

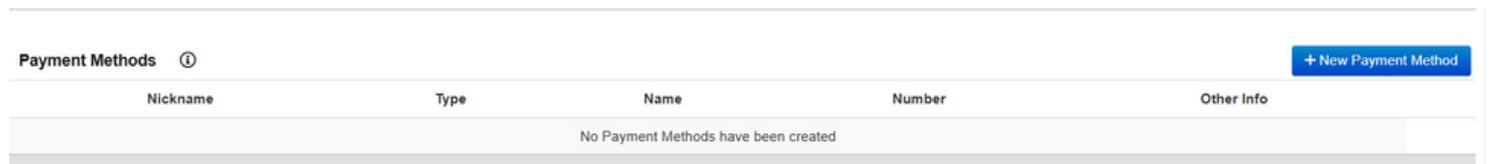
Quickly and easily set up and track your school fee payments using our new Easy Pay Direct Debit payment system following these simple steps:

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.



**If you have an existing bank account and would like payments to continue to be deducted from that account, please jump ahead to Step 6 'Add Payment Schedule'.*

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



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.*

New Payment Method

Good Shepherd Lutheran School Para Vista (gslspv)

Debit / Credit Card
 Bank Account





/

I have read, understood and agree with the [Terms and Conditions](#) *



New Payment Method

Good Shepherd Lutheran School Para Vista (gslspv)

Debit / Credit Card
 Bank Account

I have read, understood and agree with the [Terms and Conditions](#) *



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 ⓘ					+ 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

First Instalment Date

Last Instalment Date

LAST STATEMENT OUTSTANDING BALANCE

PAYMENT TOTAL

Instalment Amount

No. of Instalments

Add Payment Schedule

*Payment Method

*Payment Schedule

First Instalment Date

Last Instalment Date

LAST STATEMENT OUTSTANDING BALANCE

PAYMENT TOTAL

Instalment Amount

No. of Instalments

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.

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 Methods ⓘ

[+ New Payment Method](#)

Nickname	Type	Name	Number	Other Info
Bank Account ⓘ	Bank Account			ⓘ

Payment Schedule - 2025 Fortnightly Payment ⓘ

Number	Instalment Date	Amount	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 ⓘ	

Easy Pay Direct Debit Instructions

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: accounts@gspv.sa.edu.au