



RIVERSDALE COMMUNITY COLLEGE

Dear parent/guardian,

Instructions for Online Payments

In order to facilitate ease of payment of school funds, Riversdale Community College is now using the *MIT online payment system*. This means that you can pay voluntary contributions and other school fees through our secure *online system by credit or debit card* and keep track of payments paid and print off a receipt.

To set up your online payment account:

1. Go to the school webpage www.riversdalecc.com.
2. On the **HOME PAGE** you will see a link called **SCHOOL FEES**.
3. Click on **SCHOOL FEES LINK**
4. For your first time to login select the *Create Account button*.
5. Enter your child's firstname, surname and PPS number.
6. Press **NEXT**.
7. You will be asked to confirm if your address and contact details are correct and you *must enter an email address* for further communication. (This email address will be used as your username) *You must also create and confirm a password. Keep a secure record of these as you will use them to login on future occasions.*
8. Note that you can **edit** your child's personal and contact details on the system. If you notice an error in your details please click on the edit button and update once corrections have been made. Please tick the box confirming your details are now correct and click the Confirm button.
9. You will see at least *two tabs* in the payment screen depending on how many children you have attending Riversdale Community College. Choose the *Family tab* if you wish to pay a number of fees or choose your child's name if you wish to make a payment against that individual.
10. Choose the *amount* you wish to pay from the payment dropdown and click the *Next button*.
11. Enter your *credit card details* as instructed on the screen and click on the *Next button*.
If you have any difficulties at this stage please phone the school office.
12. *You can print and/or save your receipt.*

If you cannot use the online system, please phone us for assistance. Please support our efforts to reduce the amount of cash and cheques we deal with in the school office and to make our payment system more efficient.

Thank you for your contribution.

Tony Barry
Principal