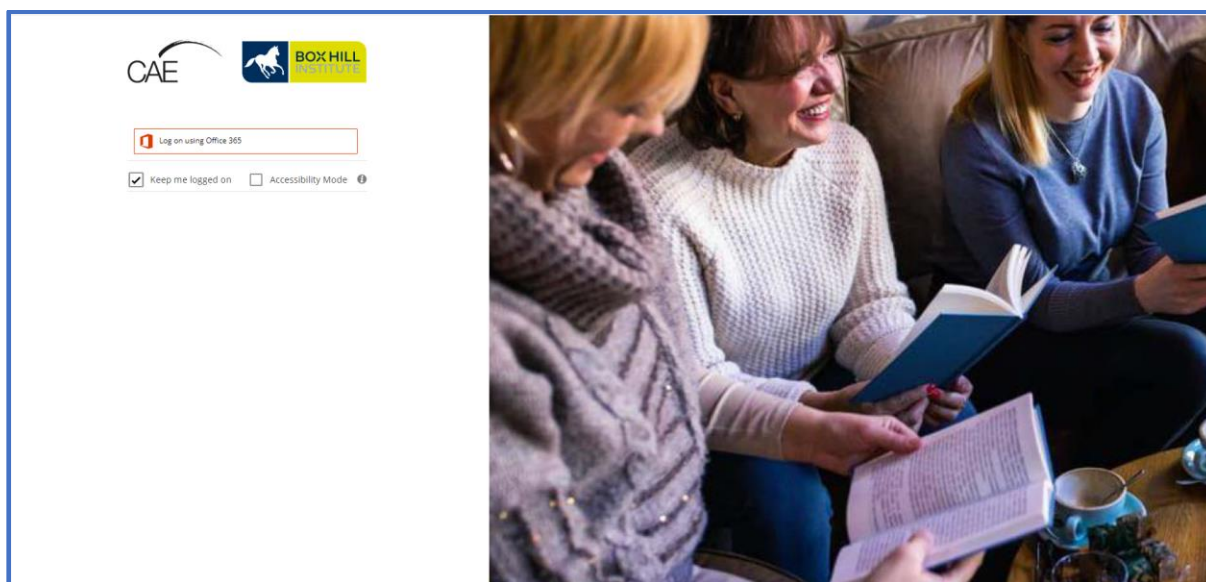


## Online Payment Guide – Book Group Enrolments

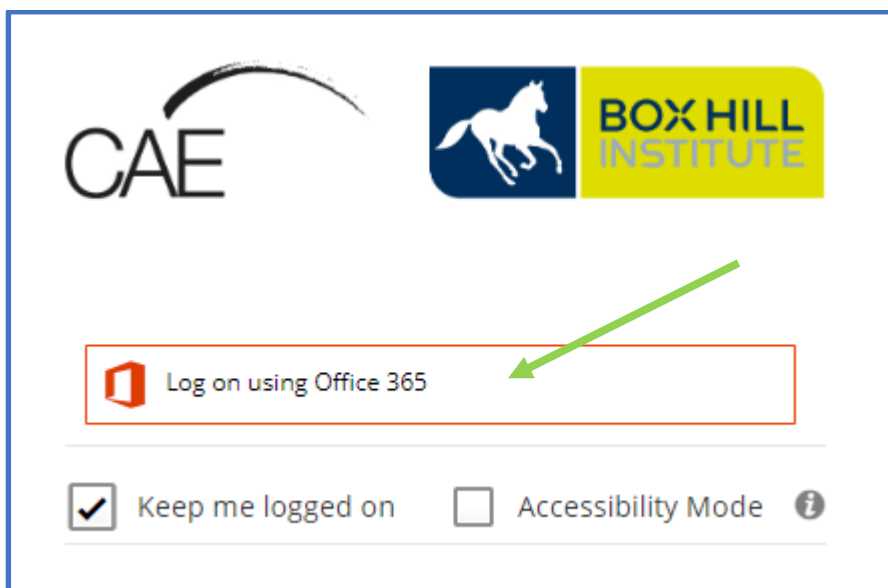
- You must be an already enrolled student to make online payments – if you are a new member/student, please contact [bookgroups@cae.edu.au](mailto:bookgroups@cae.edu.au) for assistance or fill out the enrolment form instead.
- Invoices are generated based on the number of meetings your group is having – if this has not yet been specified on the selection form for 2024 it will autogenerate based on the 2023 enrolment. If the number shown on the payment screen is incorrect, please contact us.

**Step 1. Click on the link below to go to the login page.**

<https://bgonline.cae.edu.au/payment>



**Step 2. Click on 'Log on using Office 365'**



**Step 3. Enter your student email. This can be found in your enrolment letter/email.**

\*Please note these may differ from student to student as seen in the examples\*

**Sign in**

your\_username@student.bhtafe.edu.au

[Can't access your account?](#)

**Next**

**Student Examples:**  
SXXXXXXX@student.bhtafe.edu.au  
BHIXXXXXXX@student.bhtafe.edu.au  
CAEXXXXXXX@learner.cae.edu.au

**Staff Example:** username@boxhill.edu.au

**Password Reset:** <https://password.boxhill.edu.au>

[Sign-in options](#)

**Step 4. Enter your password if you have already generated a password with Box Hill Institute/CAE. If you do not have a password or have forgotten it, select the password reset link and click the "Student" button.**

cae6186424@learner.cae.edu.au

**Enter password**

.....

[Forgot my password?](#)

**Sign in**

**Student Examples:**  
SXXXXXXX@student.bhtafe.edu.au  
BHIXXXXXXX@student.bhtafe.edu.au  
CAEXXXXXXX@learner.cae.edu.au

**Staff Example:** username@boxhill.edu.au

**Password Reset:** <https://password.boxhill.edu.au>

**Step 5. Once you have logged in you will be taken to a payment screen. An Invoice will show on the right, check that the amount is correct.**

**\*If your group's meeting number has changed from the previous year, this number may not be correct, please check\***

Enterprise search My Payments ITS TEST

Search

Awaiting Payment Paid

> 1 record.

0364CAE - BBook Group Vic Std - \$158 inc GST  
Reference 0881900 / 4369693 Due 31-Jan-2024  
0364CAE - Fee

158.00  
Partial Payment Allowed  
Payment Amount 158.00  
Pay now

INVOICE Awaiting Payment

ITS TEST Reference 4369693  
Due Date 31-Jan-2024  
Currency AUD  
someone@boxhill.edu.au

Description	Amount
0364CAE - BBook Group Vic Std - \$158 inc GST	158.00
0364CAE - Fee	
Total Amount	158.00
Payments Received	0.00
Amount Outstanding	158.00

Enterprise software, instantly online For assistance please call 1300 288 445 Powered by PaymentOne

**Step 6. Select Pay now to pay and follow the prompts**

HOME MENU Enterprise search My Payments

Search

Awaiting Payment Paid

> 1 record.

0364CAE - BBook Group Vic Std - \$158 inc GST  
Reference 0881900 / 4369693 Due 31-Jan-2024  
0364CAE - Fee

158.00  
Partial Payment Allowed  
Payment Amount 158.00  
Pay now

**Box Hill Institute**  
Enter your payment details

Invoice Number 39930  
Amount \$158.00 AUD

Accepted Card Types VISA MasterCard

Credit Card Number 4444 3333 2222 1111

Card Expiry Date 02 / 25

CVV 123 ?

Continue Cancel