

GUIDE TO MAKING PAYMENT PLAN SELECTIONS ON THE COMMUNITY PORTAL

1. ACCESSING THE PORTAL

Visit the Emmaus College homepage and access the Portal via Emmaus Intranet \rightarrow Community Portal Alternatively, you can type the following address into your internet browser:

https://communityportal.emmaus.vic.edu.au

2. LOGGING ONTO THE PORTAL

Once you have accessed the Portal, you will be prompted to type in your Username and Password.

3. CHOOSING YOUR PAYMENT PREFERENCES & NOMINATING YOUR PAYMENT PLAN

To access information about your 2021 Fees & Charges and the available payment plans, go to the "Payment Plans" tab at the top of the Portal page.

Payment Plans

NOTE: THIS IS AN EXAMPLE ONLY FOR INFORMATION PURPOSES

Your Account Balance Summary

The total owing from prior year is not included in the Fees Total, this amount is overdue and payable immediately unless an alternative payment arrangement has been entered into with the College.

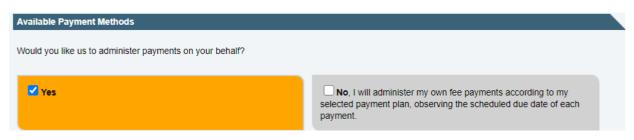
ur Account Balance Summary			
Total owing from prior year		\$0.00	
2021 Tuition Fees Yr 7	\$7,200.00		
2021 Tuition Fees Yr 12	\$7,200.00		
2021 Sibling Discount 2nd Child	-\$1,080.00		
2021 Levies Yr 7	\$850.00		
2021 Levies Yr 12	\$850.00		
2021 Camp Yr 7	\$315.00		
2021 Camp Yr 12	\$255.00		
2021 Laptops Yrs 7-9	\$1,687.00		
2021 Bus Charge Both Ways	\$2,000.00		
Fees Total		\$19,277.00	The payment options below apply to this amount only.

Select Payment Method

The College will administer your payments by direct debit.

We do not offer the "administer my own fee payments" option.

The payment plans offered are for the 2021 Fees & Charges only.



Select Payment Plan

The College offers three Payment Plan options.

Available Payment Plans						
Available paymen	t plans.					
Plan 1	4 Payments	\$4,819.25				
		4 Quarterly payments commencing 15 February 2021 with final payment on 15 November 2021				
Plan 2	10 Payments	\$1.927.70				
		10 Monthly payments commencing 15 February 2021 with final payment on 15 November 2021				
Plan 3	20 Payments	\$963.85				
		20 Fortnightly commencing 19 February 2021 with final payment on 12 November 2021				

Agree to the Terms and Conditions

 Submit Selection / Terms & Conditions

 Image: A submit selection / Terms & Conditions

Confirm Selection

Review your selection

Please confirm your selection by clicking the continue button.

You have chosen to have **Emmaus College** administer payment plan **2** consisting of **10** payments of **\$1,927.70** with the first payment due **15 February 2021** and final payment due **15 November 2021**.

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Continue

Enter Direct Debit Information

Please enter your banking details by selecting the "Credit Card" or "Direct Debit to Bank Account" options.

⊙ redit Card ○ Direct Debit to Bank Account		
Credit Card		
Card Type Card Holder's Name		
Issuing Bank		
Credit Card Number Expiry Month	Expiry Year 17	
Cancel		Save
Credit Card		
Direct Debit		
Financial Institution	Branch Name	
Account Name (in full)		
BSB Account No.		
Cancel		Save

Select "Save" once complete and "Confirm" to submit your payment option.

Please note that credit card details are held securely by a Financial Institution and not held by the College. When your direct debit details have been successfully entered, you will receive a message similar to the following.

Card T Cardho Issuing B Credit Card Num	e following bankin ype: MCARD Ider: Mr Sample Family ank: CBA aber: 555005096 Date: 12/17	g details have l	been sut	omitted:	:			
Card Type	Cardholder	Card Number	Expiry	Bank	Status			Auto Payment
Linked Account	Linked Account Name: Mr A & Mrs Fees Ledger							
MasterCard	Mr Sample Family	555005096	12/17	CBA	Pending	🥜 Edit	Delete	🗱 Deactivate
Back								New Payment Option

Confirmation of Payment Plan

Once you have successfully completed your payment plan selections, you will be presented with a summary of your payment plan and payment methods.

4. CHANGING & UPDATING YOUR NOMINATED ACCOUNT

Manage Stored Cards & Bank Account Details

You can have a number of nominated credit cards and bank accounts recorded in the Portal.

You can select which account you wish payments to come from using the "Activate" and the "Deactivate "buttons.

You may enter new credit cards and bank accounts into the Portal by clicking the "New Payment Option."

You can change the existing account details using the "Edit" button.

You can delete an existing account using the "Delete" button.

You will not be able to delete an account or credit card if it is currently being used in an active payment plan. Please contact the Accounts Department in this instance.

Cre	dit Card							
	Card Type	Cardholder	Card Number	Expiry	Bank	Status		
Ξ	Linked Account Name: / Fees Ledger							
	Visa Card	Mr Sample	411111111	10/18	ANZ	Pending	🥜 Edit 🧲	Delete This option is your default payment plan direct debit
	Visa Card	Mr Sample	411111111	10/23	ANZ	Pending	🥜 Edit 🧲	Delete 🔶 Activate
Direct Debit								
	Bank	Account	BSB	Accoun	t No.	Branch	Status	
Ξ	Linked Account Name: / Fees Ledger							
	Westpac	Mr Sample	733000	123456			Pending	Carl Carl Carl Carl Carl Carl Carl Carl
								O New Payment Option

The account from which your payments will come from is the active one and it will be identified as your "default payment plan direct debit".