PORT AUGUSTA SECONDARY SCHOOL – SCHOOL PAYMENT

For electronic payment of school charges including: Materials & Services Charge, school excursions and more.

Payment methods accepted: VISA  MasterCard
This facility is only available for Credit Cards at present. Please ensure that you have the following available:

- Credit Card (Visa/Bankcard/MasterCard)
- School Invoice or Statement
  (If don’t have invoice or statement you will need to contact the school for your student’s ED ID)
- Payments are made over a secure website.

Instructions for payment:

1. Log on to the school’s website: (‘insert school web site address’)
2. Enter ‘Online payment Option’.
3. Enter ED ID - shown on the student invoice/statement.
4. Enter Student’s Full Name.
5. Enter Invoice Number(s) and Amount(s).
   (if you are not paying on invoice, enter the following details under Other Payment - item name, item description and the amount).
6. The "Other Comment" box is optional, and can be used to add any further comments regarding the payment that will assist the school.
7. Click ‘Next’ - bottom right hand corner.
8. Enter Parent/Caregiver name.
9. Enter Address of Parent/Caregiver.
10. Enter Email Address (Optional).
11. Enter Telephone Number (Optional).
12. Click ‘Next’ - bottom right hand corner.
13. Check details you have entered and then click ‘Confirm’ - bottom right hand corner.
14. Complete Credit Card details - you must include the expiry date and verification code (i.e. the 3 digit code on the back of the credit card).
15. Ensure all details are correct and click ‘Pay Now’ - bottom right hand corner.
16. A delay of 5 to 10 seconds will occur whilst the credit card details are confirmed.
17. A receipt will be shown - it is recommended that the receipt be printed for your records.
18. Click ‘Close’ to complete the transaction.

Please note: Each student and their applicable invoices will be required to be entered separately
  e.g. if you are paying materials and services fees for two students you will need to complete two separate transactions.

Link to Bizgate: