

Welcome to Sentral Pay

Recently your school adopted a new way for families to make school contributions. Sentral Pay by Ezidebit is a fast and convenient way to make contributions.



Automated payments with direct debit

With Sentral Pay you can make one-off contributions or setup a schedule that works for you, which means you're always in control of your contributions.

Key benefits include:

-  All payments are made within Sentral
-  Make one-off payments, or setup a schedule
-  Direct debit
-  You can save up to three payment methods
-  You stay in control of your payments

Follow these steps to get started

-  Your school will send you a payment request by email, or as a notification in the parent portal. The request will include a link. If you do not have a parent portal account you will receive the payment request via email.
-  When you click on the link, you'll be taken to a payments page where all current payments will be displayed. You can make one payment or elect to pay all that are listed.
-  You'll need to enter a payment method; either a bank account or credit card. You can save up to three payment methods for future use.
-  If you decide to set up a payment schedule for direct debit, you can nominate the start date and payment frequency; weekly, fortnightly or monthly. You'll need to agree to the terms and conditions.
-  Click "Submit Payment"

If you decided to set up a payment schedule, you'll receive a copy of your payment schedule and direct debit service agreement by email. You will also receive;

- A notification 48 hours before a direct debit date
- A notification after the direct debit has been processed

Making changes

Remember, you're always in control with Sentral Pay. If you need to make changes, or cancel a payment schedule, you'll need to contact your school.

A secure choice

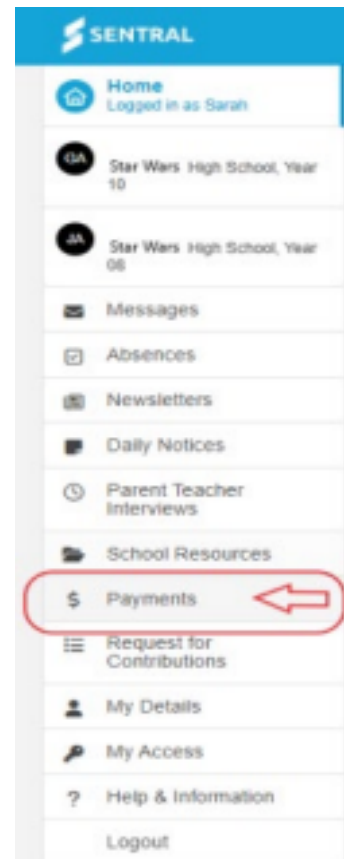
Sentral Pay powered by Ezidebit is a fully integrated part of Sentral which your school relies upon every day. By making payments with Sentral Pay, you'll be using a system that's trusted and secure.

[Step by Step instructions are outlined below](#)

Step 1

Follow the instructions to log into Parent Portal.

On the left Menu Bar select **\$ Payments**



Step 2

✓ Select the Request for Contribution (REQ) you wish to pay.

You can contribute the full amount or change the contribution to a lesser amount in the **Pay \$** cell.

(Note: The value of your contribution must be \$2 or

*greater) ✓ Select **Make Payment***

The screenshot displays a web interface for managing payments. At the top, there is a blue header with a dollar sign icon and the text "Payments Star Wars High School". Below this is a section titled "Payable" with a "Show UNPAID" dropdown and a "Select All" button. The main content area lists two payable items:

- 2024 Submarine Building Classes** (Due: 20/09/2024) by Luke Skywalker. Amount: \$150.00, Balance: \$150.00. A red circle highlights the checkbox, and a red arrow points to the "Pay \$ 150.00" input field.
- 2024 Science Trip to Hoth** (Due: 13/05/2024) by Luke Skywalker. Amount: \$40.00, Balance: \$40.00. A red arrow points to the "Pay \$ 40.00" input field.

At the bottom right, a red arrow points to a yellow "Make Payment" button.

Step 3a

To pay via **Credit Card**

Select *Credit Card* from dropdown menu.

You can save your credit card details for later use if you wish.

Untick **"Save my card details"** if you do not wish for the details to save.

NOTE:

Card details need to be entered when making any future contributions, if you choose not to save them.

Select **SUBMIT**.

The screenshot shows the 'Payments' interface with the 'Credit Card' payment method selected. The 'Payment Method' dropdown is highlighted with a red box. The 'Payment Summary' shows a total amount of \$150.00. The 'Card details' form is also highlighted with a red box, and the 'Save my card details?' checkbox is checked. A red arrow points to the 'SUBMIT' button at the bottom right.

Step 3b

To pay via **Bank Account**

Select *Bank Account* from dropdown menu.

✓ to confirm you agree with the Terms and Conditions.

Enter your bank account details. Select **SUBMIT**.

The screenshot shows the 'Bank Account details' form with fields for First Name, Last Name, Account Name, BSB, and Account Number. A red arrow points to the 'SUBMIT' button. Below the form, the total payment amount is shown as \$150.00, including a \$0.00 processing fee.

Messages Notifications

Payment Method **Bank Account**

Frequency **Once Off**

Payment Summary

Once only payment of **\$188.00** will be processed on **18/06/2024**
[Show more](#)

Total Amount	\$188.00
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Authorisation

I / We authorise Global Payments Australia 1 Pty Ltd ACN 601 396 543 (User ID No 342190, 342191, 428196) to debit my/our account at the Financial Institution identified above through the

Tick the checkbox if you agree to the Terms and Conditions. You will then be asked to enter your Bank Account details.

I agree to the Terms and Conditions of the Direct Debit Request and Service Agreement *

Total Payment Amount: \$188.00
(includes \$0.00 processing fee)

Step 4

SCHEDULED PAYMENTS

Options exist to contribute via

Evenpay, either

- Weekly
- Monthly
- Fortnightly

This amount is determined by the Due Date of the REQ. (This is a field within our system, but does reflect a obligation date. All contributions are voluntary)

Select either *Credit Card* or *Bank Account* as per **Steps 3a & 3b.**

Select the Frequency.

A Payment Summary will display the date and amounts.

✓ to confirm you agree with the Terms and Conditions

If you wish to make changes or cancel a Scheduled Payment; please contact the Schools Business Manager, who can action the request.

The screenshot displays the Evenpay interface. At the top, there are navigation icons for Messages and Notifications. The main form includes a 'Payment Method' dropdown set to 'Credit Card', a 'Frequency' dropdown set to 'Monthly' (highlighted with a red circle and arrow), and a 'Start Date' field set to '10/05/2024'. Below this is a 'Payment Summary' section with a red border, containing a table of recurring payments and a total amount of \$150.00. The 'Authorisation' section at the bottom contains a text box with terms and conditions and a checked checkbox for agreement.

#	Date	Bill Amount	Processing Fee	Debit Amount
1	10/05/2024	\$30.00	\$0.00	\$30.00
2	10/06/2024	\$30.00	\$0.00	\$30.00
3	10/07/2024	\$30.00	\$0.00	\$30.00
4	10/08/2024	\$30.00	\$0.00	\$30.00
5	10/09/2024	\$30.00	\$0.00	\$30.00
Payment Sub-Total				\$150.00
Total Processing Fee				\$0.00
Total Amount				\$150.00