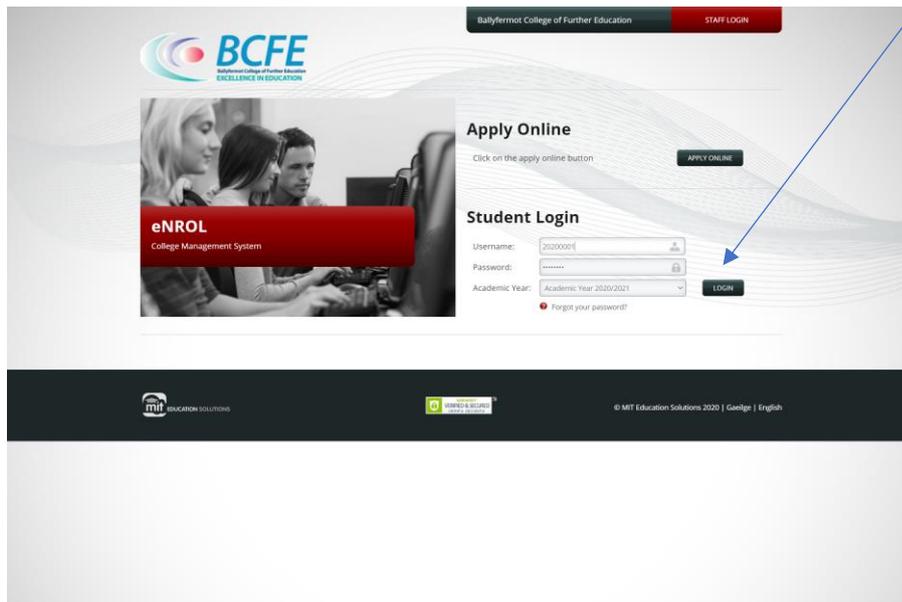


Instructions for Online Payments

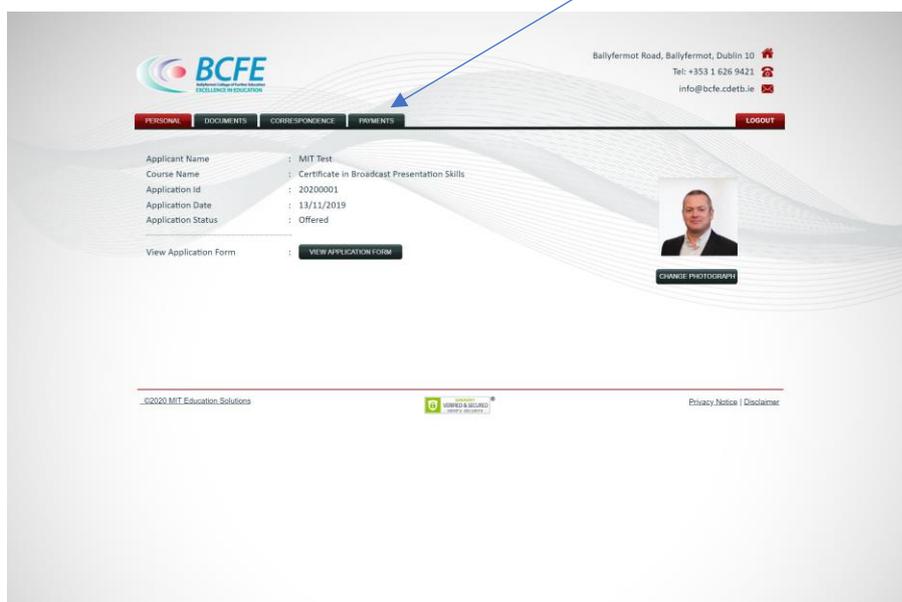
Step 1: Login to your Student Account

At the Student Login page please enter Username and Password and click on the **Login** button to login in to your Student Account.

(If you have forgotten your password click on 'Forgot password' and follow instructions)



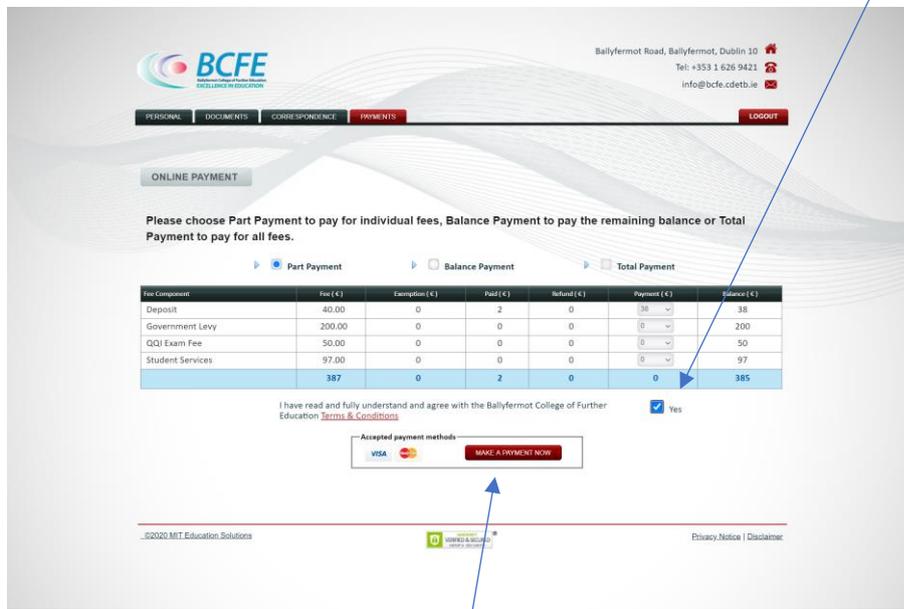
Step 2: In your student account click on the **Payments** tab



Step 3: Select Payment Type

- **Option 1: Pay Deposit**

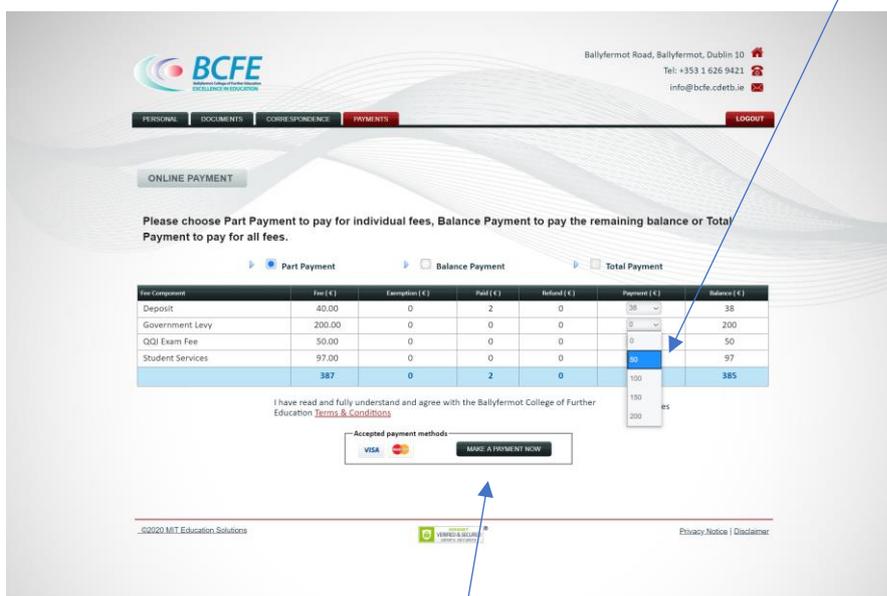
- Deposit is the default payment and is selected automatically when you first log in.
- To pay your Deposit fee click 'Yes' to agree to the **Terms & Conditions** and click on the 'Make a Payment Now' button



Click here to make payment

- **Option 2: Pay Fee – Part Payment**

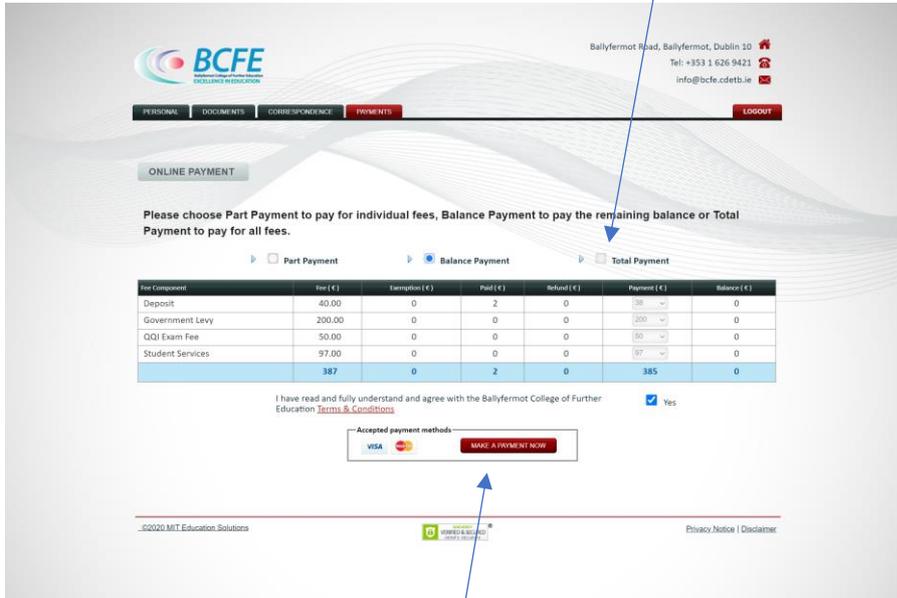
- To pay your fees in part payments, select the drop down button beside the fee (Government Levy) and select the denomination (€50, €100, etc)
- Click 'Yes' to agree to the **Terms & Conditions** and click on the 'Make a Payment Now' button



Click here to make payment

- **Option 3: Pay Fee – Full Payment**

- To pay your fees in Full, click on **Total Payment** (or Balance Payment if you have made a payment previously).
- The Total and Balance Payment options calculate the fees automatically (total or outstanding balance of fees).
- Click ‘Yes’ to agree to the **Terms & Conditions** and click on the ‘Make a Payment Now’ button

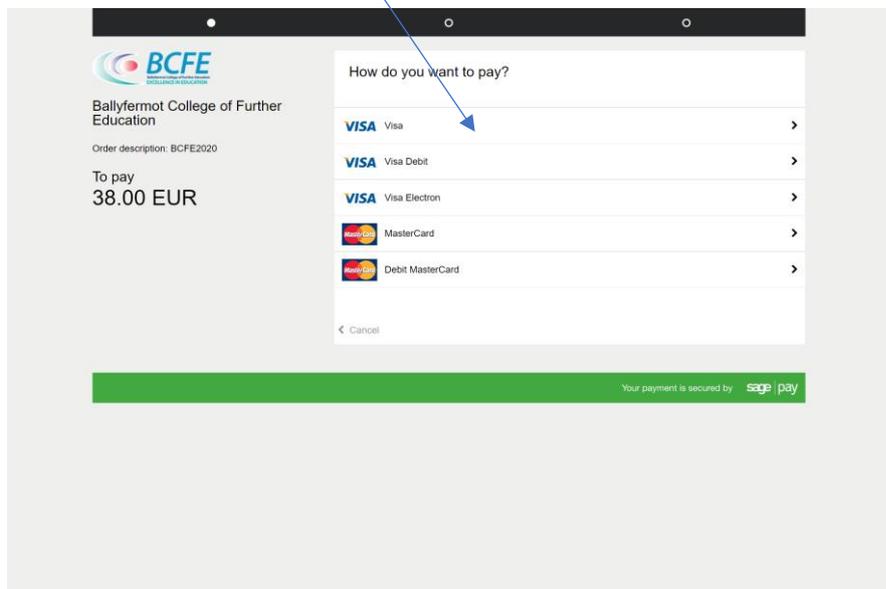


Click here to make payment

Step 4: Make Payment

Once you click on the ‘Make a Payment Now’ button, you are redirected to the SagePay Payment Gateway where you can securely enter your credit or debit card details.

- Select method of payment (Visa, Mastercard, etc)



- Enter card details and click on **'Confirm card details'** to proceed

The screenshot displays a payment interface for Ballyfermot College of Further Education. On the left, the college's logo and name are shown, along with the order description 'BCFE2020' and the amount 'To pay 38.00 EUR'. The main section is titled 'Your card details' and contains four input fields: 'Name' (with 'Test Test' entered), 'Card' (with '4234 5678 4546 79' entered), 'Expiry' (with '02 / 22' entered), and 'CVC' (with '123' entered). A green button labeled 'Confirm card details' is positioned at the bottom right of the form. A green bar at the bottom of the page states 'Your payment is secured by sage pay'.

- If all the card details are correct then you will be directed to the next page where you will be asked to confirm payment.
- Once completed you will receive a receipt on screen which can be downloaded. The receipt will also be available in your student account.

For further information on PCI compliance and security of your online payment please click on the link here: <https://www.sagepay.ie/support/32/are-my-card-details-secure>