ONLINE PAYMENTS TO ST RITA’S COLLEGE

The College has introduced an online payment facility using the parent portal. Portal users can efficiently and securely store and make credit card (Visa and Master Card) payments for:

- Fee Account
- Capital Projects Contribution
- Library Resource Contribution

In “Fee Account” this will allow you to:

- Make Instant Credit Card payments to your account
- Instantly creates a receipt transaction in Synergetic against the account in an active posting
- Enter and store (only if required) your Visa or Master Card details online. (Effectively, users won’t have to enter their details every time they wish to make a payment if they store details.)

TO MAKE A PAYMENT:

1. Go to “Online Payments” on the Portal landing page (to access the Portal landing page, click on ‘Portal’ on the College website)

2. Log in to Synergetic using your Parent Portal ID and password. Email IT Support if you have forgotten this.
3. The following screen will appear. In order to pay, choose **Payments**:

4. When the following screen appears you choose which payment you wish to make:
   a. Account Payment (fees)
   b. Capital Projects Contribution or
   c. Library Resource Contribution.

   *(Further options will be added to this menu as the need arises)*

5. If choosing **Account Payment** you may pay fees alone or fees and either/both of the contributions as per the following:

6. If choosing one of the Contributions only, the following screen will be displayed which can be completed:
7. After entering payment amounts a screen enabling the entering of credit card details will display. Once submitted the transactions are finalised:

If there are any problems accessing the payments portal please contact IT Support. If there are any problems actually paying please contact the Business Manager.