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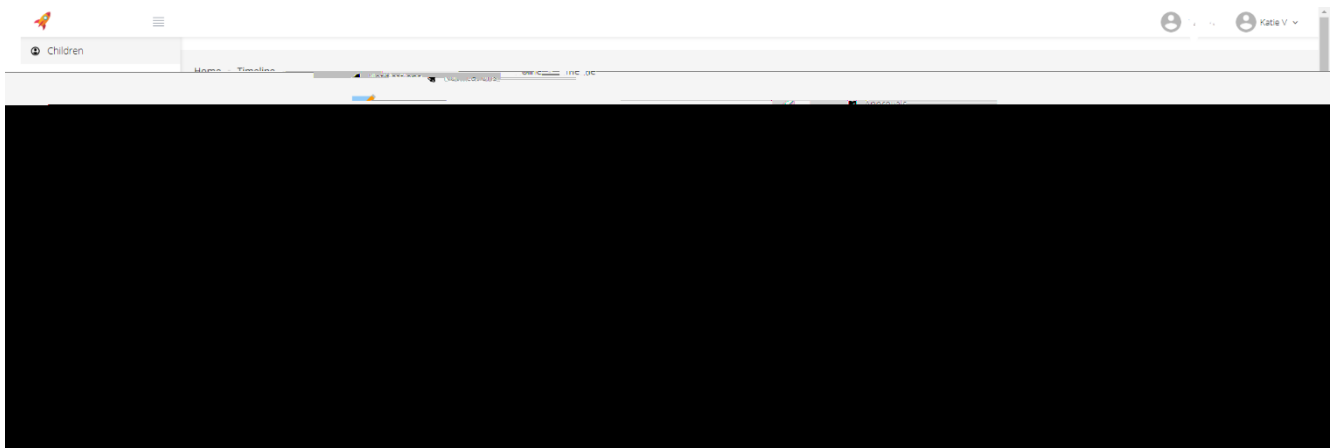
These steps explain how to add your payment details to your Xplor account. You are required to upload and keep these details current to ensure your account is cleared in each billing schedule. Please note this is our only method of payment.

The billing schedule and fees are outlined in the Fee Schedule and Policy; you can find this on the Prince Alfred College website or in a printed version at OSHC.

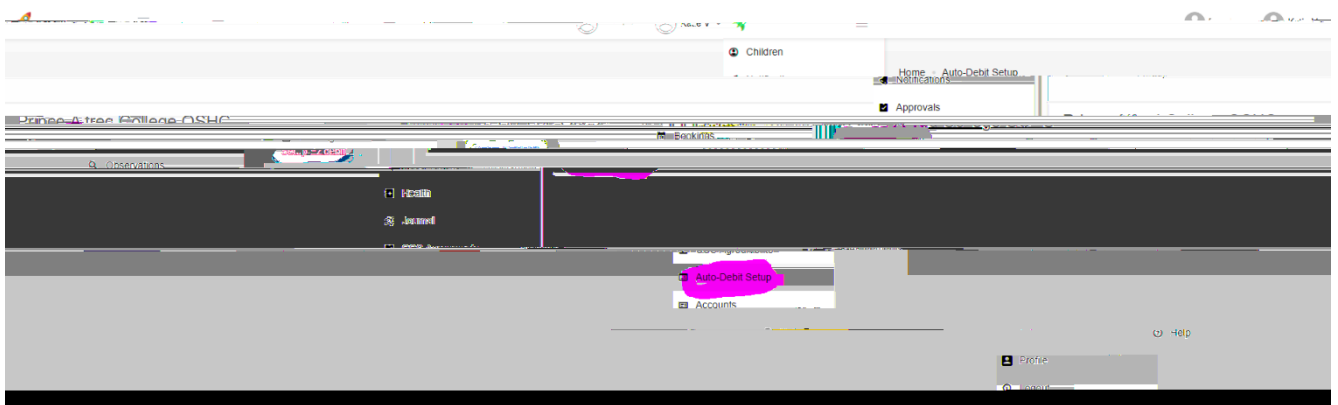
Our OSHC service nor Xplor have access or able to view your payment details. We are only able to see if your payment details have been added.

Please go to <https://web.myxplor.com/> and use your Xplor credentials to log on to your account. Google Chrome is preferred.

1. Log in through <https://web.myxplor.com/>
2. Click on Auto-Debit Setup



3. Click Setup Ezidebit



4. You will be redirected to a new page



Please complete the Direct Debit Request form, read the terms and conditions and submit the form.

The screenshot shows a web form titled "Customer Details" with the instruction "Please enter your details, including the reference number given to you". The form includes the following fields:

- Type:** Person (dropdown menu)
- ParentID \*:** 297284
- First Name \*:** Katie
- Last Name \*:** V
- Email \*:** (empty)
- Mobile No:** (empty)
- Address Line 1 \*:** (empty)
- Address Line 2:** (empty)
- Suburb \*:** Adelaide
- State \*:** SA (dropdown menu)
- Postcode \*:** 5000

Below the form is a section titled "Debit Arrangement Statement" with the text: "Alfred College (OSHC/VAC) as per the Terms and Conditions of the (OSHC/VAC) agreement and subsequent agreements." There are "Review My Billing" and "Print Form" links.

This section is titled "Debit Arrangement Statement" and contains the text: "I authorize and request the debit (see detailed below) to debit payments from my account." Below this is a table for "Fees / Charges" with columns for "Description", "Amount", and "Frequency".

Below the table, there is a section for "Please choose a method of payment" with a "Type" dropdown menu set to "Bank Account". The form includes fields for "Bank Code / BSB", "Account Number", and "Account Holder Name".

A note states: "Payments will appear on your statement as PAC OSHC Fees".

At the bottom, there is a "Submit" button and a red progress indicator.