## How do I make POLi<sup>™</sup> payments online?

From the 'Payment Pending' page, click 'Proceed using POLi', confirming your bank details and you will be required to log into iBank. Once you have clicked OK, success and print options are given before logging out on the left. Enter your email address and click 'Send' if you require the receipt (recommended) to be emailed - and print options for hard copy receipt. On completion of payments made, click 'Return to Musac Caregiver Portal' where a success or failure screen is provided.

## To watch a video on how to use POLi click below:

http://answers.edge.school.nz/edge/video/how-use- poli

## Online Payments through the Caregiver Portal

The Caregiver Portal enables online availability of student data and online bill payment functionality, conditional on permissions and setup by your student's school.

Making Online Payments through the Caregiver Portal.

- 1. Select 'School Payments' tab for an account summary, and list of currently owing items for which the student has been billed.
  - If you wish to pay all outstanding amounts, click "Pay All Items" link to pre-populate the total amount owing against each billed item the total of all items is displayed at the bottom.
  - To pay an individual amount, the desired payment can be entered against each item, the School Payments page displays all amounts yet to be paid. The total amount paid cannot be greater than the billable item total, or be less than \$1.

Summary	NCEA Progress	NCEA Credit Summary T	imetable Atten	dance St	udent Report	School Pay	ments	
	L'oreal			Softv	vare Support	Area Schoo	d.	
Female Full Time Room 1		NZ European/Pakeha Year 11		support@musac.co.nz				
School Payment Account Summa								
Totals	as at: 11/01/2019							
Unpaid I	tems: 5974.00							
Unallocated C	redit: so.oo							
Balance	e Due: 5974.00							
Current Unpaid I	Items							
Software Suppor	rt Area School							
								Pay All Iten
Date S	Student Name							
	student Name	Billable Item			Total	Owing	1	Amount to Pa
10 Jan 2019 🛛	ining L'oreal		19 School Donatio	n S	Total 100.00	Owing \$100.00	Pay.	Amount to Pa
		20	19 School Donatio 14 School Donatio					Amount to Pa
20 Feb 2018	loreal	20		n s	5100.00	\$100.00	Pay	Amount to Pa
20 Feb 2018	L'oreal	20:	14 School Donatio	n S	5100.00 5200.00	\$100.00 \$200.00	Pax Bax	Amount to Pa
20 Feb 2018 20 Feb 2018 25 Jan 2018	L'oreal L'oreal L'oreal	201 201 2018 Ac	14 School Donatio Random Trip	n S s	5100.00 5200.00 550.00	\$100.00 \$200.00 \$50.00	Pax Bax Pax	Amount to Pa
20 Feb 2018 20 Feb 2018 20 Feb 2018 25 Jan 2018 11 Jan 2018	L'oreal L'oreal L'oreal L'oreal	201 201 2018 Ac	14 School Donatio Random Trip tivity Fee-1 studer	n S S t S	5100.00 5200.00 \$50.00 \$20.00	\$100.00 \$200.00 \$50.00 \$20.00	Pay Pay Pay Pay	Amount to Pa
20 Feb 2018 20 Feb 2018 25 Jan 2018 11 Jan 2018 12 Oct 2017	L'oreal L'oreal L'oreal L'oreal L'oreal	201 201 2018 Ac	14 School Donatio Random Trip tivity Fee-1 studer Donation-1 studer	n S S t S	5100.00 5200.00 550.00 520.00 520.00	\$100.00 \$200.00 \$50.00 \$20.00 \$100.00	Pax Pax Pax Pax Pax	Amount to Pa
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2. When you are happy with your selection click 'Make Payment' which directs you to select one of two payment methods POLi<sup>™</sup> or Paystation, where instructions guide you through the process (the options available will be dependent on your school).