

## School 'Pay Online' Guide for Users

You can now make your school payments online through our school website via the 'Pay Online' button at the bottom of the home page. Creating an account is easy:

### How to register:

On the school's home page <http://www.pointview.school.nz> click the 'Pay Online' button at the bottom of the screen.

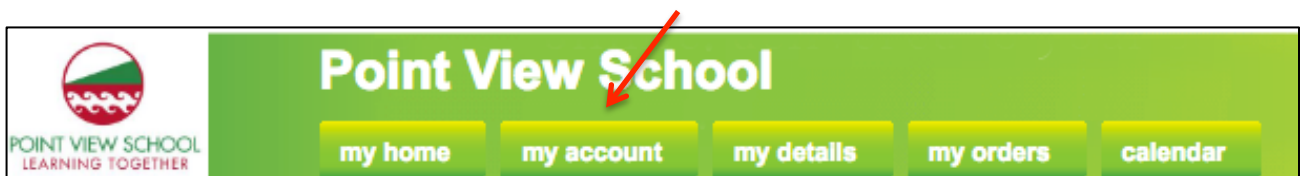
1. Click the 'Register' button on the righthand side
2. Enter your email address - *make sure to enter the email address you use for receiving school emails*
3. Choose a password
4. Enter parent's contact name and phone number
5. Under 'delivery details' enter each of your children's first and last names
6. Tick the 'terms of trade'
7. Click register

The registration process is now complete. You only need to register once, then it's simply a matter of logging in with your email address and password .

Please note that more than one parent can register as long as they have a valid email address with the school.

### Payment Options

Once in you are on the payment page, there are three ways you can choose to 'top-up' your account, and this can be done either at the checkout or by selecting the 'my account' icon.



1) **Bank Transfer (allow 2 days)**  No Fees. Allow two days for transfer of funds.

2) **Online topup**  Instant Transfer. Select one of the following options:

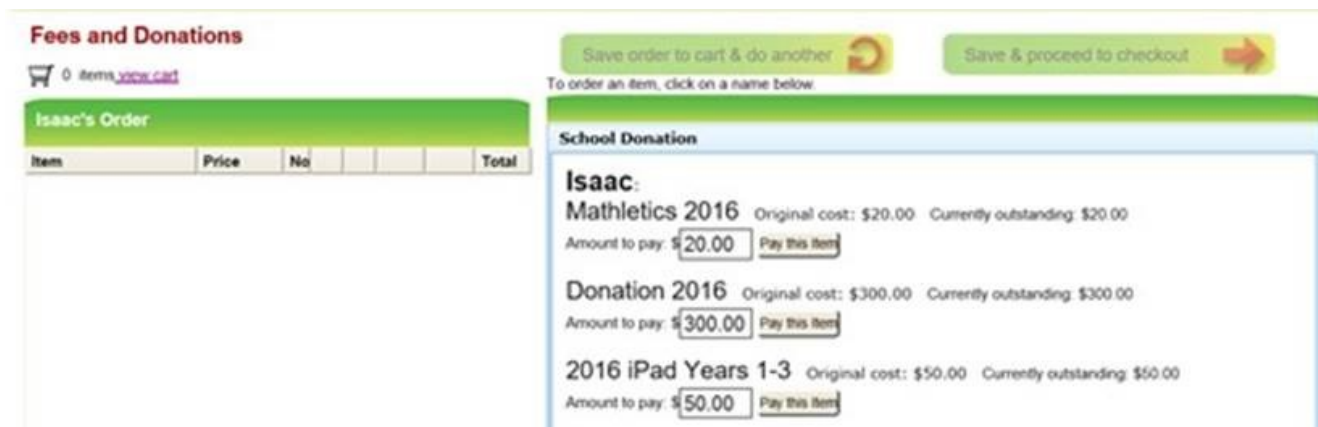
- Account2Account – No Fees, you will need you Internet banking details.
- Debit and Credit Cards – Fees apply.

Select the option that best suits you and follow the prompts. The transfer of funds is instant so your order can be completed immediately.

You can choose to 'top up' with the exact amount of the individual item or add extra to your account to ensure you always have funds available when you need them.

## Making Payments

When you select the 'Fees and Donations' service you will see what is currently owing on your family account for various items.

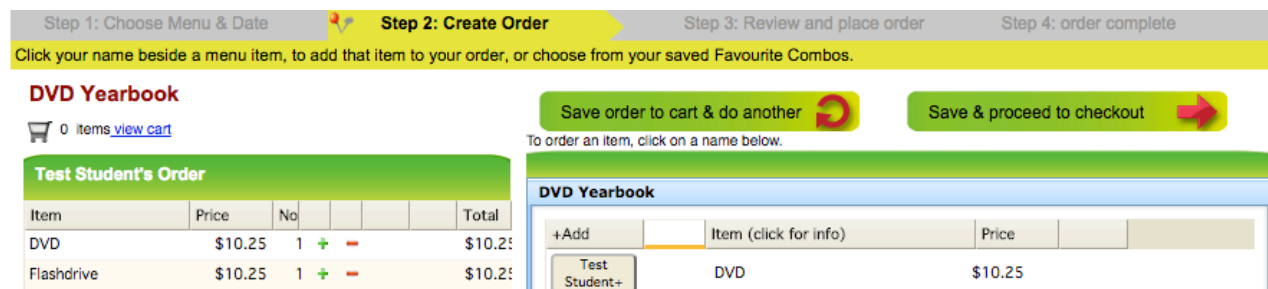


The screenshot shows the 'Fees and Donations' page. At the top, there are two buttons: 'Save order to cart & do another' and 'Save & proceed to checkout'. Below these, a green bar indicates 'Isaac's Order'. A table lists items with columns for Item, Price, No, and Total. To the right, a 'School Donation' section lists items with their original costs and currently outstanding amounts, each with a 'Pay this item' button.

Item	Price	No	Total
Mathletics 2016	\$20.00	1	\$20.00
Donation 2016	\$300.00	1	\$300.00
2016 iPad Years 1-3	\$50.00	1	\$50.00

- You can choose to pay the full amount by clicking on the "Pay this item" button
- or
- You can choose to make a part payment, by simply changing the amount, and then clicking 'Pay this item'.

Other optional payments will also be available through the 'Pay Online' area, eg DVD Yearbook, disco tickets etc.

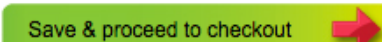



The screenshot shows the 'DVD Yearbook' page. At the top, there are four steps: Step 1: Choose Menu & Date, Step 2: Create Order, Step 3: Review and place order, and Step 4: order complete. Below these, a yellow bar says 'Click your name beside a menu item, to add that item to your order, or choose from your saved Favourite Combos.' There are two buttons: 'Save order to cart & do another' and 'Save & proceed to checkout'. Below these, a green bar indicates 'Test Student's Order'. A table lists items with columns for Item, Price, No, and Total. To the right, a 'DVD Yearbook' section shows a list of items with '+Add' and '-Delete' buttons.

Item	Price	No	Total
DVD	\$10.25	1	\$10.25
Flashdrive	\$10.25	1	\$10.25

- To make payments for optional items you simply click on the name of the child.
- The items selected will then appear under the child's name.
- Use the + - buttons next to each item to add more or delete the item.

## Checkout

When you have finished selecting items for your child's order, click on 

Providing there are sufficient funds in your account, you can simply click  at the checkout and you're done.

If you have insufficient funds in your account, you will be prompted to 'top-up' your account first.

Your order and payment will automatically go through to the School, and you will receive an email receipt confirming your payment or top-up.

**SAVE TIME - PAY ONLINE**