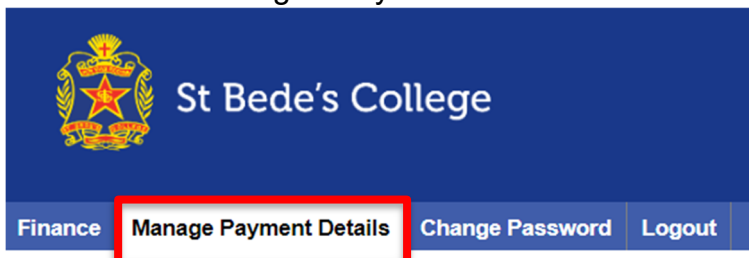# St Bede's College

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"

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