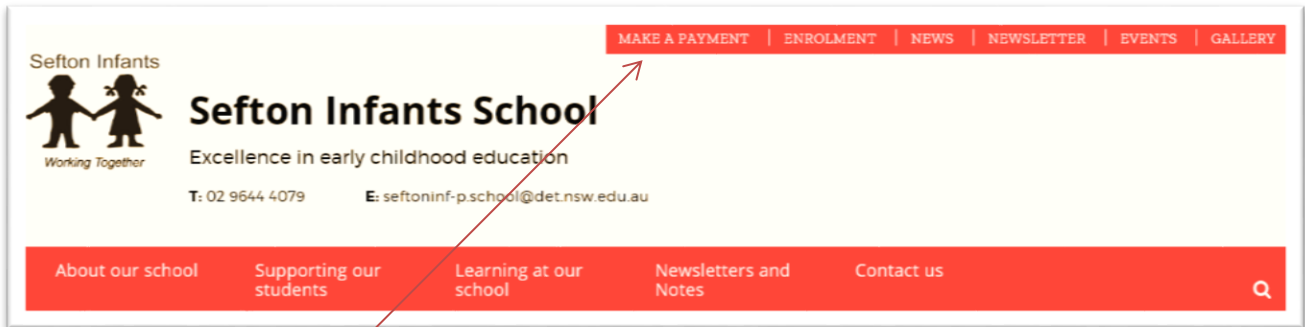


HOW TO PAY THE SCHOOL PAYMENTS


1. Log into the school website: <https://seftoninf-p.schools.nsw.gov.au/>



2. Click on **MAKE A PAYMENT** button
3. This will take you to the Westpac Site:

Make a Payment

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

 Student Details

Student Registration Number If this 9 digit number is on the Statement issued by the school it will be to the right of the student's name

* Given Name

* Surname

* Enter both Class/Year & Ref Number, or Date of Birth:

Class or Year

Ref Number This number may be on the top of the invoice or statement issued by the school. It may have the heading Ref.

Date of Birth e.g. 14/05/2010.


If you wish to make a payment for another student, first complete this payment. There will be an option to re-use your details for another payment.

NOTE: Ensure the Fields marked with a RED * (asterisk) are completed.

Please complete the following fields: **Given Name = student's first name**
Surname = student's surname
Class or Year = student's class name
Date of Birth = student's DOB

Click **Next Section**

You will then see the following:

 **Contact Details**

* Contact Full Name

* Contact Phone Number e.g. 0249512345 or (02) 49512345


* Contact Email Address

NOTE: Ensure the Fields marked with a RED * (asterisk) are completed.

Please complete the following fields: **Contact Full Name = parent's name**
 Contact Phone Number = current parent's phone
 Contact Email Address = current email for parent

Click **Next Section**

You will then see the following:

 **Payment Items**

Payment Type	Description	Amount
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Total Amount		0.00 AUD

Please complete the following fields:



Payment Type = select from the drop down box, i.e. excursion, Voluntary School Contribution, Other, etc
Description = of payment i.e. Aquarium (as stated on the excursion note), Voluntary school contribution, donation, etc
Amount = amount you are paying

Click **Next Section**

You will then see the following:

Card Details

* Cardholder Name

* Credit Card Number  

* Expiry Date /

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

Please complete all the mandatory fields (fields with **RED ***)

- Continue by clicking “Proceed to Confirmation”
- You should receive an Online Payment Receipt
- Please keep this receipt for further reference if required and write this receipt number on the permission slip.