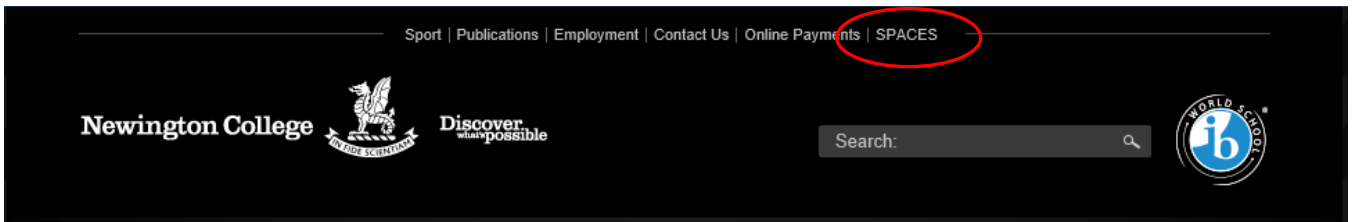


Instructions for setting up direct debit details for Newington College

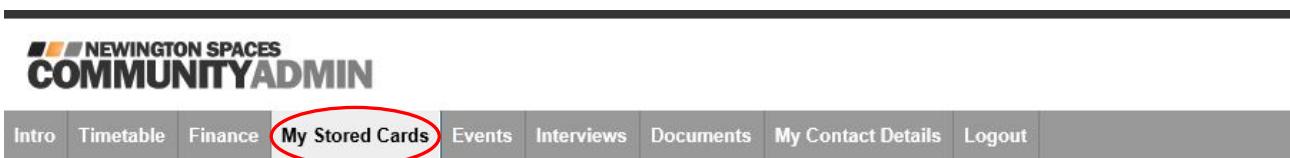
1. Go to the Newington College website: www.newington.nsw.edu.au
2. Click on the SPACES option at the top of the screen:



3. When SPACES opens, go to the right hand side of the page and select **Community Admin** from the options under My Places To Go:



4. Log-in using your User Name and Password as previously provided by Newington College.



Manage Stored Cards

5. Select **My Stored Cards**. A new screen will appear showing “**Manage Stored Cards**”.

Manage Stored Cards

Credit Card Direct Debit to Bank Account

Credit Card

Card Type	Card Holder's Name	
<input type="text"/>	<input type="text"/>	
Credit Card Number	Expiry	Expiry Year
<input type="text"/>	12 <input type="text"/> th	14 <input type="text"/>

On this screen, please add the details of your Visa or MasterCard and then select **Save**. Then follow the prompts until the system confirms the card has been saved. Once you are happy with the saved card details, you need to activate the card by clicking this button:



- Your credit card details are now encrypted and saved in the secure NAB Transact system. Newington College will not have access to the 16-digit credit card number although we will be advised your card is stored with NAB Transact.
- If you would like to supply bank account details for your direct debits, please select **Direct Debit to Bank Account** and the following screen will appear:

Manage Stored Cards

Credit Card
 Direct Debit to Bank Account

Direct Debit

Financial Institution

Branch Name

Account Name (in full)

BSB Account No.

On this screen, please add the requested bank account information and then select **Save**. Then follow the prompts until the system confirms the details have been saved. Once you are happy with the saved bank account details, you need to activate the account by clicking this button:



If you choose the direct debit option, your nominated bank account will be direct debited for your Newington College fees.

Note that you can set-up several credit cards and/or bank accounts on the NAB Transact system and you have the power to change the account that is “activated”. Please note, however, that only one account can be activated at any one time.

- The above information sets you up on the Newington College direct debit system. Direct debits will be made against your nominated credit card or bank account on the date as advised on your tuition fee statement.
- NAB Transact also allows you to make a one-off payment. To do so, click on **“Finance”**.



SPACES will display any outstanding balances plus provide a history of payments made and statements issued. To make a one-off payment using your stored credit card (cannot be used using stored bank account), click on “Make a Payment” and follow the instructions provided.

