

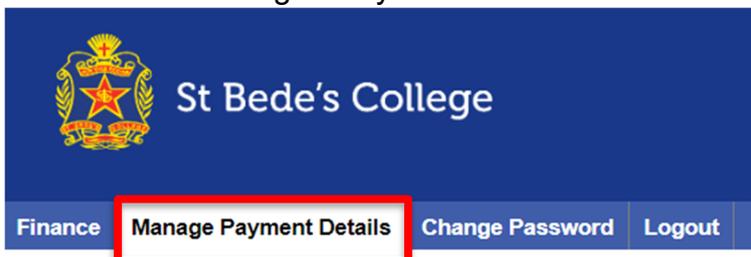


St Bede's College

Adding a payment method

The following instructions describe how to add your payment details for College fees. All your financial information is stored using the secure 'NAB Transact' portal.

1. Go to the portal: <https://synweb.stbedes.catholic.edu.au/SynergeticCommunityPortal>
2. Login with your email address and password
3. Click on the "Managed Payment Details" tab



4. Click on your preferred payment method: "Credit Card" or "Direct Debit to Bank Account"

Manage Stored Cards

Credit Card Direct Debit to Bank Account

Credit Card

Card Type Card Holder's Name

Issuing Bank

Credit Card Number Expiry Month Expiry Year

5. Enter your details
6. Click on Save
7. On the next pop up message, click on "Confirm" to save the details

You are about to submit your payment option details for record.