Step by Step Guide – How to view and print your invoice or make a credit card payment.

1. Go to https://my.tafesa.edu.au
2. Click on “Student Login”.

3. Login using your myTAFESA User ID and PIN.
4. Click on “Student”, then on “Student Account”, then on “Invoice and Payment History”

5. Select the invoice you wish to pay from the drop down list next to “Select Statement Bill Date”, and then click on “View Statement”.

If you want to make an online payment with a credit card, skip to step 7.
6. This will open the invoice in a new window. To print the invoice, hover your mouse over the bottom of the window, and then click on the printer icon. You can then take the invoice to any Australia Post outlet for payment.

![Invoice Image]

7. To make a credit card payment, click on “Credit Card Payment” at the bottom of the window.
8. Select the correct term and click “Submit”.

9. Enter the amount you will be paying, and then click “Submit”.

![Screenshot of TafeSA Self Service interface showing the Select Term and Credit Card Payment sections.]

- **Select a Term:** Semester 1 2012
- **Account Balance:** $303.00
- **Payment Amount:** $303.00

Security Statement:
TAFE SA and DFEEST are committed to ensuring a high level of security in all online transactions. For added security, TAFE SA and DFEEST does not retain any credit card details on our databases.
10. Enter your credit card details, and then click “Submit Payment”. Please note that the system may take a couple of minutes to process your payment. Please don’t click the back button in your browser or on “Submit Payment” again.

11. If your credit card payment is successful, you will see a screen similar to the one below. You can print this screen as a record of your payment.
12. A record of this payment will appear on the “Invoice and Payment History” screen (Click on “Student”, “Student Account” and “Invoice and Payment History”). Please note that this may take up to 48 hours to appear.

For further assistance, please contact TAFE SA Information on 1800 882 661 or at tafeinfo@sa.gov.au.