

BIZGATE RECEIPTING – Procedures for Parents

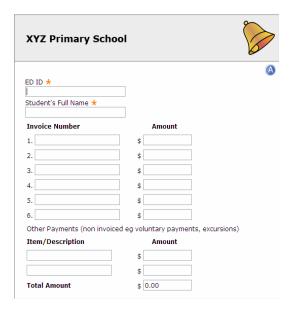
This facility is only available for Credit Card payments at present.

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)

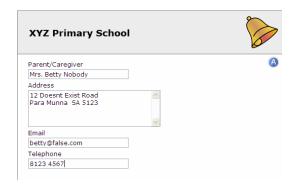
Instructions for payment:

- Log onto school website: www.gawlerhs.sa.edu.au
- Scroll down to Online Payments double click
- Scroll down to 'Pay Your Invoice Online' click on the link
- Follow the prompts:



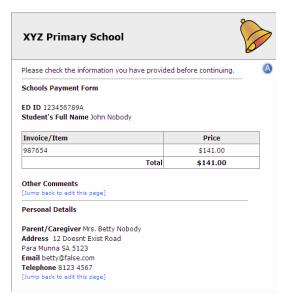
Invoice detail screen

- 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.



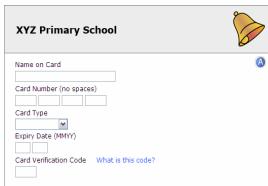
Parent/Caregiver details

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



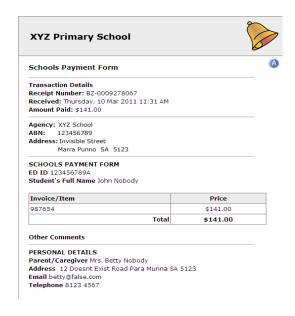
Confirmation of transaction detail

- 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.



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



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.