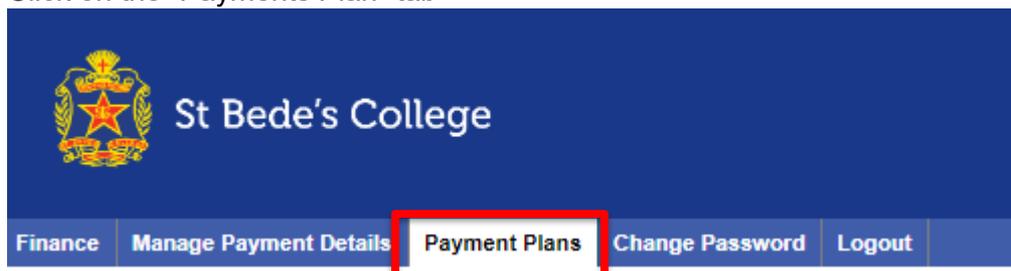


# How to guide for the Synergetic Financial Portal

## Adding a Payment Plan

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 "Payments Plan" tab



4. Choose your preferred payment method: "School Administered" or "Self Administered"  
\* School Administered - Direct Debits  
\* Self Administered - Payment via Portal (Credit Card) / BPay / Bank Account

### 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.

5. Choose a Payment Plan

### Available Payment Plans

Available payment plans.

<input checked="" type="checkbox"/> <b>Plan 1</b>	Single Payment	\$8,880.00	Full payment to be made on or before 28th March 2024 (Less prompt payment discount of \$250 per student)
<input type="checkbox"/> <b>Plan 2</b>	3 Payments	\$2,960.00	Three equal payments due on 28th February, 28th June & 28th October 2024.
<input type="checkbox"/> <b>Plan 3</b>	8 Payments	\$1,110.00	Eight monthly payments from 15th March and finishing on 15th October 2024.
<input type="checkbox"/> <b>Plan 4</b>	18 Payments	\$493.33	Eighteen fortnightly payments from 22nd February and finishing on 17th October 2024.

6. Please confirm you have read the Terms & Conditions

Submit Selection / Terms & Conditions



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

Proceed to next step

Review your selection

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

You have chosen to meet your Tuition Fee obligations amounting to **\$8,880.00** by payment **plan 1**. Under this plan you will be required to pay **\$8,880.00** by **28 March 2024**. Please Note to exclude a \$250 discount per student.

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Continue

7. Select payment option Credit Card / Direct Debit

Step 1 : Select Plan

Step 2 : (Optional): Select payment option

Step 3 : Confirmation

Credit Card  Direct Debit to Bank Account

Credit Card

Card Type  Card Holder's Name   
Issuing Bank   
Credit Card Number  Expiry Month  Expiry Year

Cancel

Save

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

Cancel

Confirm

8. Click "Finish" to save your payment plan.

Accepted. The following banking details have been submitted:

Name of the Financial Institution:  
Branch name:  
Account Name: Test  
BSB: 000000  
Account No.: 1234567

Direct Debit

Bank	Account	BSB	Account No.	Branch	Status	
[-] Linked Account Name: ██████████ Family Debtors						
Test	000000	1234567			Pending	Edit  Delete This option is your default payment plan direct debit

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+ New Payment Option

Finish