How to view and print your invoice or make a credit card payment using Self Service

If you require further assistance the following options are available:

- Freecall **1800 882 661**.
- If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service www.relayservice.gov.au.
- Visit the Student Hub at your local campus (check the TAFESA website for opening hours).

STEP BY STEP – VIEW AND PRINT YOUR INVOICE
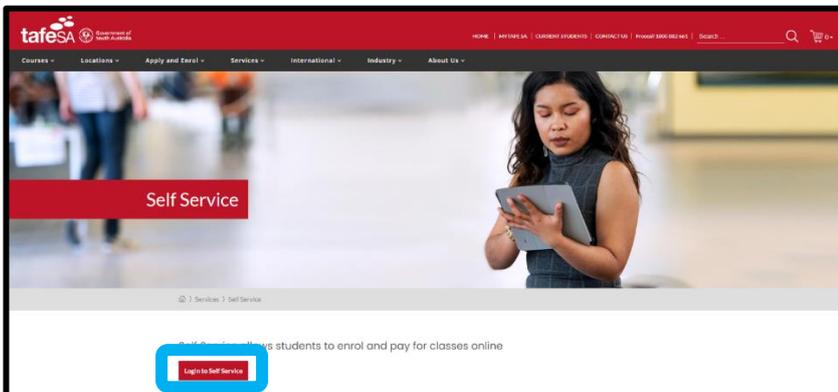
Click on **MYTAFE SA** on the TAFE SA website https://www.tafesa.edu.au/

or the TAFE SA student website https://students.tafesa.edu.au/
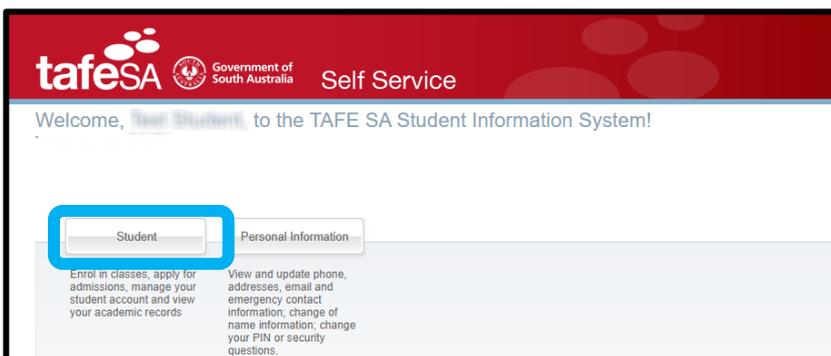

Click on **Self Service**

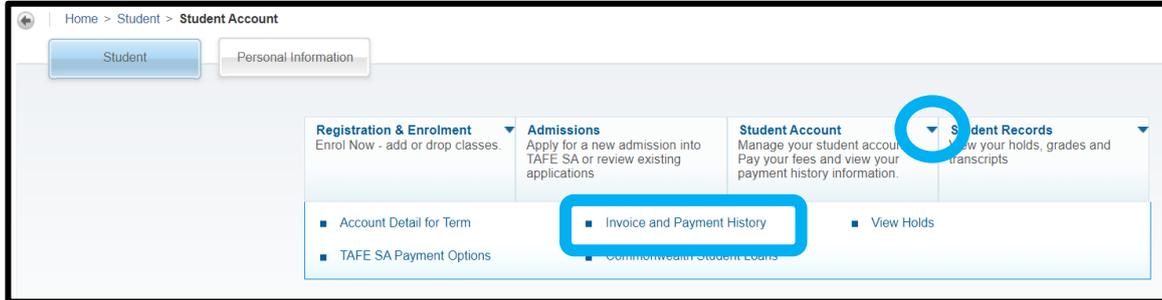
Click on **Login to Self Service**

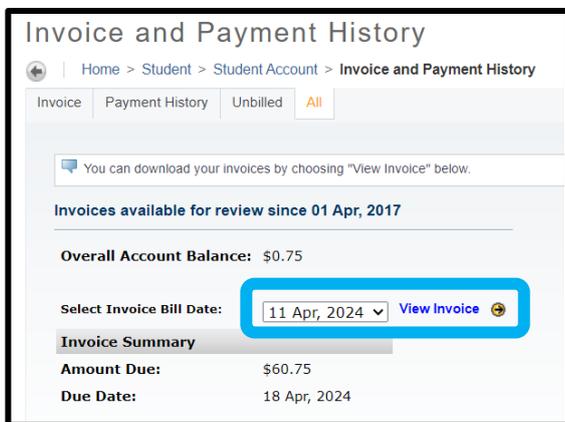Select **Student** to view your account and registration details.

How to view and print your invoice or make a credit card payment using Self Service
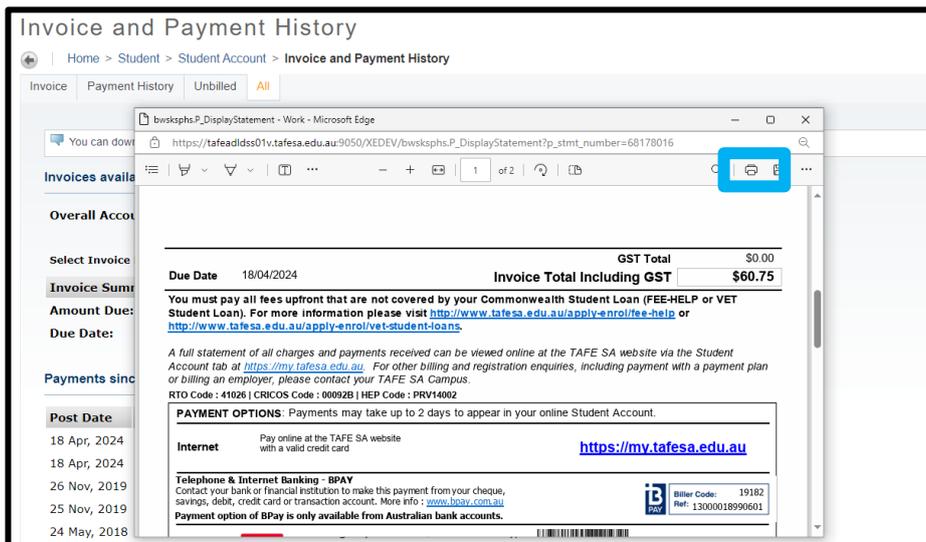
Select **Student Account** then select **Invoice and Payment History**.

Use the drop-down box alongside **Select Invoice Bill Date** and choose the applicable invoice then click **View Invoice**.

This will open the invoice in a new window.
To print the invoice click on the printer icon.

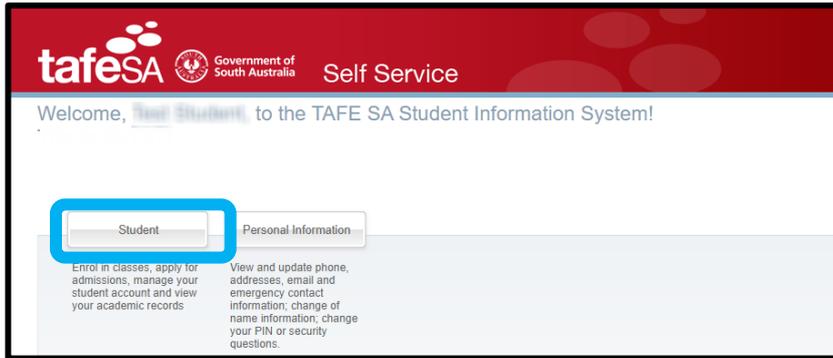When you have finished using Self Service make sure you click **Sign Out**.

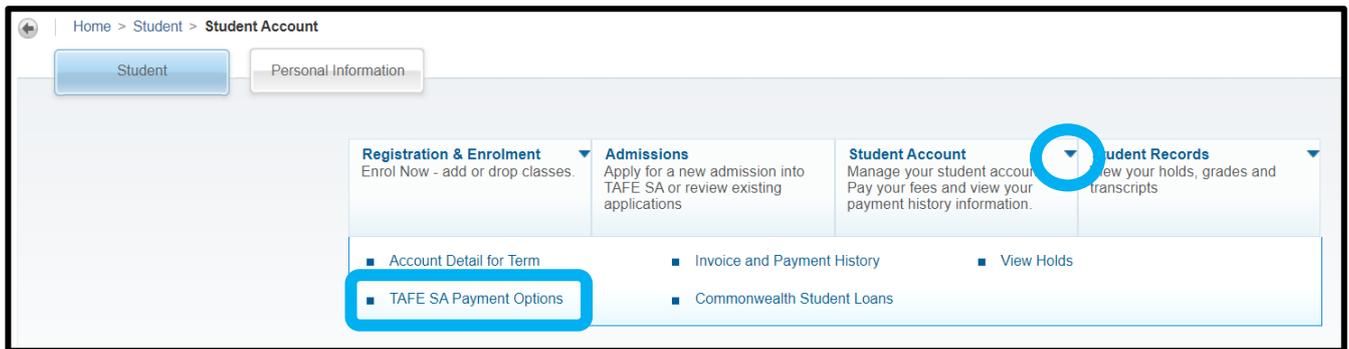# How to view and print your invoice or make a credit card payment using Self Service

STEP BY STEP – MAKE A CREDIT CARD PAYMENT

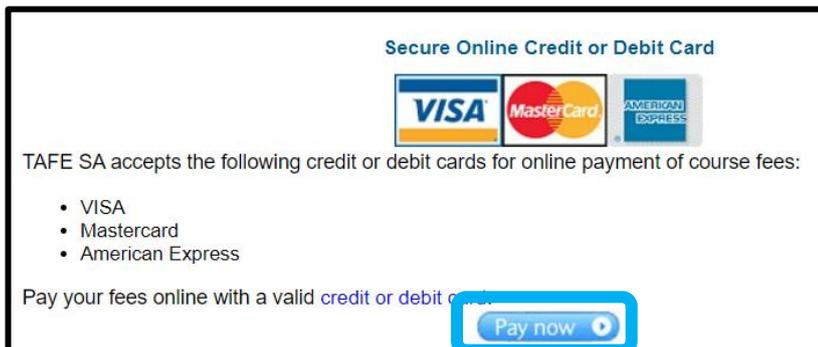Follow the instructions on page 1 to log in to Self Service.

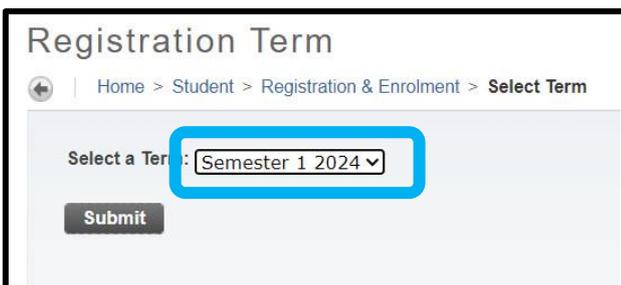Select **Student** to view your account and registration details.

Select **Student Account** then select **TAFE SA Payment Options**.

Click **Pay now**.

Use the drop-down box and **Select a Term** (Semester) the fees are to be paid for then click **Submit**.

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Click **Pay Now by Credit/Debit Card** to pay charges with a valid credit card.

In **Payment Amount** enter the amount you wish to pay then click **Submit.**

Click **Proceed to Payment**.

The **Payment Details page** is displayed.
Select the **Card Type** you are using to make payment.
Enter your **Card Number, Expiration Month, Expiration Year** and **CVN** then click **Next**.
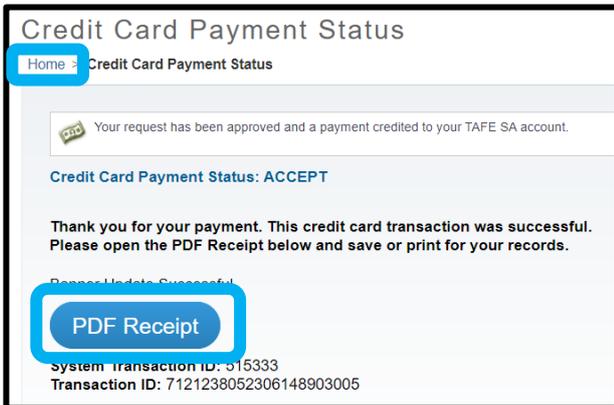
How to view and print your invoice or make a credit card payment using Self Service
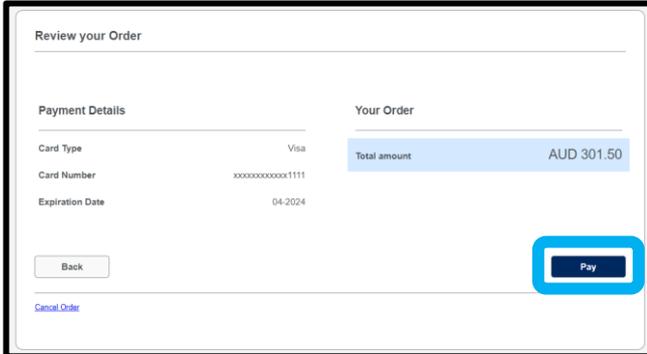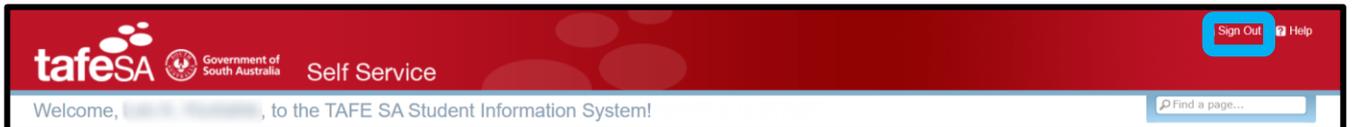
Click **Pay**.

Click **PDF Receipt** to view your receipt (this can be printed or saved) or Click **Home.**

When you have finished using Self Service make sure you click **Sign Out**.

END OF REFERENCE GUIDE