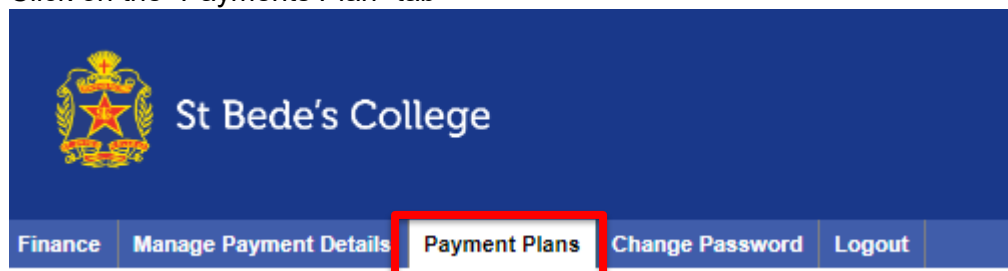


How to guide for the Synergetic Financial Portal

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"/>	Plan 1	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"/>	Plan 2	3 Payments	\$2,960.00	Three equal payments due on 28th February, 28th June & 28th October 2024.
<input type="checkbox"/>	Plan 3	8 Payments	\$1,110.00	Eight monthly payments from 15th March and finishing on 15th October 2024.
<input type="checkbox"/>	Plan 4	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.

Back

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	
<input type="text"/>	<input type="text"/>	
Issuing Bank		
<input type="text"/>		
Credit Card Number	Expiry Month	Expiry Year
<input type="text"/>	<input type="text" value="11"/>	<input type="text" value="23"/>

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	
<input type="checkbox"/> Linked Account Name: [REDACTED] Family Debtors						
	Test	000000	1234567		Pending	Edit Delete This option is your default payment plan direct debit

Back

+ New Payment Option

Finish