# Statements of Account - Online Payment Guide

Bronte Public School will be sending student statements of account & fee reminders directly to parents via email using a system called School Bytes. These statements include a link to make secure payment online through the Westpac Parent Online Payment (POP) system (Visa & Mastercard credit/debit cards accepted).

To make an online payment for your child(ren)'s school fees, please follow the steps below:

1. You will receive an email from the school's email address (bronte-p.school@det.nsw.edu.au) with the subject **'Student Statement of Account'** or **'Student Fee Reminder'**.
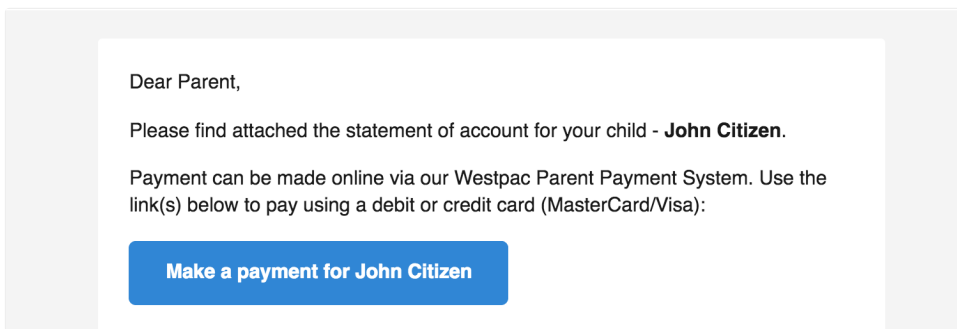
2. To make an online credit card payment, click the secure payment button in the email.
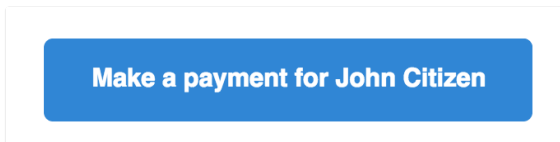
3. Once this button is clicked, you will be taken to a webpage on www.parentpayments.com.au. On this page, you will see a list of all currently outstanding school fees for your child. **By default, all fees are selected/ticked for payment.**

4. If you wish to change the amount you would like to pay for an item, enter the desired amount in the number field under the **'Balance Owing'** column.

   To not pay for a certain item, untick the checkbox in the left-hand column of the table next to the fee you wish to remove.

☑	27/01/2017	Yr10 Technology Support	$30.00	$0.00	30.00
☑	01/02/2017	Yr10 Maths - online programs	$24.00	$0.00	24.00

5. Once you have selected what fees you wish to pay, enter **your** name, phone number and email address under **'Payer Details'**. This allows the school to identify which parent/caregiver is making the payment.

   Now, press the **'Next'** button to be redirected to a secure Westpac site to finalise your online payment.

☑	09/02/2017	Yr10 Info & S/ware Tech - consumables	$130.00	$0.00	130.00
☑	16/05/2017	Mathematics Competition 27/7/17	$6.00	$0.00	6.00

$ Add Tax Deductible Item + Add Other Fee Grand Total: $1028.00

Payer Details   **Westpac**

Your Name: Contact Phone Number: Contact Email:
Test   0412345678   test@test.com

You will be redirected to a secure Westpac site to make your online payment.   Next ›

6. Once redirected to Westpac, you will see the following screen. Enter your credit card details into the appropriate text fields on this screen. Once completed, press the **'Proceed to Confirmation'** button.

Make a Payment

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

▭ Card Details

* Cardholder Name   [   ]

* Credit Card Number   [   ]   VISA mastercard

* Expiry Date   01   /   18

* Card Verification Number (CVN)   [   ]   What is the CVN?

[Cancel Payment]   [Proceed to Confirmation]

IF YOU REALISE YOU HAVE MADE A MISTAKE IN SELECTING WHAT ITEMS YOU WISH TO PAY ON THE PREVIOUS PAYMENT PORTAL SCREEN, PLEASE CLICK THE 'Cancel Payment' BUTTON.

7. You will then see a payment summary screen where you can confirm your details. When ready, press the button at the bottom of the page to confirm and make your online payment.

   NOTE: To pay for another child in the family, return to the original email you received and click the payment button with the other child's name on it.

The payment button/link located within the email remains active for 12 months. This means that at any point within this time period you can use this link to see what fees are currently owing for your family.

For information relating to the security & privacy of this service, please refer to the following webpage: https://education.nsw.gov.au/public-schools/going-to-a-public-school/media/all-files/School-Bytes-Student-Privacy-Information.pdf