

## A Parent's Guide to Billing

A step by step guide to take you through paying your school contributions through the Compass App or Browser.





#### **Compass App**

Select
'Contributions'
from the 3 Bars /
Side Menu



#### Web Browser

Click the 'Payment Centre' Banner on your Home Page & select School Fees.

### **Handy Tips & Tricks**

- ✓ You can access your payment history via Cog icon > My Payments.
- All transactions will send a receipt to your email.
- Access your Events & School contributions all in the one place.

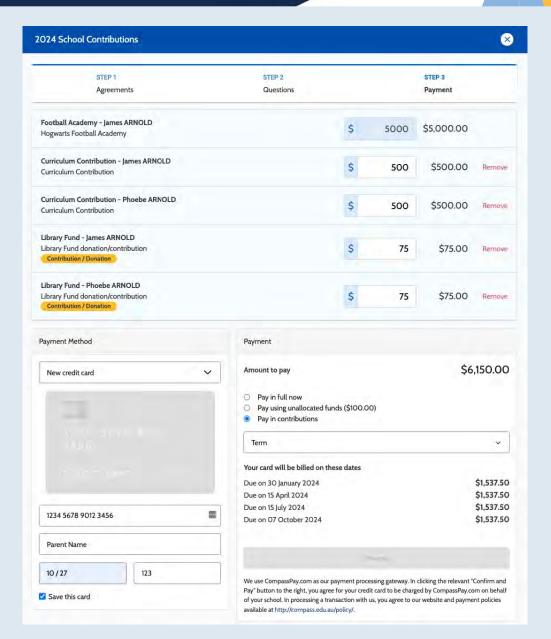
- Chip away at your fees, whenever suits you.
- ✓ Choose from a number of instalment options

## Goodbye cash handling!

The Compass Payments Centre allows you to pay anytime, anywhere - reducing foot traffic and contact in the school office.



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## Complete your Contributions

Each contribution/payment will detail whether this is a standard or donation fee, and can be adjusted, to chip away at each amount.

You'll always be able to access Payments Centre, so you can come in and pay again at any time, anywhere.

# Choose your Payment Method & process payment

Once you're happy with the amount chosen, you can choose to pay in full or via instalments. You'll see the instalment options set up by the school - with the relevant dates and charges. This will direct debit your card on those given dates.

