

Step by Step Guide – H o w 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.

Login

Your User ID was provided to you in your Welcome letter or printed on your Student Photo ID card. This is a 9-digit number starting with "000" or a 7-digit number with the letter S as a prefix.

For students logging in for the first time, your PIN is your date of birth in 6-digits, in the format of ddmmyy.

For assistance please [contact us](#) or call TAFESA InfoLine on 1800 882 661.

By logging into this site you agree to the: [Terms and Conditions](#)

User ID:

PIN:

4. Click on “**Student**”, then on “**Student Account**”, then on “**Invoice and Payment History**”

Government of South Australia **tafeSA** Self Service Sign Out | ?

Welcome, , to the TAFE SA Student Information System! Find a page

Home > Student > **Student Account**

Student Personal Information

Registration & Enrolment Enrol Now - add or drop classes.

Admissions Apply for a new admission into TAFE SA or review existing applications

Student Account Manage your student account: Pay your fees and view your payment history information.

Student Records View your holds, grades and transcripts

- Account Detail for Term
- Invoice and Payment History**
- View Holds
- TAFE SA Payment Options

Release: 8.4 Last web access on 18 Apr, 2012 at 09:03 am

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.

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Student Personal Information Fin

Invoice and Payment History

Home > Student > Student Account > **Invoice and Payment History**

Statement Payment History Unbilled All

You can download your invoices by choosing “View Statement” below.

Statements available for review since 01 Oct, 2010

Account Balance: \$0.00

Select Statement Bill Date: 23 Jan, 2012 **View Statement**

Statement Summary

Amount Due: \$1,200.00
Due Date: 30 Jan, 2012

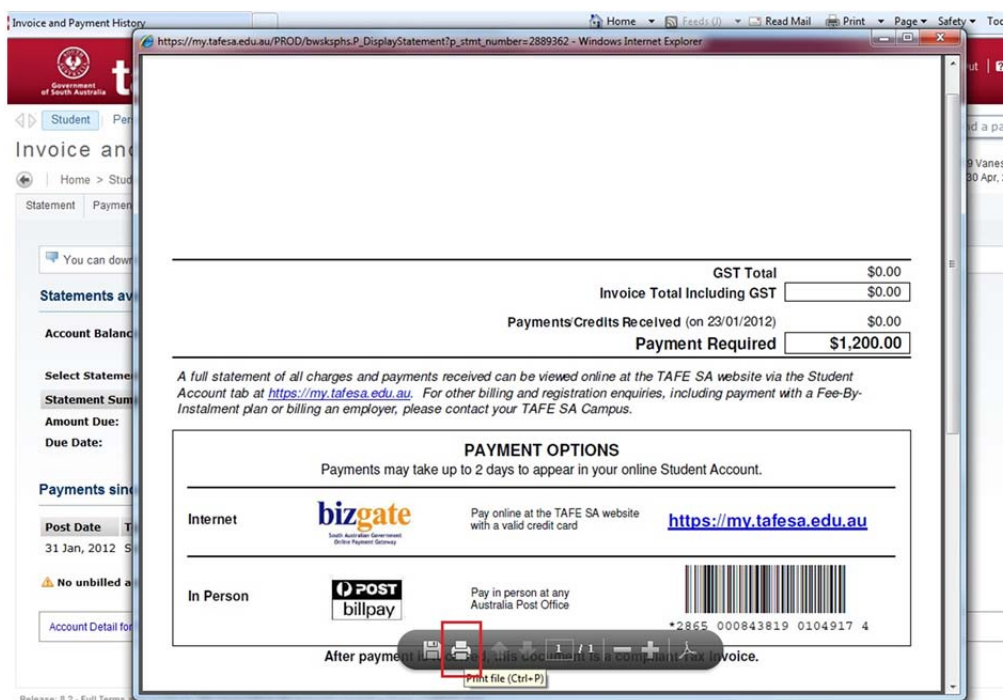
Payments since 01 Oct, 2010

Post Date	Term	Description	Amount	Bill Date
31 Jan, 2012	Semester 2 2011	Contract Clearing Payment	\$1,200.00	31 Jan, 2012

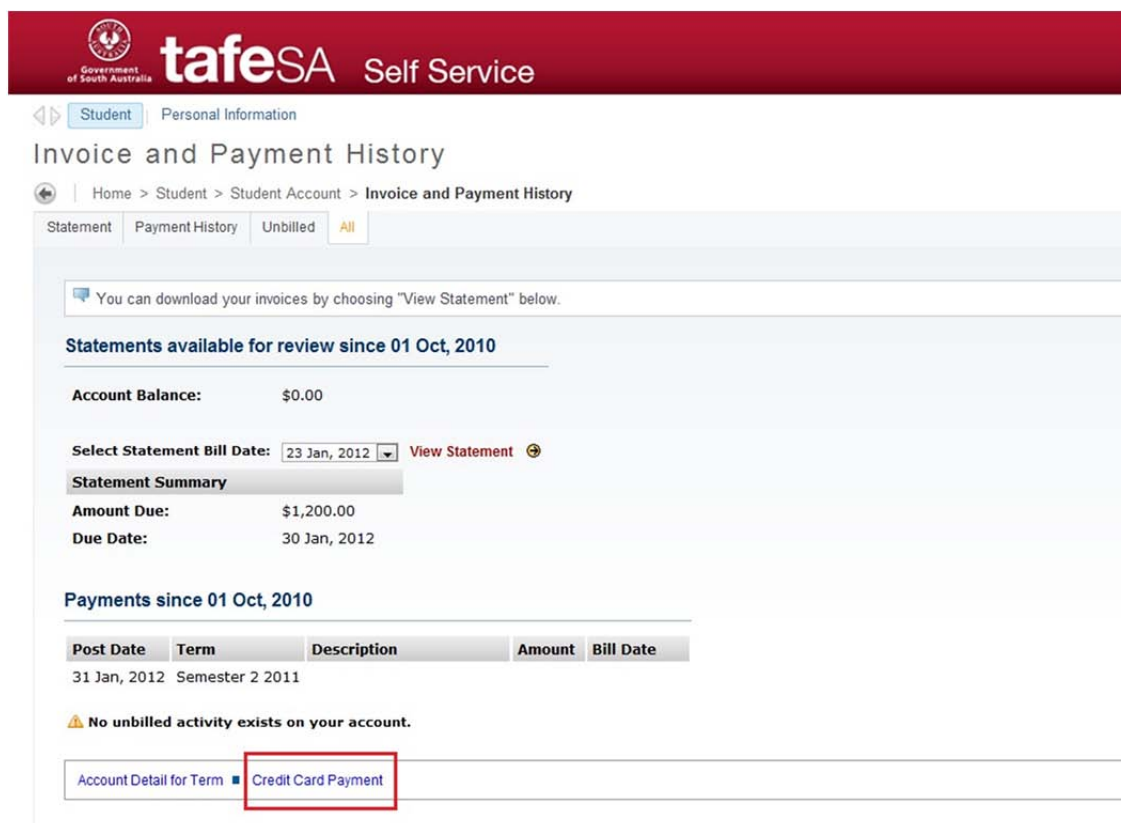
No unbilled activity exists on your account.

Account Detail for Term Credit Card Payment

- 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.



- 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**".

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Student | Personal Information

Registration Term

Home > Student > Registration & Enrolment > **Select Term**

Select a Term: Semester 1 2012

Submit

Release: 8.4 - Full Terms and Conditions: <http://www.tafesa.edu.au/mytafesa/mytafesa-terms-conditions.aspx>

9. Enter the amount you will be paying, and then click "**Submit**".

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Student | Personal Information

Credit Card Payment

Home > Registration & Enrolment > Registration Fee Assessment > **Credit Card Payment**

* indicates required field

Account Balance:	\$303.00
Payment Amount: *\$AU	303.00

Submit

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.

[Return to Student Menu](#)

- 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.

Government of South Australia **tafeSA** Self Service Sign Out | Help

Student | Personal Information Find a page...

Process a Credit Card Payment

Home > Process a Credit Card Payment

Please enter the requested credit card information. Select Submit Payment to process your request.

Please do not use the browser's Back button or refresh this page. If you do, a new transaction for the same amount will be created.

The system may take a couple of minutes to process your payment - please do not click the back button or multiple click the submit button.

The Credit Verification Value (CVV) is an extra code printed on your debit or credit card. CVV for Visa and MasterCard is the final three-digits of the number printed on the signature strip on the back of the card.

Enter credit card details

Payment Amount: \$ 303.00

Card Type:

Name on Card:

Card Number:

Expiry Date: Month: Year:

CVV (see back of card):

Submit Payment

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.

[Return to Student Menu](#)

- 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.

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Student | Personal Information

Credit Card Transaction Results

Home > Credit Card Transaction Results

Your request has been approved and a payment credited to your TAFE SA account.

Please do not use the browser's Back button. If you do, unpredictable results may occur.

Credit Card Payment Status: APPROVED

Thank you for your payment. This credit card transaction was successful. Please print this page as a record of the transaction.

Transaction Date: 30/04/2012
Transaction ID: 3
BizGate Ref: BZ-00
Student ID: 000
Amount: \$ 318.00

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.

The screenshot displays the 'tafeSA Self Service' interface. At the top, there is a navigation bar with 'Student' and 'Personal Information' tabs. The main heading is 'Invoice and Payment History'. Below this, there are breadcrumb links: 'Home > Student > Student Account > Invoice and Payment History'. There are also tabs for 'Statement', 'Payment History', 'Unbilled', and 'All'. A message states: 'You can download your invoices by choosing "View Statement" below.' The section 'Statements available for review since 01 Oct, 2010' shows an 'Account Balance' of \$0.00. A 'Select Statement Bill Date' dropdown is set to '23 Jan, 2012' with a 'View Statement' button. The 'Statement Summary' section shows 'Amount Due' as \$1,200.00 and 'Due Date' as 30 Jan, 2012. A table titled 'Payments since 01 Oct, 2010' is highlighted with a red border and contains the following data:

Post Date	Term	Description	Amount	Bill Date
30 Apr, 2012	Semester 1 2012	Bizgate - Credit Card	\$318.00	
13 Apr, 2012	Semester 1 2012	Bizgate - Credit Card	\$310.00	

At the bottom, there is a message: '(UNBILLED) Fees to be charged'.

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