

# Student Print/Copy Payment Gateway Instructions



1. Click on the  icon, or access through <http://paygate.tafesa.edu.au>

The 'Print Copy Payment Gateway' screen will be displayed (*note: Mac users to use link*)



**PRINT COPY PAYMENT GATEWAY**

CHOOSE THE CAMPUS FOR WHICH YOU WISH TO ADD PRINT AND COPY CREDIT TOO

TAFESA Adelaide North	TAFESA Adelaide South	TAFESA Regional
Croydon	Adelaide City	Berri
Elizabeth	Adelaide College of the Arts	Caduna
Gilles Plains	Rundle Mall	Clare
Morphettville	Marleston	Gawler
Parafield	Noarlunga	Kadina
Port Adelaide	O'Halloran Hill	Millicent
Regency Park	Panorama	Mount Barker
Salisbury		Mount Gambier
Tea Tree Gully		Murray Bridge
		Naracoorte
		Nuriootpa
		Port Augusta
		Port Lincoln
		Port Pirie
		Renmark
		Roseworthy
		Urrbrae
		Victor Harbor
		Whyalla

Student ID (9 Digits):

Amount (AUD):

Campus Group Name:

You will be redirected to a secure third party credit card portal after pressing the 'Submit' button

ENQUIRY CONTACT DETAILS

TAFE	Phone	Email
TAFESA Adelaide North	08 8348 4252	TANinfoservices@tafesa.edu.au
TAFESA Adelaide South	08 8207 8200	TASinfoservices@tafesa.edu.au
TAFESA Regional	08 8688 3618	gawler.library@tafesa.edu.au

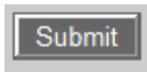
Copyright 2013 Ricoh Australia Pty Ltd. All Rights Reserved  
Serial Number: 1559133-76921293-1291295  
Version Number: 1.0.1.0

2. Complete the following

Student ID (9 Digits)	<b>Type in your student ID number</b>  <b>ALL 9 digits</b>	Example ONLY: 000789456  <input type="text" value="Student Id (9 Digits): 000789456"/>
Amount (AUD)	<b>Type in the amount</b> of money that will be deducted from your credit card and applied to your print/copy account (minimum \$2.00)	Example: 5.00  <input type="text" value="Amount (AUD): 5.00"/>
Campus Group Name	<b>Select a Campus Group</b> that corresponds with the campus you are attending.	Example: TAFESA North  <input type="text" value="Campus Group Name: TAFESA North"/>



3. Click



4. You will be redirected to a secure payment screen

Payment Checkout	
Amount (AUD)	\$2.00
Card Number	<input type="text"/>
Card Expiry Date	<input type="text"/> / <input type="text"/>
Name on Card	<input type="text"/>
Card Security Code	<input type="text"/> <a href="#">What is this?</a>
<b>SUBMIT</b> ▶	
<a href="#">Privacy Policy</a>	

5. Check the Amount (AUD)

6. Type in your credit card details

7. **\*\*\*YOU MUST CHECK YOUR DETAILS BEFORE PROCEEDING\*\*\***

8. Click.



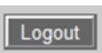
***“By clicking on the submit button your credit card will be charged for the amount entered, please be aware credits are **not** refundable”***

9. The 'Transaction Successful' box will appear with your payment Reference Number.



PRINT COPY PAYMENT GATEWAY
<p>TRANSACTION SUCCESSFUL</p> <p>The payment transaction was processed successfully. An email containing your receipt/tax invoice has been sent to your student email address. Your transaction reference is: 955FDAE4-47E2-48</p> <p><a href="#">Logout</a></p>
<p>Copyright 2013 Ricoh Australia Pty Ltd. All Rights Reserved Serial Number: 1559133-76921293-1291295 Version Number: 1.0.1.0</p>

10. Click



11. An email will be sent to your student email account with a tax invoice/receipt attached. Please ensure you keep a copy.