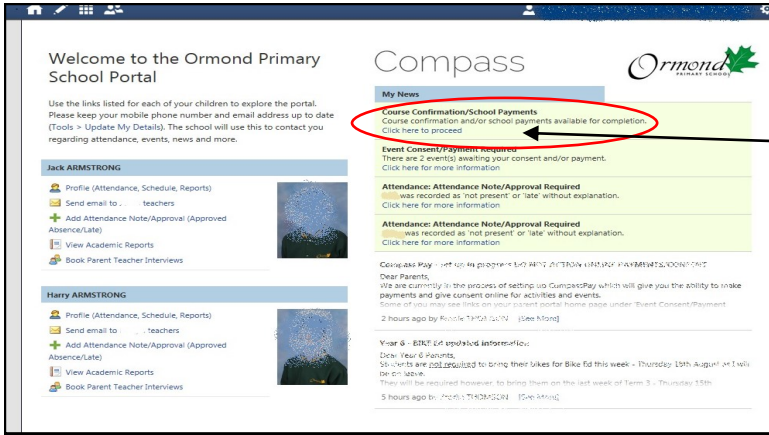
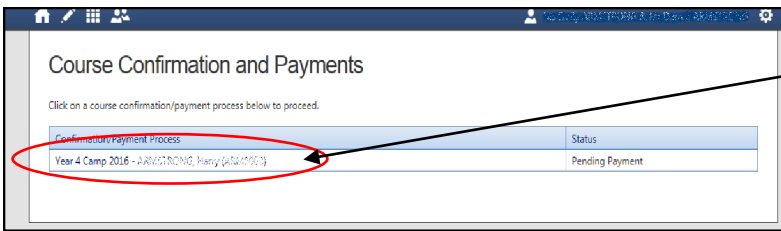


# Making Payments via Compass - Parent Instructions

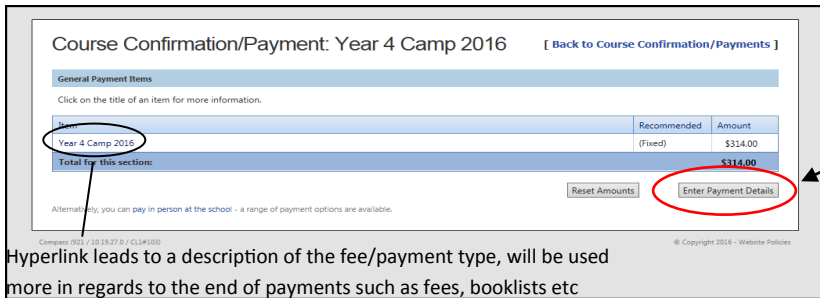


On your Compass Parent Portal home screen,

**Step 1** - In your 'Course Confirmation/School Payments' Notification - click on 'click here to proceed'



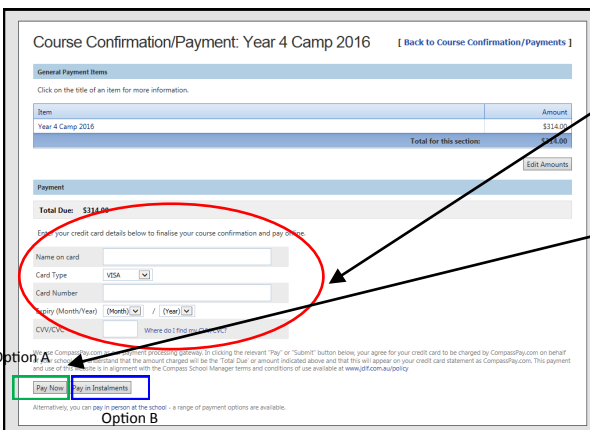
**Step 2** - Click on this Hyperlink to continue the payment process



**Step 3** -

Click on 'Enter Payment Details' button

Hyperlink leads to a description of the fee/payment type, will be used more in regards to the end of payments such as fees, booklists etc



**Step 4** - Enter in your Credit Card Details

**Step 5 - OPTION A**

To pay amount in full—click 'Pay Now' button

**Step 5 - OPTION B**

To create a payment plan click 'Pay in Instalments' button.

Either 'Confirm' or 'Cancel' the action.

**\*\*please note that these instalments are processed automatically on these nominated dates and can not be altered.**

