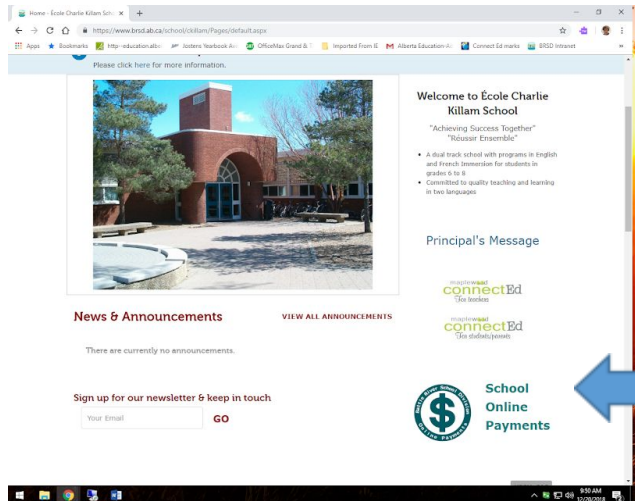


HOW TO USE THE ONLINE PAYMENT SYSTEM

- 1) Click on the “School Online Payments” link on Charlie Killam’s school website.



- 2) Select the red text “Click here for Online Payments”. (There is a help document you can read before you select if you require more detail instructions)
- 3) If you have not used the system, register as a new user by following the prompts.
- 4) Add your student to your profile using their 13 digit ASN number (the number on their student id cards, under the bar code) If you cannot find the number, please phone the school and we will give the number to you.
- 5) Select the fee you wish to pay or the item you wish to purchase. Add it to your cart. Check out and pay for the item. *acceptable payment options are any Moneris debit cards, all credit cards, pre paid Visa cards and paypal.
- 6) You can view and or print a receipt from the system for any purchases or fees. You can view and or print a statement as well.