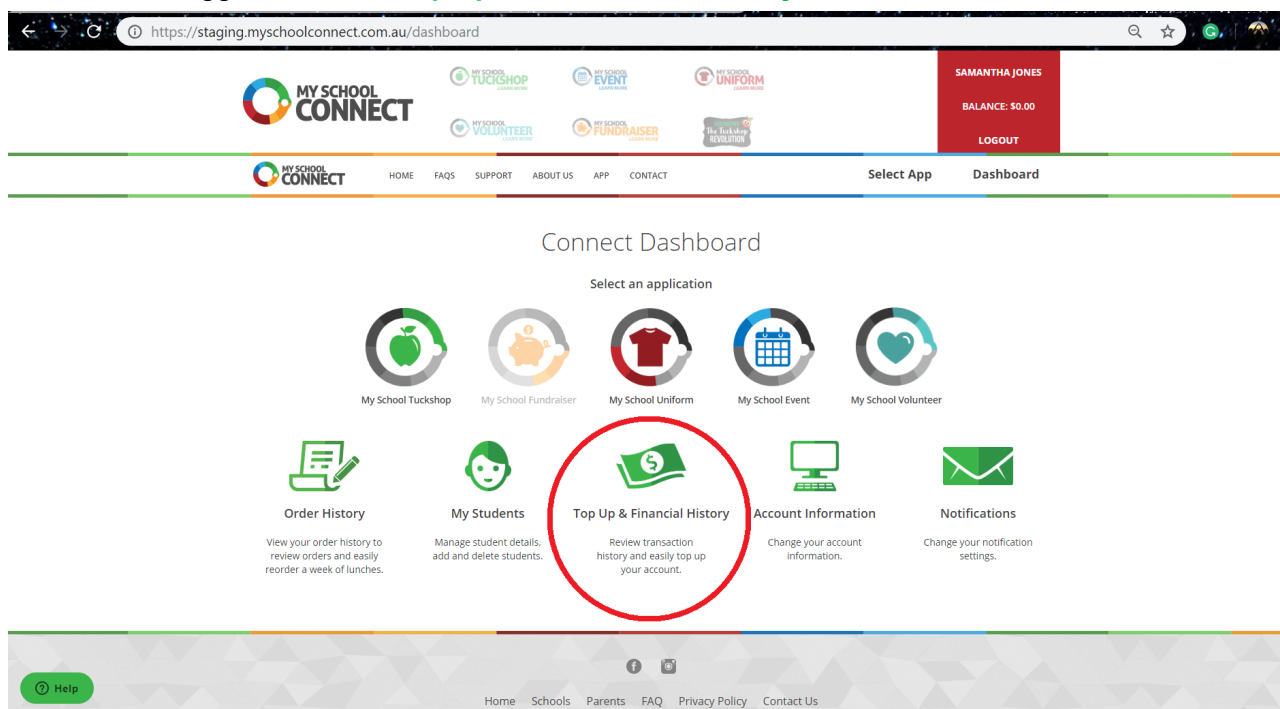


HOW TO... TOP UP AND AUTO TOP UP

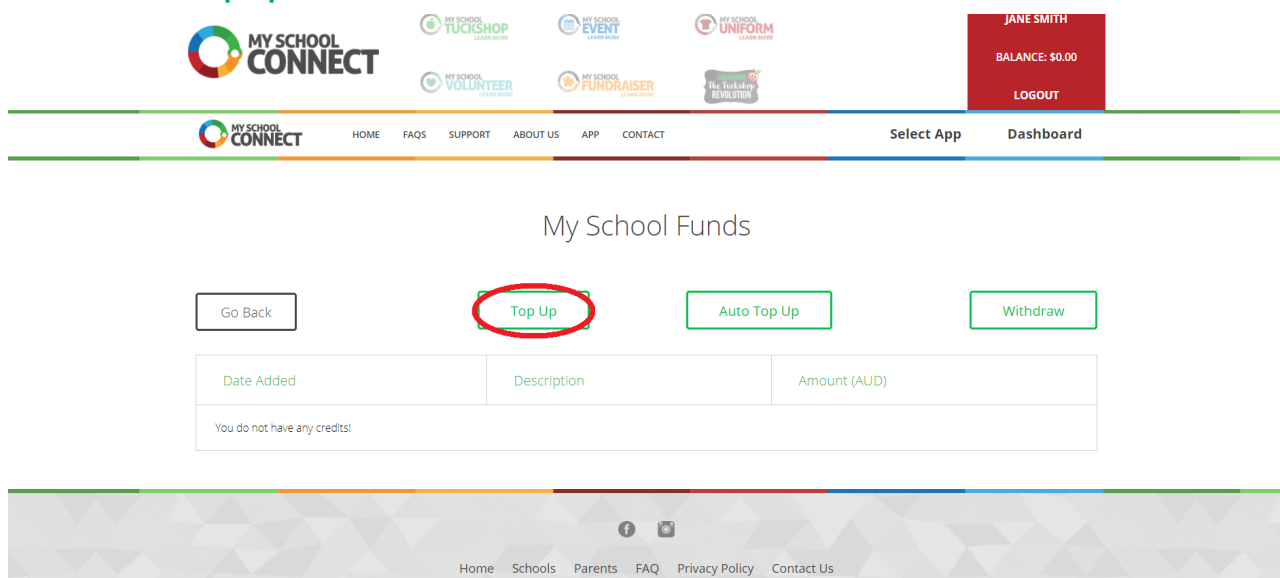
Step 1:

- Open up the My School Connect webpage <https://myschoolconnect.com.au/> and login in.
- Once logged in, click **<Top up and Financial History>**



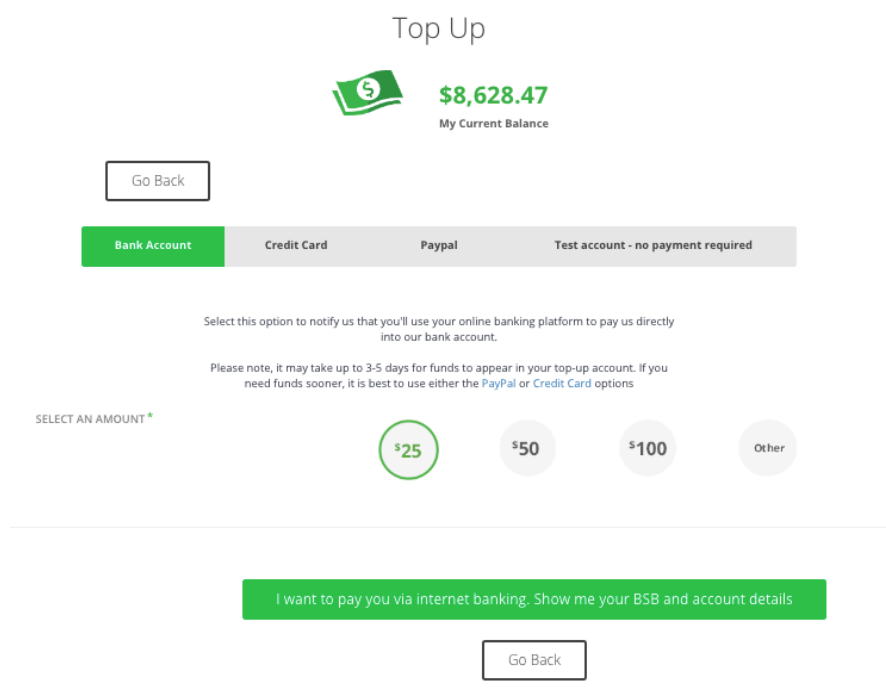
Step 2:

- Click **<Top up>**



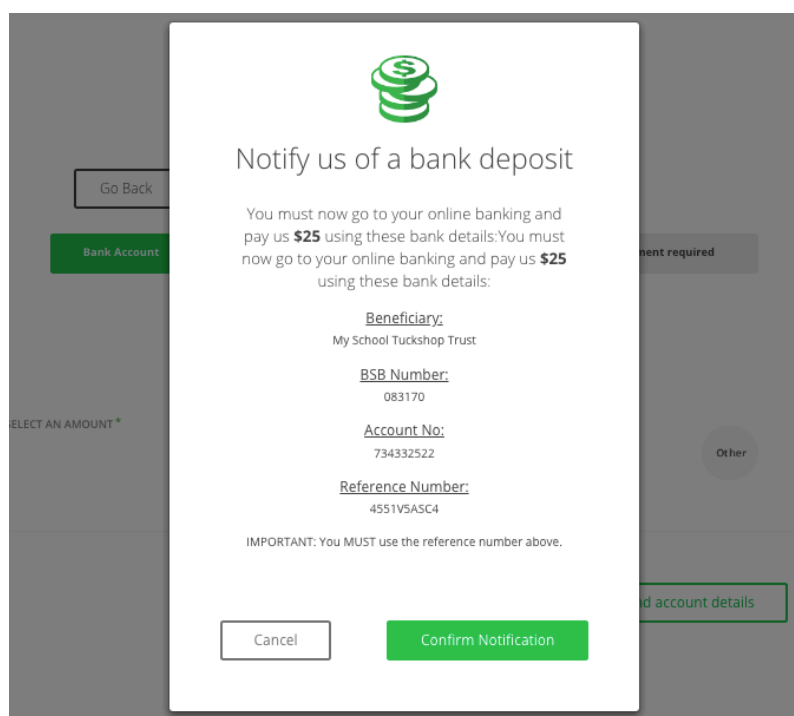
Step 3:

- Select your method of payment: Bank account (EFT); Credit Card; or Paypal
- Select amount you wish to Top up: \$25; \$50; \$100; Other
- Follow prompted steps to complete payment depending on method of payment selected (see 3A for further detail)



Step 3A – payment method:

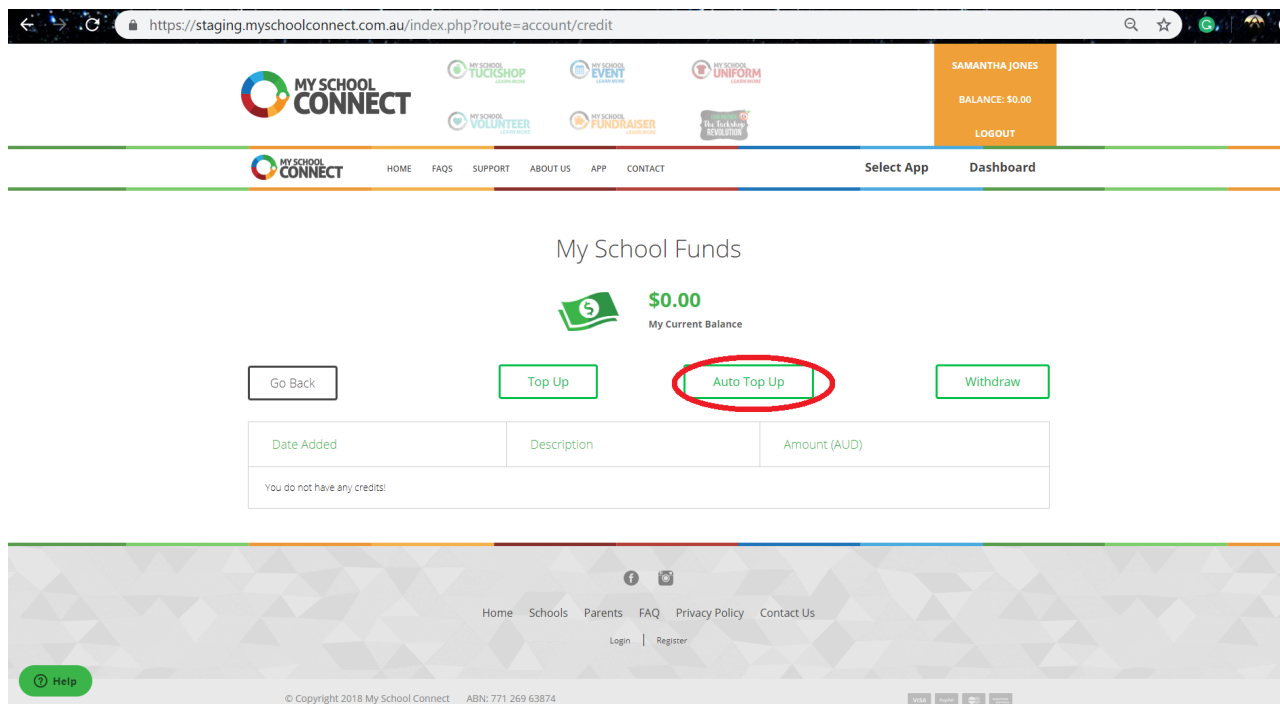
- Follow prompted steps to complete payment depending on method of payment selected
- **IF paying by Bank Account:** select amount and click
<I want to pay via internet banking. Show me your BSB and account details>
- Transfer funds through your bank provider into the BSB / Account details and include the REFERENCE NUMBER provided
- Click
<Confirm notification>
once you have completed your electronic funds transfer (EFT)
- **IF paying by Credit card:** form will automatically appear to enter card details for payment
- **IF paying by Paypal:** you'll be taken to the Paypal website to complete your payment.



AUTO TOP UP

Step 5:

- There is another option to use 'Auto top up'
- This option will automatically top up your account when the account reaches a minimum limit (which you set)
- To activate this option click **<Auto top up>**



https://staging.myschoolconnect.com.au/index.php?route=account/credit

MY SCHOOL CONNECT

SAMANTHA JONES
BALANCE: \$0.00
LOGOUT

HOME FAQS SUPPORT ABOUT US APP CONTACT Select App Dashboard

My School Funds

 **\$0.00**
My Current Balance

Go Back Top Up **Auto Top Up** Withdraw

Date Added	Description	Amount (AUD)
You do not have any credits!		

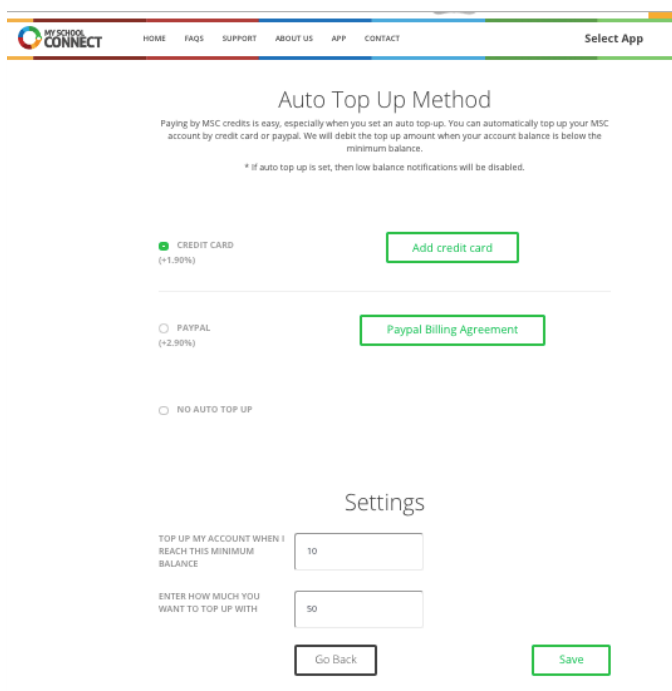
Home Schools Parents FAQ Privacy Policy Contact Us
Login Register

Help

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Step 6:

- Select your Auto Top Up payment method: Credit card; or Paypal
- Provide payment details as required for the payment method selected
- Set your account limits:
 - Minimum balance (at which point the account will auto top up); and
 - Auto top up amount (the payment you wish to make for each Auto top up)
- Click **<Save>**
- *Note:* you can return to this page to update/change your Auto Top Up settings at any time.



MY SCHOOL CONNECT HOME FAQS SUPPORT ABOUT US APP CONTACT Select App

Auto Top Up Method

Paying by MSC credits is easy, especially when you set an auto top-up. You can automatically top up your MSC account by credit card or paypal. We will debit the top up amount when your account balance is below the minimum balance.
* If auto top up is set, then low balance notifications will be disabled.

☒ CREDIT CARD (+1.90%) **Add credit card**

☐ PAYPAL (+2.90%) **Paypal Billing Agreement**

☐ NO AUTO TOP UP

Settings

TOP UP MY ACCOUNT WHEN I REACH THIS MINIMUM BALANCE

ENTER HOW MUCH YOU WANT TO TOP UP WITH

Go Back Save