



Education  
& Communities



# Parent Online Payments using Westpac QuickWeb

Schools Finance  
October 2014

# What is QuickWeb?

- ▶ Secure online payment facility hosted by Westpac
- ▶ Accessed from the home page of the school's website
- ▶ \$Make a payment “button”





Visa or MasterCard credit or debit  
cards only accepted



## 4 Westpac QuickWeb pages

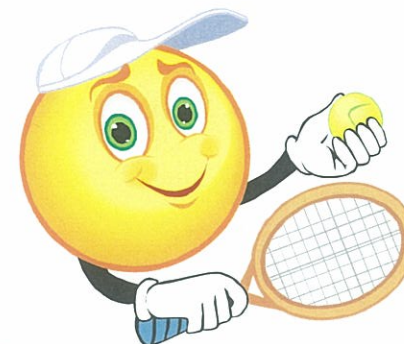
- ▶ Entering payment details
- ▶ Entering credit card details
- ▶ Confirmation of payment details and
- ▶ Online Payment Receipt.



# Entering payment details

- ▶ Student's name, class or year, date of birth
- ▶ Payer's name, contact phone & email
- ▶ Select what you want to pay for by checking relevant box
- ▶ Payment description must be accurate
- ▶ Payment amount must be completed
- ▶ Asterix \* indicates a mandatory field

# Payment description



- ▶ Voluntary Schools Contributions – enter voluntary contribution
- ▶ Subject Contributions – enter particular subject eg Maths
- ▶ Excursion – enter name of excursion eg Opera House
- ▶ Sport – enter name of particular sport eg Softball
- ▶ Creative & Practical Arts – enter particulars eg Dance, Drama
- ▶ Sales to Students – enter item you are purchasing eg calculator
- ▶ Other – can be used to pay whole amount eg Term 1 2015



# Entering credit/debit card details

## Payment Details

Fields marked with an asterisk (\*) are mandatory.

You are paying to: Abbotsford Public School

Payment Amount: \$35.00 AUD

\* Card Holder Name:

\* Credit Card Number:   

\* Card Expiry Month:  

\* Card Expiry Year:  

\* Card Verification Number (CVN):  [What's this?](#)

Click **Next** to proceed to the confirmation page where you can review your payment details.

[Back](#)[Cancel](#)[Next](#)

# Confirm payment details

Captcha Verification Code: 

Unclear? [Generate a new Captcha Verification Code](#)

Enter Captcha Verification Code here:

Use **Modify Payment Details** or **Modify Credit Card Details** to move to the previous screens. When you are ready to make your payment, click **Make Payment** below.

**Modify Credit Card Details** **Cancel** **Make Payment**

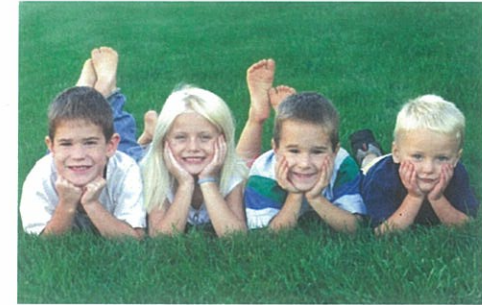


You can modify your credit card details or enter the Captcha code (security feature) and make the payment



# Online payment receipt

- ▶ Print and/or Email – you can change the prefilled email address if you wish
- ▶ Note the receipt number for your reference, and **write this on any permission notes you are sending back to school.**
- ▶ You do not need to send a copy of your receipt to the school



# More than one student to pay for?

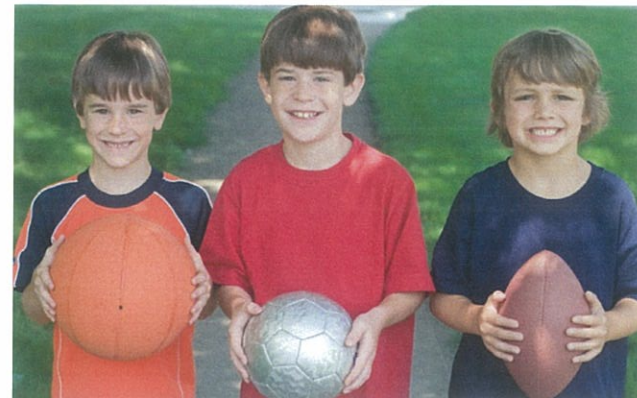


Make Another Payment

Close

Print

Select Make Another Payment to pay for additional students



# Timing

- ▶ The payment must be made before 6pm for the school to receive the funds the next day. i.e. pay before 6pm on Monday, the school will have the funds on Tuesday morning.
- ▶ If the payment is after 6pm then there will be a 24 hour delay in the school receiving the funds i.e. pay after 6pm on Monday, the school will have the funds on Wednesday morning.