

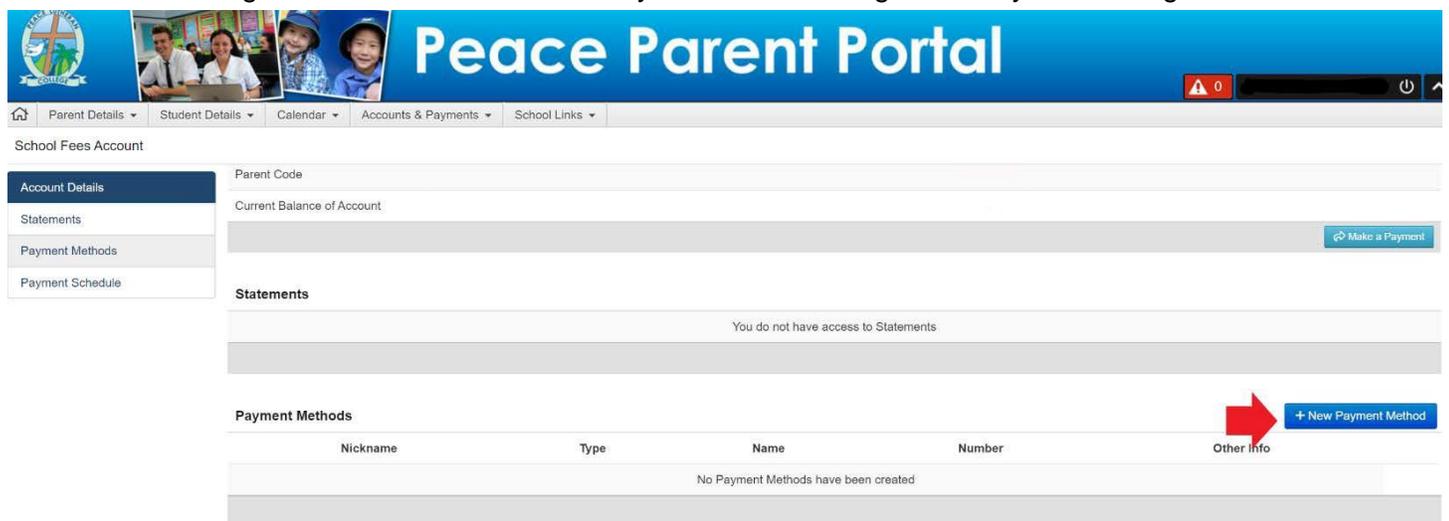
HOW TO SETUP AN INSTALMENT PAYMENT ARRANGEMENT

1. Log into the Peace Parent Portal
2. Click Accounts & Payments > School Fees Account (see below)

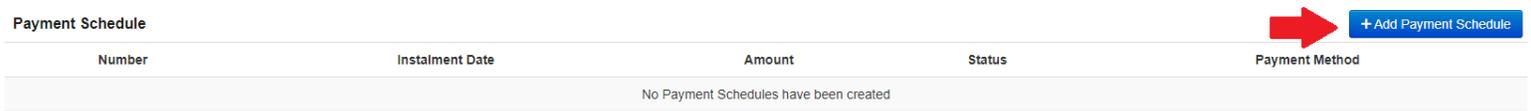


3. Click Payment Methods from left menu and then click New Payment Method Button on right. Add your Payment Method (Bank Account or Credit card Details)

Note: Your banking details will be tokenised and your school no longer needs your banking details



4. Next step is to add a Payment Schedule. Select Payment Schedule from the left menu and click Add Payment Schedule button



- a. Select Pay Method from drop box
- b. Select Payment Schedule (Weekly, Fortnightly, Monthly)
- c. Select first instalment date
- d. Instalment amount will be calculated and how many instalments you will have to pay

e. Agree to Terms & Conditions

Add Payment Schedule

* Payment Method Fee payment

* Payment Schedule Fortnightly

* Start Date 15/01/2020

* End By Date 30/11/2020

First Instalment Date 15/01/2020

Last Instalment Date 04/11/2020

LAST STATEMENT OUTSTANDING BALANCE AUD 57,590.00

PAYMENT TOTAL AUD 57,590.00

Instalment Amount AUD 2,617.73

No. of Instalments 22

Agree to Payment Schedule [Terms and Conditions](#)

f. Click **Save** and your payment arrangement will now be set up.

5. **IMPORTANT:** If you have received any new credits or charges (see below for an example) since the issuing of the school fees statement on 16/01/2020, due to a technical glitch with the new system this amount will not be included in the payment schedule as it will still display the last statement outstanding balance, not the current balance of account so you will need to contact Kate Holledge on (07) 4039 9024 or accountant@plc.qld.edu.au to set up your arrangement for you to include these transactions. Please first add your Payment Method following step 3. above and contact Kate with the following information:

- Which of the 3 payment schedules you would like – weekly, fortnightly or monthly; and
- The date you would like the first payment to come out.

PLEASE NOTE: you are not able to choose the payment amounts; the system will automatically calculate them based on the start date of the schedule. All fees must be paid in full by 04/12/2020 at the latest so the system will not let you enter a date past this. Kate will notify you once the schedule is set up so you can view your payment dates and amounts.

Peace Parent Portal

Home Parent Details Student Details Calendar Accounts & Payments School Links

School Fees Account

Account Details	Account Details	
Statements	Parent Code	
Payment Methods	Last Statement Balance	\$6,608.00
Payment Schedule	- New Credits since last statement	\$200.00
	Current Balance of Account	\$6,408.00