BIZGATE – Procedures for Parents

This facility is only available for Credit Cards at present

Please ensure that you have the following available:
- Credit Card (Visa/Bankcard/Mastercard)
- Invoice or Statement
- Your child’s ED ID number

Instructions for payment:

1. Log on to the school’s website: www.underdale.sa.edu.au
2. Click on Payments tab
3. Click on ‘Click here for payments’
4. Enter Online payment Option by clicking on ‘next’
5. Enter your child’s ED ID number
6. Enter your child’s name
7. Enter Invoice number(s) and amount
   If you do not have an invoice number, enter under Other Payment – with the description (eg. ‘OSHCl payment’ or ‘Excursion’) and the amount
8. The “Other Comment” box is optional, and can be used to add any further comments regarding the payment that will assist the school
9. Click ‘Next’ – bottom right hand corner
10. Enter Parent/Caregiver name
11. Enter Address of Parent/Caregiver
12. Enter Email Address (Optional)
13. Enter Telephone Number (Optional)
14. Click ‘Next’ – bottom right hand corner
15. Check details you have entered and then click ‘Confirm’ – bottom right hand corner
16. Complete Credit Card details – you must include the expiry date and verification code (i.e. the 3 digit code on the back of the credit card)
17. Ensure all details are correct and click ‘Pay Now’ – bottom right hand corner
18. A delay of 5 to 10 seconds will occur whilst the credit card details are confirmed
19. A receipt will be shown – it is recommended that the receipt be printed for your records
20. Click ‘Close’ to complete the transaction
21. Please write ‘Paid on Bizgate’ onto forms returned to the school