

TOPPING UP YOUR ACCOUNT MY STUDENT ACCOUNT

2017



SACRED
HEART
COLLEGE

There are several ways you can upload funds to your My Student Account card:

- **BPAY**

- 1) Login to your personal online banking account and select 'Bill Payment' option
- 2) Enter the B-Pay Biller Code (150706) and the Account Reference Number (found in 'Online Parent Profile' as Account Number)
- 3) Enter the \$ amount you wish to provide
- 4) Click 'Pay Now'

(Note: B-Pay deposits can take up to 3 x banking days before they can be accessed at the Café by your child; \$2.00 transaction fee per upload)

- **CREDIT CARD**

- 1) Go to www.mystudentaccount.com.au and click 'Web Portal Login' or access via the College Website/SEQTA
- 2) Login using the username (your email address) and password you created
- 3) Click the recharge account icon on the right hand side of the screen
- 4) Enter the \$ amount you wish to provide and click 'Next'
- 5) Enter your credit card details (Visa or MasterCard) and follow the prompts

(Note: Credit Card deposits take 30 mins before your child can access them at school; \$0.65 transaction fee per upload)

- **PHONE**

- 1) Dial 1300 884 668
- 2) Listen and follow all the voice prompts
- 3) You will need your 13 digit Account Reference Number
- 4) Account Number is found in 'Profile' after adding the student to your profile online.

(Note: Credit Card deposits takes 30 mins before your child can access them at school).