

# Adding Payment Details to Xplor (Ezi Debit)

These steps explain how to add your payment details to your 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.

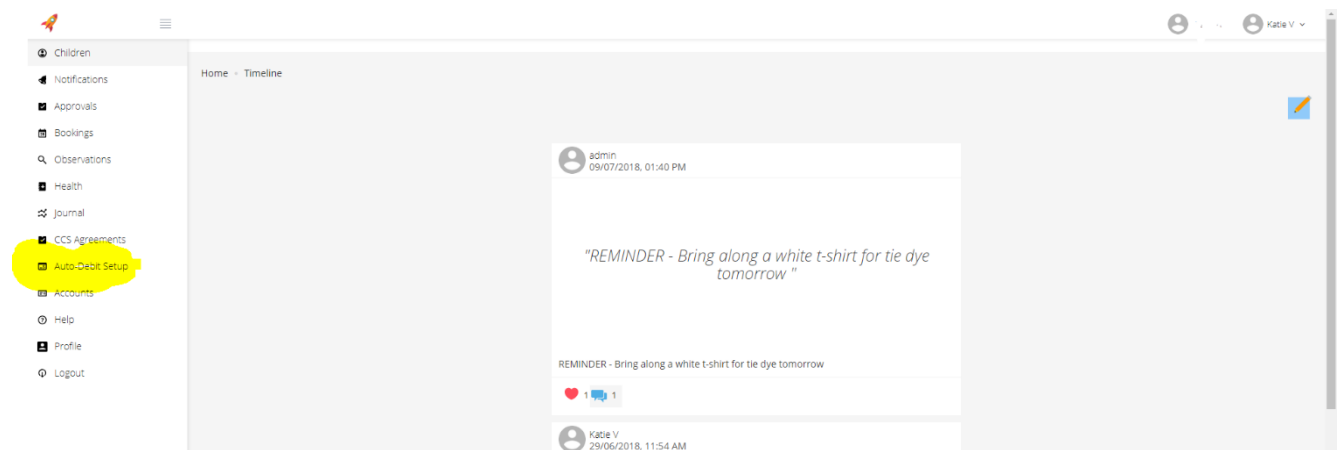
The billing schedule and fees are outlined in the Fee Schedule and Policy; you can find this on the Prince Alfred College website or in a printed version at OSHC.

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.

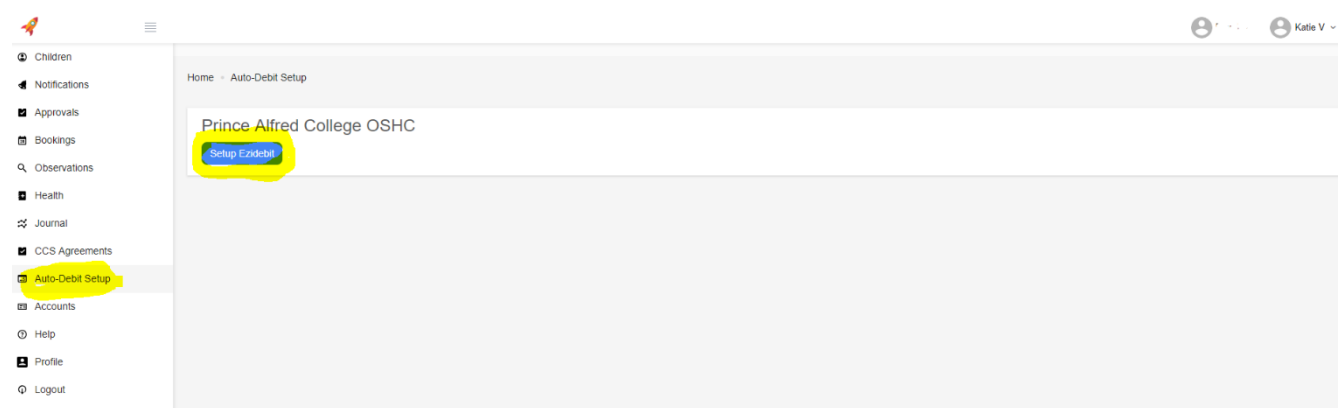
Please go to <https://web.myxplor.com/> and use your Xplor credentials to log on to your account. Google Chrome is preferred.

## Adding Payment Details to Xplor

1. Log in through <https://web.myxplor.com/>
2. Click on Auto-Debit Setup



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



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 College (OSHC/VAC) **Direct Debit Request**

You are about to create a Direct Debit Request for **Prince Alfred College (OSHC/VAC)**

### Customer Details

Please enter your details, including the reference number given to you

Type Person	ParentID * 297284	
First Name * Katie	Last Name * V	
Email *	Mobile No	
Address Line 1 * Adelaide	Address Line 2	
Suburb * Adelaide	State * SA	Postcode * 5000

### Debit Arrangement

**Debit Arrangement Statement**  
I authorise and request the debit user detailed below to debit payments from my nominated account, as specified below, at intervals and amounts as directed by Prince Alfred College (OSHC/VAC) as per the Terms and Conditions of the Prince Alfred College (OSHC/VAC) agreement and subsequent agreements.

<b>Fees / Charges</b>			
One Time Setup Fee	\$0.00	Visa/Mastercard	1.87%
Bank Account	\$0.55	Amex/Diners	3.5%
Optional SMS Reminder	\$0.00	Failed Payment Fee	\$14.80

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### Payment Method

Please choose a method of payment

Type  
Bank Account

Bank Code / BSB *	Account Number *

Account Holder Name \*

Payments will appear on your statement as PAC OSHC Fees

I / We authorise Ezidebit Pty Ltd ACN 096 902 813 (User ID No 165969) to debit my/our account at the Financial Institution identified above through the Bulk Electronic Clearing System (BECS) in accordance with the Debit Arrangement stated above and this Direct Debit Request and as per the Ezidebit DDR Service Agreement (Ver 1.9) provided.

### Service Agreement

I/We hereby authorise Ezidebit Pty Ltd ACN 096 902 813 (Direct Debit User ID number 165969, 303909, 301203, 234040, 234072, 428198) (herein referred to as "Ezidebit") to make periodic debits on behalf of the "Business" as indicated on the attached Direct Debit Request (herein referred to as "the Business").

I/We acknowledge that Ezidebit is acting as a Direct Debit Agent for the Business and that Ezidebit does not provide any goods or services (other than the direct debit collection services to me/us for the Business pursuant to the Direct Debit Request and this DDR Service Agreement) and has no express or implied liability in regards to the goods and services provided by the Business or the terms and conditions of any agreement that I/we have with the Business.

I agree to the Terms and Conditions of the Direct Debit Request and Service Agreement \*

**Submit**