

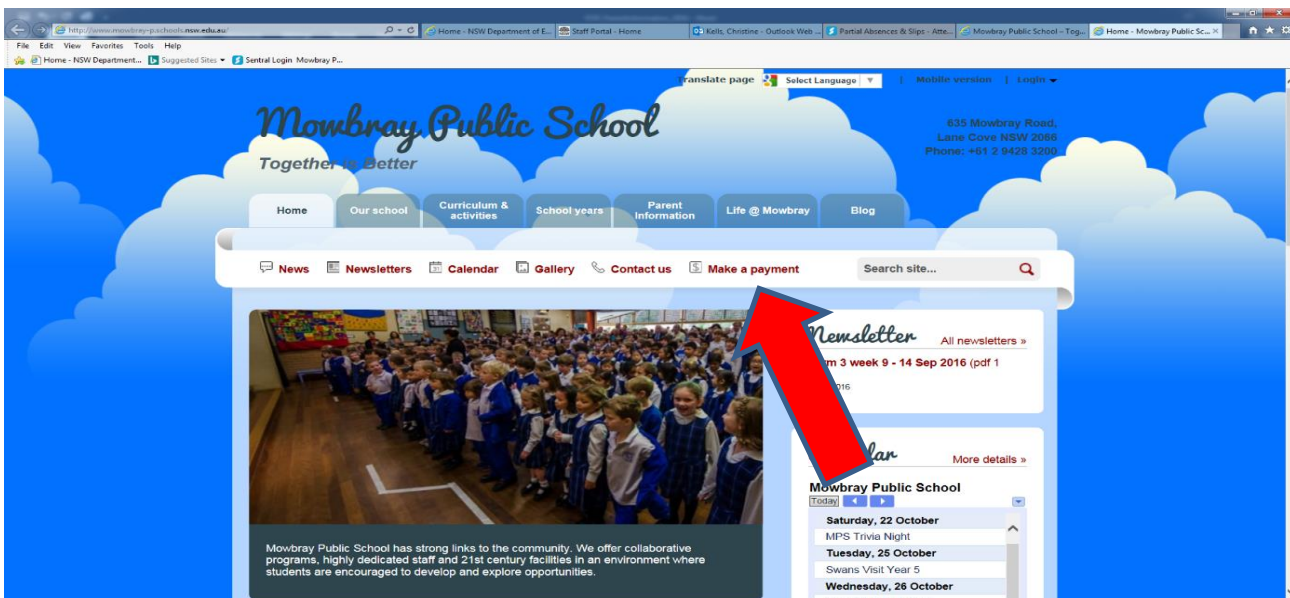
8 May 2017

Dear Parents and Carers,

RE: PARENT ONLINE PAYMENT (POP)

As from today the 'Make A Payment' tab for making on-line payments on our website is operational:
www.mowbray-p.schools.nsw.edu.au

This will allow you to pay using your credit card for term accounts, annual fees, excursions, sport, dance, choir and other activity fees.



By selecting the '**\$ Make a payment**' link (as highlighted) you will be taken to a secure Westpac QuickWeb payment page. You will no longer be in the school's website. The Online Payment Detail instruction sheets are attached. There are NO passwords or PINs to remember.

Please select the '**OTHER**' field under Payment Options. Please make one payment per student. At the end of entering details for the first student please select the 'Make Another Payment' tab for subsequent students. The option to enter the Student Registration Number field is **NOT** required.

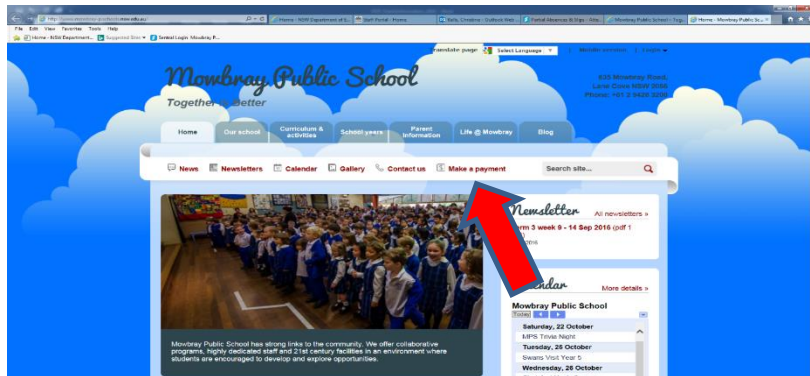
For further information, select the 'Parent Information' tab on the school website. Then go to the 'Make a Payment' menu item on the left hand side. You will find a pdf version of this document specific to Mowbray PS and a Department FAQ document.

Yours Sincerely,

Anna Blakeney
Principal

INSTRUCTIONS FOR POP (PARENT ONLINE PAYMENT) SYSTEM

1. Log into www.mowbray-p.schools.nsw.edu.au and select the make a payment tab.



2. Input all details into the following screen:

A screenshot of the 'Payment Details' form. The form is set against a blue background with the school's logo and contact information at the top. The form title is 'Payment Details'. Below the title, there are instructions for making a payment and a list of steps. The 'Student Details' section includes fields for Student Registration Number, Given Name, Surname, Class or Year, and Ref. or Invoice Number. The 'Payer Details' section includes fields for Full Name, Contact Phone Number, and Contact Email Address. The 'Payment Options' section has checkboxes for various payment types, with 'Other' selected. A red arrow points to the 'Other' option.

Note you are not required to enter the Student Registration Number or the Ref. or Invoice Number. Please leave blank.

3. Please Select OTHER as the Payment Option:

A screenshot of the 'Payment Options' section of the Mowbray Public School website. The form is titled 'Payment Options' and asks the user to select which item they would like to make a payment or donation for. There are several checkboxes: Voluntary School Contributions, Subject Contributions, Excursions, Sport, Creative and Practical Arts, Sales to Students, and Other. The 'Other' option is selected. Below the 'Other' option, there is a field for 'Payment Description 1' and a field for 'Payment Amount 1'. A red arrow points to the 'Other' option. At the bottom of the form, there are 'Cancel' and 'Next' buttons.

4. Please enter 'TERM ACCOUNT YEAR xx' in the Payment Description field and the 'AMOUNT' in the Payment amount field. (Note: you can enter up to 5 different payment lines in this option)

Contact Email Address

Payment Options

Please select which items you would like to make a payment or donation for.

- Voluntary School Contributions
- Subject Contributions
- Excursions

* Payment Description 1

* Payment Amount 1 \$

- Sport
- Creative and Practical Arts
- Sales to Students
- Other

Total Payment Amount \$

Click **Next** to proceed to the payment page where you can enter credit card details for your payment.

NSW Education & Communities Powered by Westpac

5. Click **Next** to proceed to the payment page where you will enter your credit card details.
6. If you are paying for more than one student the “***Make another Payment***” option should be selected on the Online Payment Receipt Screen.

Please see website for further information and FAQ.