

Parent Online Payments

Making payments for excursions and more, quick & easy!

WHY PAY ONLINE?

1. Convenient
2. Quick & Easy
3. Instant Receipt

How to make a payment:

1. Visit the Glenfield Public School website at glenfield-p.schools.nsw.gov.au
2. Click on Make a Payment.



3. The Student Details section will open up.
 - a. Follow the * for all fields that must be filled in. Note: Reference Number is NOT required.
 - b. Click on Next Section in the bottom right corner of the page.

A screenshot of the 'Make a Payment' form. The title 'Make a Payment' is at the top. Below it is a sub-header 'Student Details' in a dark box. The form contains several input fields: 'Student Registration Number' (with a note: 'This 8 digit number is on the Statement issued by the school & adds to the right of the student's name'), 'Given Name' (with 'John' entered), 'Surname' (with 'Smith' entered), 'Class or Year' (with '55' entered), 'Ref Number' (with a note: 'This number may appear on the top of the invoice or statement issued by the school. It may have the heading Ref#'), and 'Date of Birth' (with '01/01/2001' entered and a note: 'e.g. 14/02/2005'). At the bottom, there are two buttons: 'Cancel Payment' and 'Next Section'. A yellow arrow points to the 'Next Section' button.

4. The Contact Details section will open up.
 - a. Follow the * for all fields that must be filled in.
 - b. Click on Next Section in the bottom right corner of the page.

Make a Payment

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

Student Details ✓

Contact Details

* Contact Full Name

* Contact Phone Number eg. 02491234 0-00 987654

* Contact Email Address

Cancel Payment

Payment Items

Card Details

5. The Payment Items section will open up.
 - a. Under Payment Type, click on the arrow to select the most appropriate description for the payment.
 - b. Under Description, write what the payment is for ie. Sydney Aquarium Excursion.
 - c. Under Amount, enter the total amount of the payment.
 - d. Click Next Section.

Make a Payment

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

Student Details ✓

Contact Details ✓

Payment Items

Payment Type	Description	Amount
Excursions	Sydney Aquarium Excursion	20.00
Total Amount		20.00 AUD

Cancel Payment

Card Details

6. The Card Details section will open.
 - a. Follow the * for all fields that must be filled in.
 - b. Click on Proceed to Confirmation in the bottom right corner of the page.

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

Student Details ✓ +

Contact Details ✓ +

Payment Items ✓ +

Card Details

* Cardholder Name: James Smith

* Credit Card Number: 000000000000 VISA

* Expiry Date: 01 / 19

* Card Verification Number (CVN): 000 [get a CVN](#)

Cancel Payment Proceed to Confirmation

7. The Confirm Payment Details page will open up.
 - a. Check all the information entered is correct.
 - b. Under Confirmation, click on the check box next to I am not a robot. A green tick will appear.
 - c. Click on Confirm Payment in the bottom right corner.

Confirm Payment Details

Student Details: John Smith, Class or Year: SS, Date of Birth: 01/01/2001

Contact Details: James Smith, Phone Number: 0236005442, Email Address: james@school@del.noveds.au

Payment Type	Description	Amount
Excursions	Sydney Aquarium Excursion	\$100 AUD
	Total Amount	\$100 AUD

Card Details: James Smith, 982250 323, 01/22

Confirmation: I am not a robot

Cancel Payment Change Details Confirm Payment

8. On the last screen, a receipt number will appear, and a receipt will automatically be sent to your nominated email address.
9. Write the receipt number on the permission slip and place the slip in the office letter box.