## <u>Adding Payment Details to</u> Xplor (Ezi Debit)

These steps explain how to add your payment details to you Xplor account. You are required to upload and keep these details current to ensure your account is cleared in each billing schedule. Please note this is our only method of payment.

The billing schedule and fees are outlined in the Fee Schedule and Policy; you can find this on the Prince Alfred College website or in a printed version at OSHC.

Our OSHC service nor Xplor have access or able to view your payment details. We are only able to see if your payment details have been added.

Please go to <u>https://web.myxplor.com/</u> and use your Xplor credentials to log on to your account. Google Chrome is preferred.

## **Adding Payment Details to Xplor**

1. Log in through https://web.myxplor.com/

## 2. Click on Auto-Debit Setup

<b>4</b> =			🙁 🖓 🖏 Katie V 🛩
Children			
<ul> <li>Notifications</li> </ul>	Home - Timeline		
Approvals			<b>Z</b>
Bookings			
Q. Observations		edmin 09/07/2018, 01:40 PM	
Health			
🛪 Journal			
CCS Agreements		IDENTINGED Drive along a white t chirt for tig due	
Auto-Debit Setup		tomorrow "	
Accounts			
Help			
Profile			
<b>Φ</b> Logout		REMINDER - Bring along a white t-shirt for tie dye tomorrow	
		🖤 1 共 1	
		8 Katie V 29/06/2018, 11:54 AM	

3. Click Setup Ezidebit – Please ensure you see 'Prince Alfred College OSHC'

<b>⋞</b> ≡	🕒 ' · · · · · 🕒 Kate V -
Children	
<ul> <li>Notifications</li> </ul>	Home - Auto-Debit Setup
Approvals	Prince Alfred College OSHC
Bookings	
Q Observations	
Health	
🛪 Journal	
CCS Agreements	
Auto-Debit Setup	
Accounts	
Help	
Profile	
Φ Logout	

4. You will be redirected to a new page (*it may be in a new web browser tab*)



Please complete the Direct Debit Request form, read the terms and conditions and submit the form.

Prince Alfred Colle (OSHC/VAC)	ege	Dire	ect Debi	t Request		Restored WISA Dimension Demons	
You are about to create a Direc	t Debit Requ	est for Prince Alfred Colleg	ge (OSHC/VAC)				
Customer Details							
Please enter your details, inclu	ding the refe	rence number given to you					
Туре				ParentiD *			
Person			•	297284			
First Name *				Last Name *			
Katie				v			
				•			
Email *				Mobile No			
Address Line 1 *				Address Line 2			
Adelaide							
Suburb *				State *		Postcode *	
Adelaide				SA	•	5000	
Debit Arrangement							
Debit Arrangement Statement I authorise and request the det nominated account, as specifie Alfred College (OSHC/VAC) as (OSHC/VAC) agreement and s	t it user detail d below, at ir per the Term ubsequent ag	ed below to debit payments tervals and amounts as dire is and Conditions of the Prir greements.	from my ected by Prince nce Alfred College				
Fees / Charges							
One Time Setup Fee	\$0.00	Visa/Mastercard	1.87%				
Optional SMS Reminder	\$0.00	Failed Payment Fee	3.5% \$14.80				
Alfred College (OSHC/VAC) as p (OSHC/VAC) agreement and sub Fees / Charges One Time Setup Fee Bank Account	er the Terms sequent agr \$0.00 \$0.55	and Conditions of the Prince eements. Visa/Mastercard Amex/Diners	1.87%				
Optional SMS Reminder	\$0.00	Failed Payment Fee	\$14.80				
Payment Method							
Please choose a method of payn Type	nent						
Bank Account			•				
Bank Code / BSB *		Account Number *					
Dank Coue / D3D							
Account Holder Name *							
				Payments will appear on your statement	nt as P/	AC OSHC Fees	
/ We authorise Ezidebit Pty Ltd (BECS) in accordance with the D	ACN 096 903 ebit Arrange	2 813 (User ID No 165969) ment stated above and this	to debit my/our acc Direct Debit Reque	ount at the Financial Institution identified st and as per the Ezidebit DDR Service A	above t Agreem	hrough the Bulk Electronic Clearing System ent (Ver 1.9) provided.	
Service Agreement							
I/We hereby authorise Ezidebit make periodic debits on behalf	Pty Ltd ACN of the "Busir	096 902 813 (Direct Debit ness" as indicated on the at	User ID number 16 tached Direct Debit	5969, 303909, 301203, 234040, 234072, Request (herein referred to as "the Busin	, 428198 ness").	3) (herein referred to as "Ezidebit") to	
I/We acknowledge that Ezidebi services to me/us for the Busin services provided by the Busin	t is acting as ess pursuan ess or the te	a Direct Debit Agent for the t to the Direct Debit Reques rms and conditions of any a	e Business and that st and this DDR Ser greement that I/we	Ezidebit does not provide any goods or s vice Agreement) and has no express or in have with the Business.	services mplied I	s (other than the direct debit collection iability in regards to the goods and •	
I agree to the Terms and Con	ditions of the	Direct Debit Request and S	Service Agreement	n 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		50 d <b>e</b> 1 1 1 1 1 1	
Submit		,	<b>J</b>				