

# Welcome to Sentral Pay

Recently your school adopted a new way for families to make school contributions. Sentral Pay by Ezidebit is a fast and convenient way to make contributions.

## Automated payments with direct debit

With Sentral Pay you can make one-off contributions or setup a schedule that works for you, which means you're always in control of your contributions.

### Key benefits include:



All payments are made within Sentral



Make one-off payments, or setup a schedule



Direct debit



You can save up to three payment methods



You stay in control of your payments

### Follow these steps to get started

1

Your school will send you a payment request by email, or as a notification in the parent portal. The request will include a link. If you do not have a parent portal account you will receive the payment request via email.

3

You'll need to enter a payment method; either a bank account or credit card. You can save up to three payment methods for future use.

2

When you click on the link, you'll be taken to a payments page where all current payments will be displayed. You can make one payment or elect to pay all that are listed.

4

If you decide to set up a payment schedule for direct debit, you can nominate the start date and payment frequency; weekly, fortnightly or monthly. You'll need to agree to the terms and conditions.

5

Click "Submit Payment"

If you decided to set up a payment schedule, you'll receive a copy of your payment schedule and direct debit service agreement by email. You will also receive;

- A notification 48 hours before a direct debit date
- A notification after the direct debit has been processed

### Making changes

Remember, you're always in control with Sentral Pay. If you need to make changes, or cancel a payment schedule, you'll need to contact your school.

### A secure choice

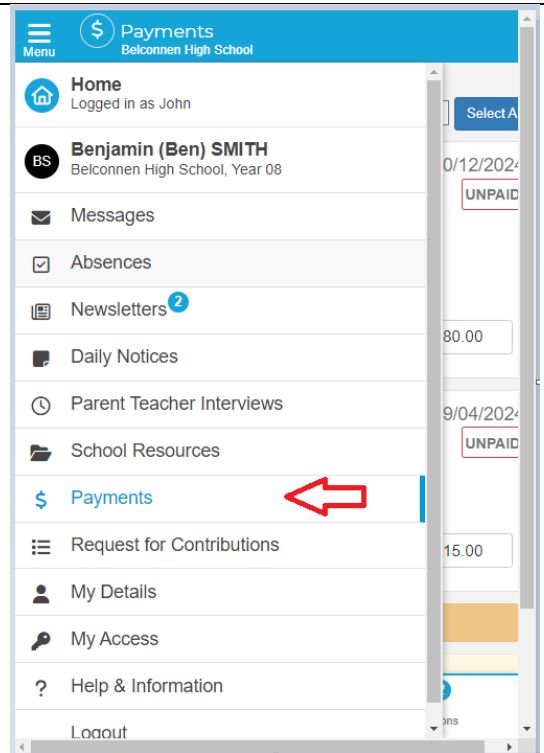
Sentral Pay powered by Ezidebit is a fully integrated part of Sentral which your school relies upon every day. By making payments with Sentral Pay, you'll be using a system that's trusted and secure.

Step by Step instructions are outlined below

**Step 1**

Follow the instructions to log into Parent Portal.

On the left Menu Bar select **\$ Payments**

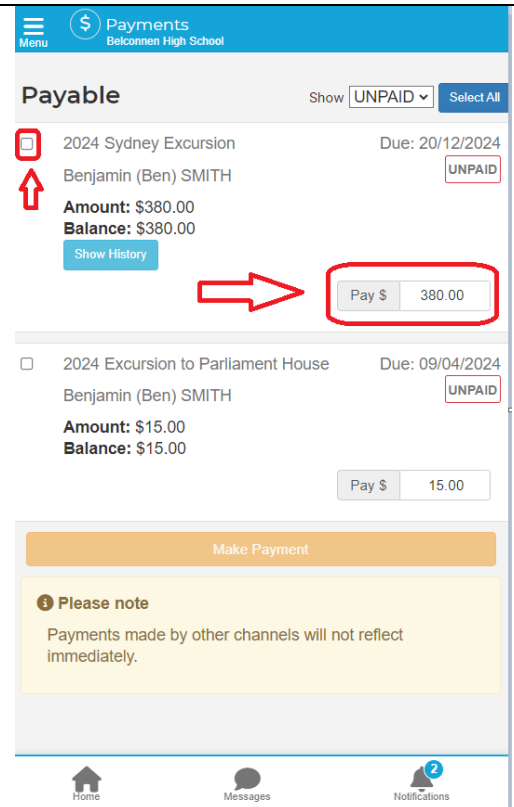


**Step 2**

✓ Select the Request for Contribution (REQ) you wish to pay.

You can contribute the full amount or change the contribution to a lesser amount in the **Pay \$** cell.

*(Note: The value of your contribution must be \$2 or greater)*



**Step 3a**  
To pay via **Credit Card**

Select *Credit Card* from dropdown menu.

You can save your credit card details for later use if you wish.

**NOTE:**  
Card details need to be entered when making any future contributions, if you choose not to save them.

Select SUBMIT.

**Step 3b**  
To pay via **Bank Account**

Select *Bank Account* from dropdown menu.

✓ to confirm you agree with the Terms and Conditions.

Enter your bank account details.

Select SUBMIT.

## Step 4

### SCHEDULED PAYMENTS

Options exist to contribute via **Evenpay**, either

- Weekly
- Monthly
- Fortnightly

*This amount is determined by the Due Date of the REQ. (This is a field within our system, but does not reflect an obligation date.*

*All contributions are voluntary)*

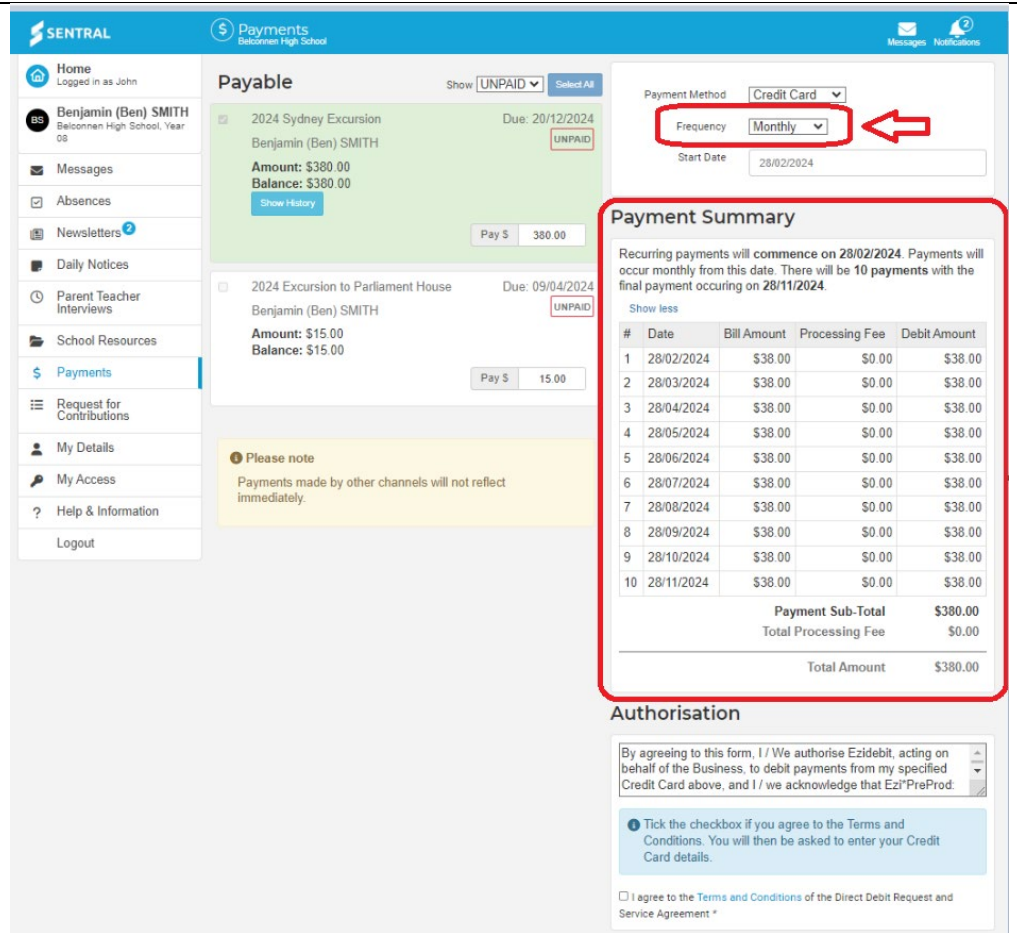
Select either *Credit Card* or *Bank Account* as per **Steps 3a & 3b**.

Select the Frequency.

A Payment Summary will display the date and amounts.

✓ to confirm you agree with the Terms and Conditions

***If you wish to make changes or cancel a Scheduled Payment; please contact the Schools Business Manager, who can action the request.***



The screenshot shows the CENTRAL Payments interface for Benjamin (Ben) SMITH. The 'Payable' section lists two items: '2024 Sydney Excursion' (Amount: \$380.00, Due: 20/12/2024) and '2024 Excursion to Parliament House' (Amount: \$15.00, Due: 09/04/2024). The 'Payment Method' is set to 'Credit Card' and the 'Frequency' is set to 'Monthly'. A red arrow points to the 'Frequency' dropdown menu. The 'Payment Summary' section shows a table of recurring payments starting on 28/02/2024, with 10 payments of \$38.00 each, totaling \$380.00. The 'Authorisation' section includes a checkbox for agreement to the Terms and Conditions.

**Payment Summary**

Recurring payments will commence on 28/02/2024. Payments will occur monthly from this date. There will be 10 payments with the final payment occurring on 28/11/2024.

#	Date	Bill Amount	Processing Fee	Debit Amount
1	28/02/2024	\$38.00	\$0.00	\$38.00
2	28/03/2024	\$38.00	\$0.00	\$38.00
3	28/04/2024	\$38.00	\$0.00	\$38.00
4	28/05/2024	\$38.00	\$0.00	\$38.00
5	28/06/2024	\$38.00	\$0.00	\$38.00
6	28/07/2024	\$38.00	\$0.00	\$38.00
7	28/08/2024	\$38.00	\$0.00	\$38.00
8	28/09/2024	\$38.00	\$0.00	\$38.00
9	28/10/2024	\$38.00	\$0.00	\$38.00
10	28/11/2024	\$38.00	\$0.00	\$38.00
<b>Payment Sub-Total</b>				<b>\$380.00</b>
<b>Total Processing Fee</b>				<b>\$0.00</b>
<b>Total Amount</b>				<b>\$380.00</b>

**Authorisation**

By agreeing to this form, I / We authorise Ezidebit, acting on behalf of the Business, to debit payments from my specified Credit Card above, and I / we acknowledge that Ezidebit is a PreProd.

Tick the checkbox if you agree to the Terms and Conditions. You will then be asked to enter your Credit Card details.

I agree to the Terms and Conditions of the Direct Debit Request and Service Agreement \*