To activate and deposit funds into your account, the following steps and procedures are required:

Follow these easy steps to set-up your account (Parents)

2. Click: “First Time User” click “I Agree to Terms” and then Next.
3. Enter: Parent Email address & the password you wish to use, plus requested parent details.
4. Click: ‘Next’ to complete Profile Setup. Open your email to click the Activation Link.
6. Login: Email and password then click Login.
7. Click: “Add/Edit Accounts” to add your student or students to your profile.
8. Enter: An Account Nickname (Description) at top.
9. Enter: Start typing full School name. After 5 characters select school from search list provided.
10. Enter: Student ID Number located on the Student School ID Card or your School records.
11. Note: Leave Account Reference Number search option fields Blank. (Not required)
12. Click: “Add New” to add Student to profile. Repeat process to add all your students.
13. Click: “Account List” to return to main page.

Note: The Account Activation Email from webmaster@mystudentaccount.com.au will provide a record of the password used at signup as well as Activation Link to complete the Parent Profile Setup and allow you to login to your Profile. If you do not receive this email within 30 minutes check your Junk or Spam folders. If still not found contact support on 1300 369783 for Manual Activation.

Adding money to “My Student Account” (Options)

MAKING A CREDIT CARD DEPOSIT
2. Click: “Login” using the Username (your email address) and Password you created.
3. Click: The recharge account icon on the right hand side of the screen.
4. Enter: The $ amount you wish to provide and click “Next”.
5. Enter: Your credit card details (Visa or MasterCard) and follow the prompts.

(Note: Credit card deposits take 30 mins before they can be accessed at school by your child.)

MAKING A BPAY DEPOSIT
1. Login: To your personal online banking account and select Bill Payment option.
2. Enter: B-Pay Biller Code – 150706 and the Account Reference Number (See Image).
3. Enter: The $ amount you wish to provide.
4. Click: “Pay Now”

(Note: B-Pay deposits take 2 x banking days (Week Days) before they can be accessed at school by your child at the School and show on your Online Parent Web Portal that is updated every morning at 3-5am with Balances and Purchase information from the School.)

MAKING A DEPOSIT BY PHONE
1. Dial:  1300 884 668
2. Follow: Listen and follow all the voice prompts (Visa – Visa Debit and MasterCard Only).
3. Have: You will need you Account Reference Number. To find the Account Reference Number you will need to setup an Online Parent Profile or call My Student Account 1300 369783.

(Note: Phone Credit card deposits take 30 mins before they can be accessed at school by your child.)
PURCHASES AT SCHOOL

Students use their Existing Student ID to access funds instead of cash. All purchases within School Grounds can be done using the Student ID Card. There is Photo recognition at POS to stop anyone else using the Card. Replacement Cards are produced by the School. If a Student forgets their ID Card they can verbally give the cashiers their Student ID Number to make purchases because of the Photo identification.

Service Banking Fees:

When making an electronic deposit to your school debit account, a service fee is deducted by the operator of the service (My Student Account) to cover the cost of provisioning and supporting the WEB services, processing the payments via their secure payment gateway and covering the cost of all electronic banking and merchant fees. The fee has been kept to a minimum and is a modest amount to cover the convenience and security afforded by the service. There are no other charges such as Account Keeping Fees or on purchases using the funds at School or using Online Ordering.

<table>
<thead>
<tr>
<th>Online Deposit Fees</th>
<th>Inc GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Credit Card Deposits</td>
<td>$1.10 + 1.5%</td>
</tr>
<tr>
<td>Online B-Pay Deposits</td>
<td>$1.10 + 1.5%</td>
</tr>
</tbody>
</table>

Phone deposits using the 1300 884668 Automated Phone Service attract an added fee of $0.25c to cover the cost of the call service processing.

Credit Card Transactions are reported as Purchases and not Cash Advances.

For assistance please contact:
All enquiries related to Purchases contact the School Administration
All enquiries related to Payments or Parent Web Portal Support contact MSA.

My Student Account Contacts
Email: support@mystudentaccount.com.au
Phone: 1300 369783