to Online Payments – double click
- Scroll down to ‘Pay Your Invoice Online’ – click on the link
- Follow the prompts:

XYZ Primary School 

ED ID \*

Student's Full Name \*

Invoice Number	Amount
1. <input type="text"/>	\$ <input type="text"/>
2. <input type="text"/>	\$ <input type="text"/>
3. <input type="text"/>	\$ <input type="text"/>
4. <input type="text"/>	\$ <input type="text"/>
5. <input type="text"/>	\$ <input type="text"/>
6. <input type="text"/>	\$ <input type="text"/>


Other Payments (non invoiced eg voluntary payments, excursions)

Item/Description	Amount
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

**Total Amount** \$ 0.00

### Invoice detail screen

- Enter student ID
- Enter student full name.
- Enter Invoice number(s) and amount(s).
- Enter other payment(s) and amount(s) if applicable.
- The Comments box is optional and can be used to add any further comments regarding the payment that may assist us.
- Click Next.

XYZ Primary School 

Parent/Caregiver

Mrs. Betty Nobody


Address  
12 Doesn't Exist Road  
Para Munna SA 5123


Email

Telephone

### Parent/Caregiver details

- Enter Parent/Caregiver name.
- Enter Parent/Caregiver address.
- Enter Parent/Caregiver email.
- Enter Parent/Caregiver phone.
- Click Next.

**XYZ Primary School** 

Please check the information you have provided before continuing. 

**Schools Payment Form**

ED ID 123456789A  
**Student's Full Name** John Nobody

Invoice/Item	Price
987654	\$141.00
<b>Total</b>	<b>\$141.00</b>


**Other Comments**  
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**Personal Details**

**Parent/Caregiver** Mrs. Betty Nobody  
**Address** 12 Doesn't Exist Road  
 Para Munna SA 5123  
**Email** betty@false.com  
**Telephone** 8123 4567  
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### Confirmation of transaction detail

- Check the details you have entered are correct.
- If correct, click Confirm, and go to payment screen
- If incorrect, click on 'Back' button to re-enter details as required.
- Click Confirm.

**XYZ Primary School** 

**Name on Card**

**Card Number (no spaces)**


**Card Type**


**Expiry Date (MMYY)**

**Card Verification Code** [What is this code?](#)

### Payment details

- Complete credit card details including expiry date and verification code (this is the 3 digit code on the back of your credit card)
- Click Pay Now

**XYZ Primary School** 

**Schools Payment Form** 

**Transaction Details**  
**Receipt Number:** BZ-0009278067  
**Received:** Thursday, 10 Mar 2011 11:31 AM  
**Amount Paid:** \$141.00

**Agency:** XYZ School  
**ABN:** 123456789  
**Address:** Invisible Street  
 Marra Punno SA 5123

**SCHOOLS PAYMENT FORM**  
 ED ID 123456789A  
**Student's Full Name** John Nobody

Invoice/Item	Price
987654	\$141.00
<b>Total</b>	<b>\$141.00</b>

**Other Comments**

**PERSONAL DETAILS**  
**Parent/Caregiver** Mrs. Betty Nobody  
**Address** 12 Doesn't Exist Road Para Munna SA 5123  
**Email** betty@false.com  
**Telephone** 8123 4567

### Receipt

- A receipt will be shown. It is recommended that the receipt be printed for your records.

**PLEASE NOTE: Each student (and their accompanying invoices) must be paid separately. EG: If you are paying for two students, you will need to complete two separate transactions.**

