

Quickly and easily set up and track your school fee payments using our new Easy Pay Direct Debit payment system following these simple steps:

- **1.** Log into TASS Parent Lounge.
- 2. Navigate to 'Accounts & Payments' in the top menu bar.
- **3.** Select 'School Fees Account' from the drop down menu.



4. On this screen, find and click the blue button '+ New Payment Method'.

Payment Method							
Nickname	Туре	Name	Number	Other Info			
No Payment Methods have been created							

**5.** You can make direct debit payments from either a debit/credit card or bank account. Click on your preferred option, enter your payment details, agree to the 'Terms and Conditions' by clicking the check box, then click the green 'Authorise' button. \*Please note: Payments via debit/credit card incur a small card fee.

d Shepherd Lutheran School Para (gslspv)	Good Shepherd Lutheran School Para Vista (gslspv)
Debit / Credit Card O Bank Account	O Debit / Credit Card Sank Account
	Account Name
Card Number	BSB
Card Holder Name	Account Number
MM • / YY •	
I have read, understood and agree with the Terms and Conditions *	I have read, understood and agree with the Terms and Conditions Authorise Authorise
+oolE-asyPay	Secure payment processing by School EasyPay - a level 1 PCI DSS solution.



**6.** You will now be taken back to the 'School Fees Account' page. On this screen, find and click the blue button '+ Add Payment Schedule'.

Payment Schedule (1)				+ Add Payment Schedule			
Number	Instalment Date	Amount	Status	Payment Method			
No Payment Schedules have been created							

**7.** Click 'Payment Method' and select your chosen payment method from the drop down menu (We have chosen bank account for this example, though the steps are the same for debit/credit card).

**8.** Click 'Payment Schedule' and chose the frequency of your direct debit payments from the drop down menu - Weekly, fortnightly, monthly, or termly.

Add Payment Schedule			
*Payment Method *Payment Schedule	► Bank Account		
First Instalment Date Last Instalment Date			
LAST STATEMENT OUTSTANDING BALANCE PAYMENT TOTAL	AUD		
Instalment Amount	AUD	Add Payment Schedule	
Cancel		*Payment Method *Payment Schedule	Bank Account
		First Instalment Date Last Instalment Date	2025 Monthly Payments 2025 Weekly Payments 2025 Fortnightly Payment 2025 Termly Payments
		LAST STATEMENT OUTSTANDING BALANCE PAYMENT TOTAL	AUD
		Instalment Amount No. of Instalments	AUD
		Cancel	Save



**9.** Click on the calendar icon for 'Start Date' and select the date you would like your payments to begin. The Easy Pay system will automatically calculate the instalment amounts and number of instalments using your total outstanding balance and the payment frequency you have selected.

Add Payment Schedule									
*Payment Method	Bank	Bank Account					~		
*Payment Schedule	2025	2025 Weekly Payments 🗸							
*Start Date	03/0	03/02/2025							
*End By Date	<	< February 2025				>			
	SUN	MON	TUE	WED	THU	FRI	SAT		
	26	27	28	29	30	31	1		
First Instalment Date	2	3	4	5	6	7	8		
Last Instalment Date	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	1		
LAST STATEMENT	2	3	4	5	6	7	8		
OUTSTANDING BALANCE				Today	1				
PAYMENT TOTAL	AUD				5.086				
Instalment Amount	AUD								
No. of Instalments			6						
Cancel									Sa

10. Once you are comfortable with your selections, click the blue 'Save' button.

**11.** You will now see the confirmed payment schedule at the bottom of your 'School Fees Account' page and no further actions are required. Payments will commence from the first instalment date.

Payment M	Methods (1)					+ New Payment Method
	Nickname	Туре	Name	Number	Other Info	
	Bank Account 🔗	Bank Account				Ø
Payment S	Schedule - 2025 Fortnightly Paym	nent 🛈				
Numb	er Instalment Date	Amour	nt	Status	Payment Method	Delay Date
1	24/01/2025		-	Pending	Bank Account	
2	07/02/2025		•	Future	Bank Account 🖉	+
3	21/02/2025		-	Future	Bank Account 🔗	
4	07/03/2025		•	Future	Bank Account	
5	21/03/2025		-	Future	Bank Account 🔗	
6	04/04/2025		-	Future	Bank Account 🔗	



Thank you for choosing to use our new paperless Direct Debit payment platform, Easy Pay.

Should you have any questions or require further assistance, please send our friendly finance team an email: <a href="mailto:accounts@gspv.sa.edu.au">accounts@gspv.sa.edu.au</a>



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