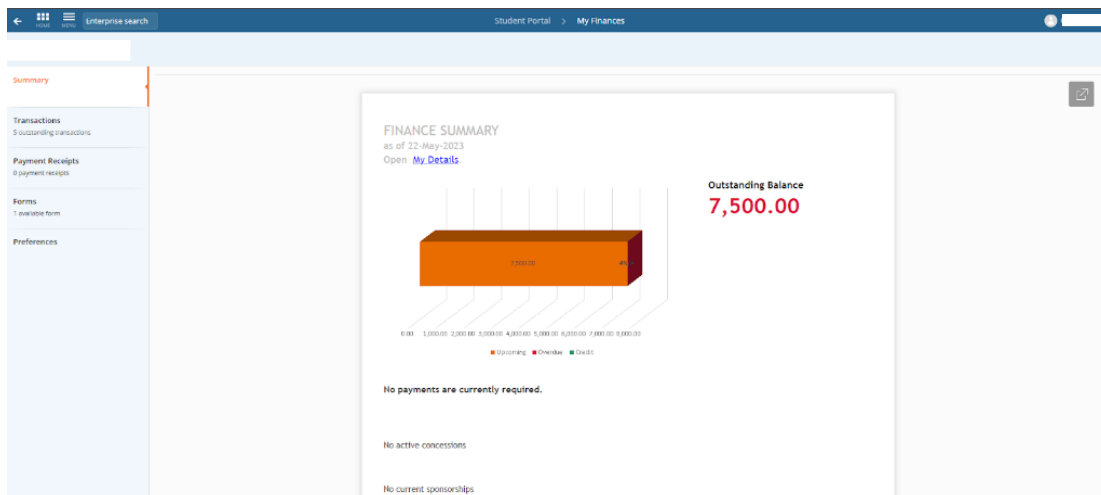
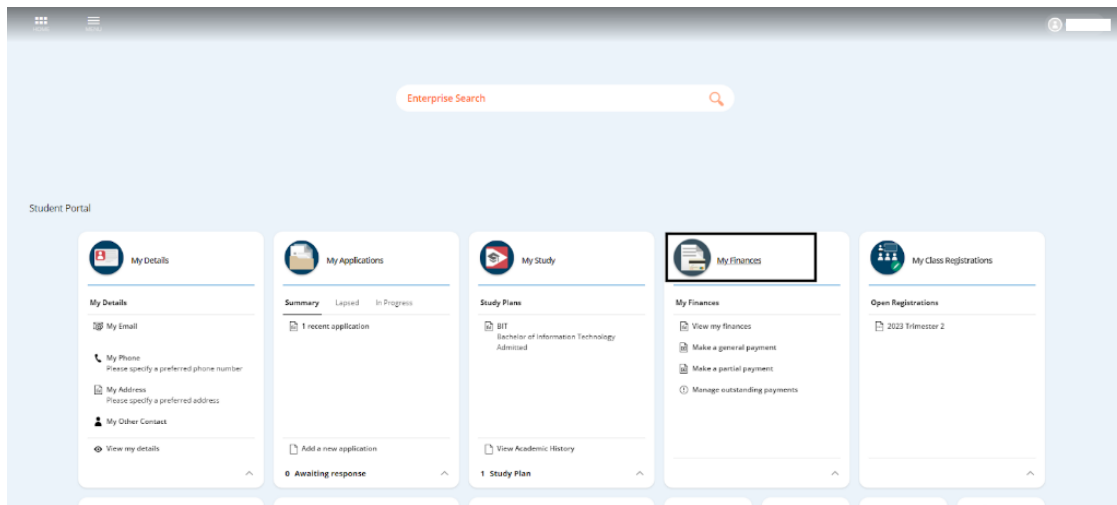
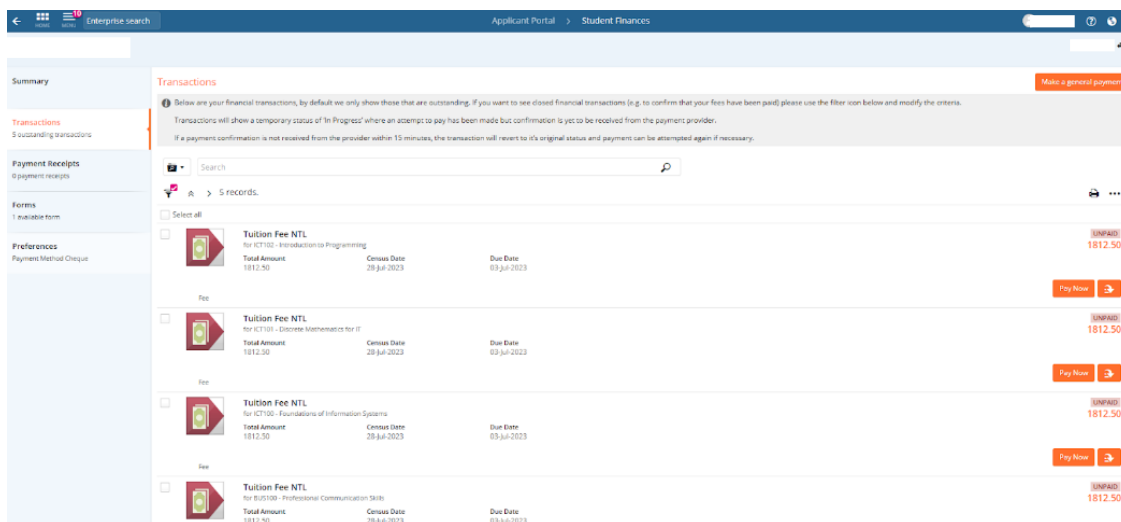


How to make a payment

1 Go to **My Finances** > **“Summary”**, and check the outstanding tuition fee balance



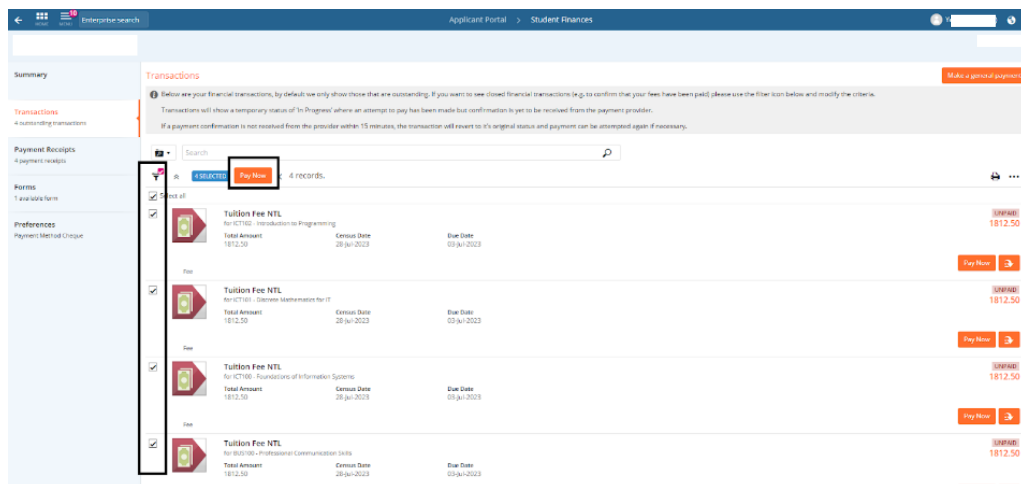
2 Go to **My Finances** > **“Transactions”**, the breakdown of the fee balance is available and you can make a payment via the **Payment Gateway**



The screenshot shows the 'My Finances' Transactions page. The 'Transactions' tab is selected. The page displays a list of transactions with columns for Transaction ID, Description, Total Amount, Census Date, Due Date, and Status. The status is 'UNPAID' for all transactions. The 'Pay Now' button is visible for each transaction.

Transaction ID	Description	Total Amount	Census Date	Due Date	Status
1812.50	Tuition Fee NTL for ICT100 - Introduction to Programming	1812.50	28-Jul-2023	03-Jul-2023	UNPAID
1812.50	Tuition Fee NTL for ICT100 - Computer Mathematics for IT	1812.50	28-Jul-2023	03-Jul-2023	UNPAID
1812.50	Tuition Fee NTL for ICT100 - Foundations of Information Systems	1812.50	28-Jul-2023	03-Jul-2023	UNPAID
1812.50	Tuition Fee NTL for BUS100 - Professional Communication Skills	1812.50	28-Jul-2023	03-Jul-2023	UNPAID

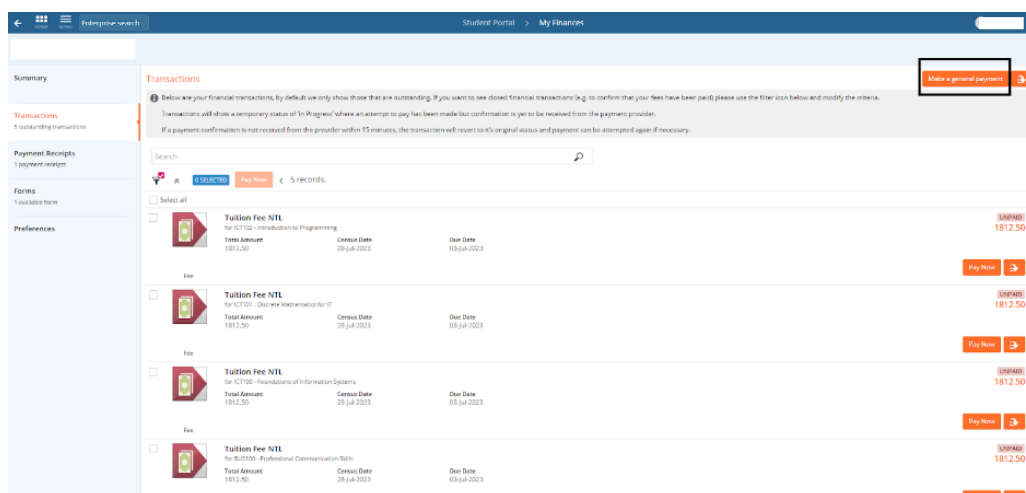
3 Select the tuition fee item(s) and click “Pay Now”



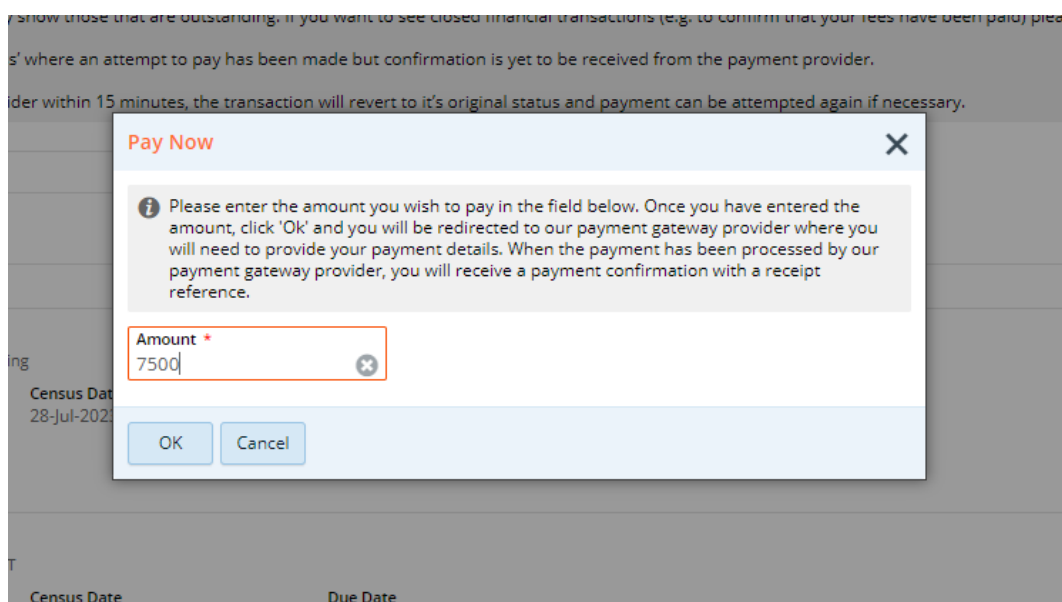
The screenshot shows the 'Transactions' page in the Student Finances portal. On the left sidebar, there are links for Summary, Transactions, Payment Receipts, Forms, and Preferences. The main area displays a list of transactions. The first transaction is 'Tuition Fee NTL for ICT102 - Introduction to Programming' with a total amount of 1812.50 and a due date of 09-Jul-2023. The 'Pay Now' button is highlighted in the top right corner of the transaction list.

4 If you need to specify the payment amount in order to make multiple transactions, select “Make a general payment” and enter the amount

***Do not click the fee items to make a general payment.**



The screenshot shows the 'Transactions' page in the Student Finances portal. The 'Make a general payment' button is highlighted in the top right corner. The transaction list is visible, but the 'Pay Now' button is not highlighted.



The screenshot shows the 'Pay Now' dialog box. The dialog box prompts the user to enter the amount they wish to pay. The amount '7500' is entered in the input field. The dialog box also includes an 'OK' button and a 'Cancel' button.

5 Select web gateway for your checkout option

Checkout

Checkout

^ Billing information

Email Address
test@koi.edu.au

Confirm Email Address
test@koi.edu.au

^ Checkout

Web gateway for Pay Now Web receipting
Web gateway for Pay Now Web receipting >
Payment Type: WEBGATE

6 Type in your card details and select “Pay Now”

Checkout

←

Pay Now

Name on card *
Student Test

Card number *
VISA
4242424242424242

Expiry date *
01 / 2024

Security code * ⓘ
123

Test environment

7 Wait for the notification “Transaction approved” appears.

Checkout

1 INFORMATION MESSAGE

Transaction approved.

8 Select “Finalise”

Checkout

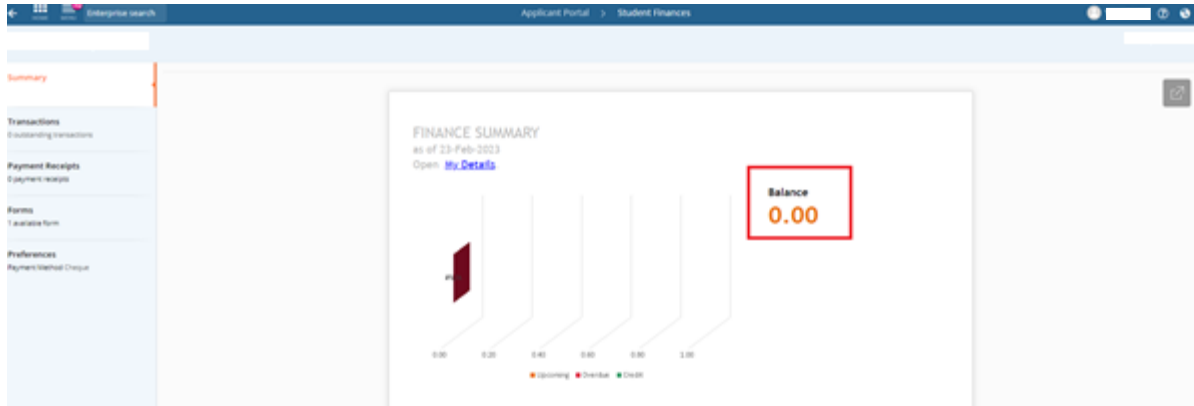
Payment Successful, press finalise to return.

Finalise

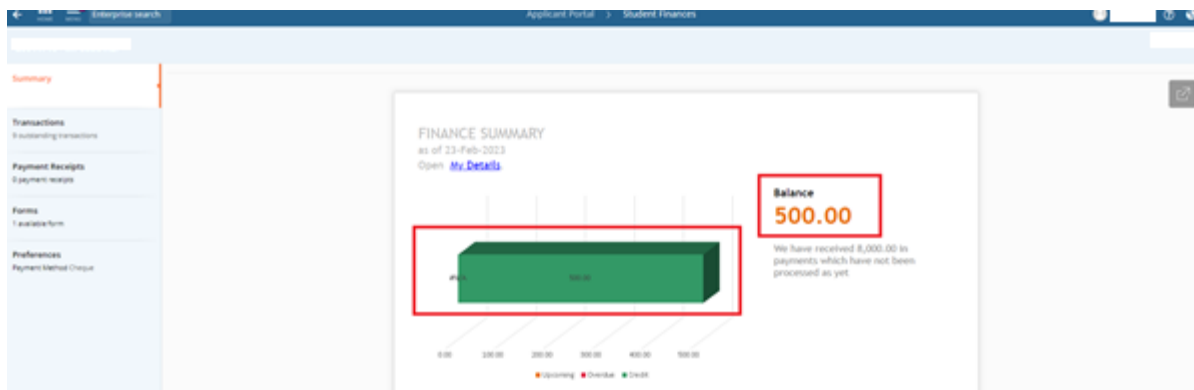
How to check the outstanding balance or credit balance

1. Go to the **My Finances**> **'Summary'** section.

a. If you have no outstanding or credit balance, the 'Balance' will be 0



b. If you have a credit balance, the graph will be green and the section will show a 'Balance' amount.



c. If you have an outstanding balance, the graph will be orange and the section will show an 'Outstanding Balance' amount.

