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)

2. Complete the following

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID (9 Digits)</td>
<td>Type in your student ID number ALL 9 digits</td>
<td>Example ONLY: 000789456</td>
</tr>
<tr>
<td>Amount (AUD)</td>
<td>Type in the amount of money that will be deducted from your credit card and applied to your print/copy account (minimum $2.00)</td>
<td>Example: 5.00</td>
</tr>
<tr>
<td>Campus Group Name</td>
<td>Select a Campus Group that corresponds with the campus you are attending.</td>
<td>Example: TAFESA North</td>
</tr>
</tbody>
</table>
3. Click Submit

4. You will be redirected to a secure payment screen

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.

10. Click Logout

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