## Parent Portal: Make a payment

The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.

Once your portal is activated you can use it to give consent for events, process online payments and view the school calendar.

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

## **Detailed steps**

# 1. Log into the parent portal – <u>https://portal.schoolbytes.education/auth/login</u>

🍟 So	chool Bytes
Log in to t Or crea	the parent portal
Email address	
Password	
Remember me	Forgot your password'

## 2. Select the statement of account icon.

×	E Statement of Account
×	

## 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.

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

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5. Optionally select add other item to add a sundry item that is not linked to the statement of account.

Counter Laduer Car Hickle Cloter Farmer	\$50.00
Add other item	

## 6. Select pay now.

	\$50.00
Pay Now	

## 7. Optionally select pay with saved card.

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

Pay with saved card Visa **** **** **** 1111	~

#### 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'.

Save card details for future payments

• Optional steps if you choose to save your card details

#### 9. Select pay.

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

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• • • • • • • •	You will be redirected to the Service NSW online payment gateway to complete your payment. Please do not close this tab or use your browser back button. If you cancel your payment, items can take up to an hour to reappear on this page.
	Please note: This transaction will appear on your bank statement as OSCHOOLSONLINE 0000 PARRAMATTA AU.
	This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.
	PAY \$27.50

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

#### Further assistance

If you have any questions relating to this article, please contact your school.