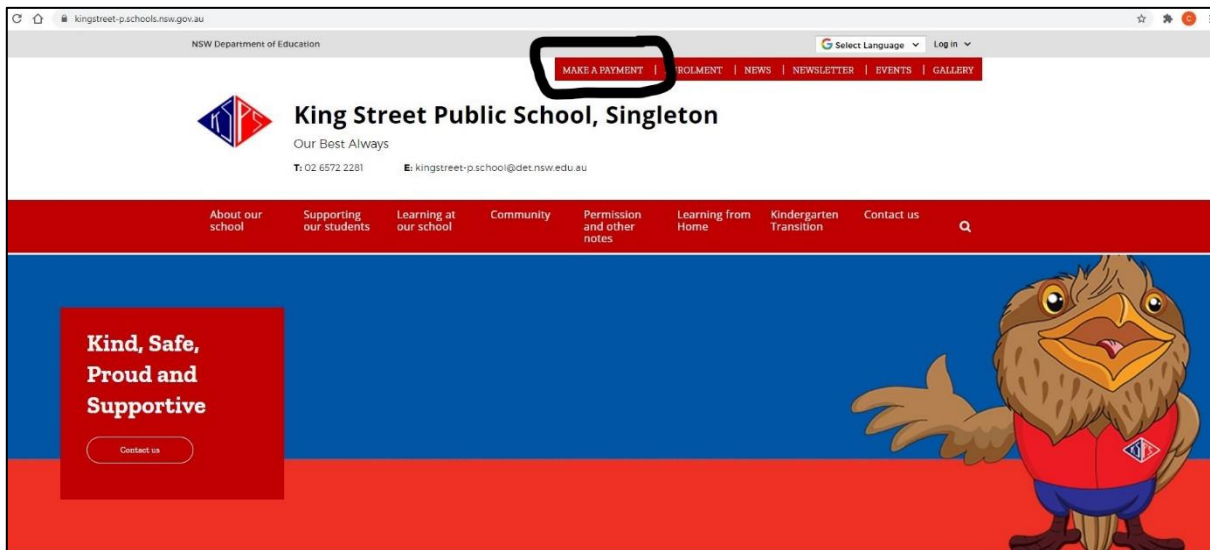


PROCEDURE FOR MAKING A PARENT ONLINE PAYMENT (POP)

1. Access the KSPS Website at kingstreet-p.schools.nsw.gov.au or via the Sentral Portal. Click on 'Make A Payment' (circled) on the top ribbon.




2. The Make a Payment screen will appear. Please enter your child's name and class/year where indicated. A 'Ref Number' or date of birth are not required. Proceed to the next section.


A screenshot of the 'Make a Payment' form on the King Street Public School website. The form is set against a red background with the school's name and logo. The title 'Make a Payment' is prominently displayed. Below the title, there is a note: 'Enter your payment details below. Fields marked with an asterisk (*) are mandatory.' The form is divided into a 'Student Details' section, indicated by a dark header with a graduation cap icon. The fields include: 'Student Registration Number' (with a note: 'If this 9 digit number is on the Statement issued by the school it will be to the right of the student's name'), '* Given Name', '* Surname', '* Enter both Class/Year & Ref Number, or Date of Birth:', 'Class or Year', 'Ref Number' (with a note: 'This number may be on the top of the invoice or statement issued by the school. It may have the heading Ref:'), and 'Date of Birth' (with a format 'DD/MM/YYYY' and an example 'e.g. 14/05/2010').

3. Enter your name, contact number and email address. Proceed to the next section.

Make a Payment

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.


 Student Details ✓


 Contact Details

* Contact Full Name

* Contact Phone Number e.g. 0249512345 or (02) 49512345

* Contact Email Address


 Payment Items


 Card Details


4. Enter Payment type, a description of what fee you are paying (eg Voluntary Contribution/Uniform Shop/Stage 3 excursion etc) and the amount of the payment. Go to the next section.

Make a Payment


Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

 Student Details ✓

 Contact Details ✓

 Payment Items

Payment Type	Description	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Amount		<input type="text" value="0.00"/> AUD

 Card Details

5. Enter your card details and proceed to confirmation.

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.


Student Details ✓

Contact Details ✓

Payment Items ✓

Card Details

* Cardholder Name

* Credit Card Number VISA 

* Expiry Date /

* Card Verification Number (CVN) [What is the CVN?](#)

6. Once notification of your payment has been received by the school (usually the next morning), we will process this payment in your child's name and a receipt will be given to their class teacher to pass on and take home.