

## PAYMENT OF OSHC/HOLIDAY CARE ACCOUNTS

### 1. BPOINT is a 'One Off' payment processing for OSHC payments

Please ensure all invoices are paid into the correct account:- **OSHC PAYMENT**



#### How to process a payment:-

1. Enter school website: [www.flagstaff.sa.edu.au](http://www.flagstaff.sa.edu.au)
2. Select '**Pay Invoices**' button on main page
3. Bpoint Payment – select **OSHC PAYMENTS**
4. Enter your **Family ID (CHILD'S NAME)**
5. Enter your **Family Name**
6. Enter the **Description for the payment (OSHC)**
7. Enter the **Amount of the payment**
8. Click on either the **icon matching your card type** (MasterCard or Visa)
9. Enter your **Credit Card Number**
10. Enter the **Credit Card Expiry Date**
11. Enter the **Card Verification Number/CVN** (i.e. the 3 digit code on the reverse of your Credit Card)
12. Click on the **Proceed** button
13. After 3 to 5 seconds your payment will be processed and the **receipt** information will be displayed
14. Either click the **Print View** or enter you email address and click **Send Email** to get a copy of your receipt
15. You can now **exit the Payment Page**

### 2. DIRECT DEBIT into:-

ACCOUNT NAME	Flagstaff Hill Primary School Council Inc – OSHC
BSB	065 132
ACCOUNT NUMBER	10319590
REFERENCE	(enter your CHILD'S NAME)

You also have the option of setting up scheduled payments with direct debit

### 3. EFTPOS/CASH/CHEQUE

You can also pay OSHC fees by EFTPOS facilities or by cash/cheque in the front office (Monday to Friday – closed Wednesdays) or over the telephone to Michelle (Finance Officer) on 8270 1744.