

## 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 →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.

Your Account Balance Summary	
<b>Total owing from prior year</b>	<b>\$0.00</b>
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
<b>Fees Total</b>	<b>\$19,277.00</b> <b>The payment options below apply to this amount only.</b>

## 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.

**Available Payment Methods**

Would you like us to administer payments on your behalf?

**Yes**

**No**, I will administer my own fee payments according to my selected payment plan, observing the scheduled due date of each payment.

## Select Payment Plan

The College offers three Payment Plan options.

**Available Payment Plans**

Available payment plans.

<input type="checkbox"/> <b>Plan 1</b>	4 Payments	\$4,819.25	4 Quarterly payments commencing 15 February 2021 with final payment on 15 November 2021
<input checked="" type="checkbox"/> <b>Plan 2</b>	10 Payments	\$1,927.70	10 Monthly payments commencing 15 February 2021 with final payment on 15 November 2021
<input type="checkbox"/> <b>Plan 3</b>	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**

have read, understood and agree to the terms and conditions.

Proceed to next step

## Confirm Selection

**Review your selection**

Please confirm your selection by clicking the **continue** button.

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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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Back Continue

## Enter Direct Debit Information

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

Credit Card  Direct Debit to Bank Account

**Credit Card**

Card Type  Card Holder's Name

Issuing Bank

Credit Card Number  Expiry Month  Expiry Year

Credit Card  Direct Debit to Bank Account

**Direct Debit**

Financial Institution  Branch Name

Account Name (in full)

BSB  Account No.

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.

**Accepted. The following banking details have been submitted:**

Card Type: MCARD  
Cardholder: Mr Sample Family  
Issuing Bank: CBA  
Credit Card Number: 555005...096  
Expiry Date: 12/17

**Credit Card**

Card Type	Cardholder	Card Number	Expiry	Bank	Status	Auto Payment
Linked Account Name: Mr A & Mrs		Fees Ledger				
MasterCard	Mr Sample Family	555005...096	12/17	CBA	Pending	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Deactivate"/>

## 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.

Credit Card						
Card Type	Cardholder	Card Number	Expiry	Bank	Status	
☐ Linked Account Name: ██████████ / Fees Ledger						
Visa Card	Mr Sample	411111...111	10/18	ANZ	Pending	 Edit  Delete This option is your default payment plan direct debit
Visa Card	Mr Sample	411111...111	10/23	ANZ	Pending	 Edit  Delete  Activate
Direct Debit						
Bank	Account	BSB	Account No.	Branch	Status	
☐ Linked Account Name: ██████████ / Fees Ledger						
Westpac	Mr Sample	733000	123456		Pending	 Edit  Delete  Activate
						 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".