



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)

The screenshot shows the St Rita's College Portal landing page. The navigation menu on the left includes: Board Portal, Board of Directors, Governance, Finances and Facilities, Board Calendar, Current Approved Policies, Calendar, Portal Calendars, Teacher Email List, Student Notices, Family Notices, and Pastoral Links. The main content area features a welcome message, a link to download the BYOD Handbook for 2015, and a sign-in prompt. A 'Sign in' button is highlighted in the top right corner. The 'Online Payments' link in the Family Connections menu is highlighted in yellow.

2. **Log in** to Synergetic using your Parent Portal ID and password. Email [IT Support](#) if you have forgotten this.

The screenshot shows the Synergetic Management Systems login page. The page displays the Synergetic logo and a login form with fields for Username and Password, a Login button, and a link for "Forgotten your password?".

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

Make a Payment

Please note once the payment is clear, your account balance will be updated on the next business day.

Linked Account Name: [redacted]

Total Owing/Overdue: 2,789.00

Payment Amount: 2,789.00

Voluntary Library Resource Contribution: 150.00

Voluntary Capital Project Contribution: 400.00

Total: 2,789.00

Additional Information: [text area]

Cancel Next

6. If choosing one of the Contributions only, the following screen will be displayed which can be completed:

Capital Projects Contribution

Building Fund donation: Capital Projects Fund

Payment Amount: 400.00

Additional Information: [text area]

Cancel Next

7. After entering payment amounts a screen enabling the entering of credit card details will display. Once submitted the transactions are finalised:

SYNERGETIC
Management Systems

Intro Timetable Fees Account Payments Manage Stored Cards Logout

Select How You Would Like To Pay

Payment Amount: 2,789.00

New card

Save details for next time

Credit Card

Card Type Credit Card Number

Expiry Month Expiry Year CCV

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.