Parent Portal: Making a payment

1. Open the parent portal link – Detailed steps – and log in to your portal.

2. Select the statement of account icon.

3. Select the charges to pay.

By default, all the students linked to your account will be displayed, select a student's name to view the charges linked with that student.

If the charge is related to an activity consent must be given before making payment.

4. Confirm or edit the balance to be paid for each charge.

6. Select pay now.

7. Optionally select pay with saved card.

This option will only appear if you have previously saved a credit card.

8. Review payment details.

If this is your first time making an online payment you will be given the option to 'Save card details for future payments'.

9. Select pay.

You will be redirected to a secure Service NSW payment page to enter your credit/debit card details to finalise payment.

10. Payment successful.

Click anywhere outside the receipt prompt to return to the parent portal. A receipt will be automatically emailed to you.

Please note: Transactions made through the online payment portal will appear on your bank statement as 0SCHOOLSONLINE 0000 PARRAMATTA AU.