26 August, 2016

Dear Parents and Caregivers,

**Parent Online Payment (POP)**

Following the recent transition into the new LMBR operating systems West Pennant Hills Public School is now able to offer parents an online payment system.

Parent Online Payments (POP) will enable parents to pay directly into the school's bank account via a secure online payment portal. The secure online portal is accessed via the school's website and allows payment by Visa or Mastercard or debit card.

**The new Parent Online Payment (POP) will be available for payments from**

**Monday 29 August, 2016**

School fees, excursions and all other school run extracurricular fees such as dance groups and PSSA etc, sport can all be made using POP.

Please see the attached flyer as a quick reference guide to using POP. For any further queries about the Online Payments please contact the Front Office Staff.

We look forward to receiving payments in a more convenient and accessible manner for our families.

Donna Harris
Principal
Making a School Payment Online -
Accessing the Parent Online Payment System (POP)

STEP 1:
Go to West Pennant Hills PS Home page and click on 'Make a Payment'.

STEP 2:
Only answer green asterisk (*) questions.

Payment Details

Student Details
- Student Registration Number
- If this 9 digit number is on the Statement issued by the school it will be to the left of the student's name.
- Given Name
- Surname
- Class or Year
- Ref. or Invoice Number
- Date of Birth (dd/mm/yyyy)

Leave Blank
Not required
Continue answering green asterisk (*) questions through to receipt printout

Payer Details
- Full Name
- Contact Phone Number
- Contact Email Address

Only answer green asterisk (*) questions
Fill in payment options
Continue answering green asterisk (*) questions through to receipt printout and note your receipt details on the permission slip if applicable.

Payment Options
- Please select which items you would like to make a payment or donation for:
- Voluntary School Contributions
- Subject Contributions
- Excursions
- 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.