



SHEIDOW PARK SCHOOL

**DO YOU WANT TO PAY A SCHOOL ACCOUNT ON LINE?
CAN'T FIND TIME TO VISIT THE SCHOOL TO DO THIS?**

WHY NOT TRY BIZGATE

If you would like to try this payment option, please follow the procedures below.
For any further information, please telephone the school on 8381 8911.

This facility is for **CREDIT CARD** use only and is a **secure online payment service**

To make a payment, ensure you have:

- Credit Card (Visa/MasterCard)
- Invoice Number / Item to be paid
- Student ED ID number (shown at top right-hand side of the invoice) or if your invoice does not have an ED ID number please use:

153701537S

For payment of school account, please proceed:

1. Enter school website: www.sheidowps.sa.edu.au
2. Click on School under Bizgate Payments on home page - this will then take you straight to the Bizgate site.
3. Click on "Pay School Fees"
4. Enter details on screen
 - ED ID
 - Enter Student's full name
 - Invoice Number(s) and Amount(s)
 - If you are not paying on invoice, enter details under Other Payments – Enter item name or description with the amount.
The other comment box is optional, and can be used to describe the payment.
5. Click "Next" – bottom right hand corner
6. Enter details on screen e.g. name, address, email address, telephone number
7. Click "Next" – bottom right hand corner – Check details.
8. Click "Confirm" – bottom right hand corner
9. Fill in credit card details – This also includes the new Verification Code now being used by the majority of banks, so ensure you have your credit card on hand.
For more information, click on the "What is this code" link in the payment screen.
10. Click "Pay now"
11. Receipt on screen can be printed
12. Exit from Bizgate site.