

Christian Brothers College

School EasyPay Parent Portal Instructions

To set up for Direct Debit using the School EasyPay system, start by visiting the following link:

<https://pay.schooleasypay.com.au/Setup/cbcadl>

(Hold down **CTRL+Click** (PC) or **CMD+Click** (Mac) to open this link in a new tab)

Complete the following simple steps:

1. Enter the required information.
2. Select your preferred Payment Frequency (Weekly, Fortnightly, Monthly, 3x Instalments or Annual).
3. Nominate a credit/debit card or bank account.
4. Do not alter the Payment Method - Please leave as BatchPay.
5. There is no need to enter an amount as the financial data will be loaded into the School EasyPay portal.



School EasyPay Benefits:

- **No/low-cost options** - Choose bank account (no processing fee) and credit or debit card (from 1.26%)
- **Parent Online Portal** - View your payment history or update your personal or banking details online
- **Save Time** - Never forget a payment
- **Simplified** - Only one online form to complete until completion of education
- **PCI Compliant** - Secure, safe online payment portal. Full card numbers are tokenised and never stored
- **Australian Owned and Based** - Office and support team is in Balmain, Sydney

If you require any assistance in setting up for direct debit, please email info@schooleasypay.com.au or call on (02) 9556 7592.

Note - Your direct debit is ongoing for the duration of your child's tuition and can only be changed in writing by emailing accounts@cbc.sa.edu.au