



Glen Osmond Primary School

HOW TO PROCESS A SCHOOL PAYMENT:

1. Click on the "online payment option"
2. Enter your family id (from the school invoice or statement)
3. Enter your family name
4. Enter the description or invoice no for the payment
5. Enter the amount of the payment
6. Click on either the icon matching your card type (Mastercard or Visa)
7. Enter your credit card number
8. Enter the credit card expiry date
9. Enter the card verification number/CVN (i.e. the 3 digit code on the reverse of your credit card)
10. Click on the proceed button
11. After 3 to 5 seconds your payment will be processed and the receipt information will be displayed
12. Either click the print view or enter you email address and click send email to get a copy of your receipt
13. You can now exit the payment page