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.

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.

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.

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.

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.

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.