

Swim School

Managing your payments

You can now change your payment details or pay for outstanding payments via our customer portal. You can do this by following the below steps:

Changing your direct debit payment details

1. Clicking Payments Settings (circled in Green)
2. Check that the account is for the parent (circled in Orange)
3. Select Add new payment method and follow the prompts (circled in Pink)
4. Change to your child's account (circled in Purple)
5. Click the drop down for each contract and select the new payment details (circled in Blue)
6. Repeat step 4 and 5 for each child
7. Go back to Parent account and delete old payment details

Book Shop My Bookings Account

Payments Contract details My purchases Linked Family Members **Payment settings** Edit profile Documents

Parent Name

You have no contract.

SAVED PAYMENT METHODS © Your payment details are stored securely

Parent Name

Add new payment method

Book Shop My Bookings Account

Payments Contract details My purchases Linked Family Members **Payment settings** Edit profile Documents

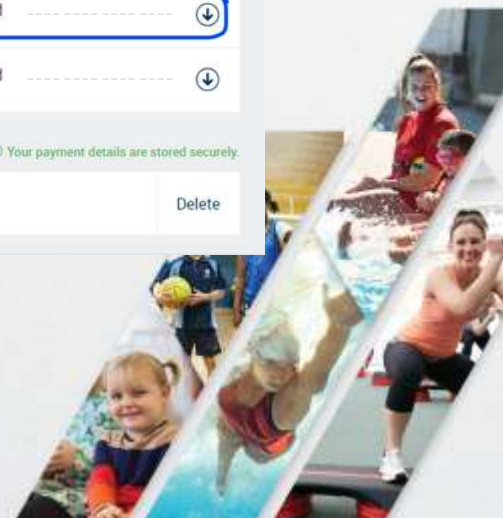
Child Name

DEFAULT PAYMENT METHODS FOR CONTRACT

Continuous Swim School	Arena Joondalup DD	CreditCard
Continuous Swim School	Perth HPC DD	CreditCard

SAVED PAYMENT METHODS © Your payment details are stored securely

Cash Delete

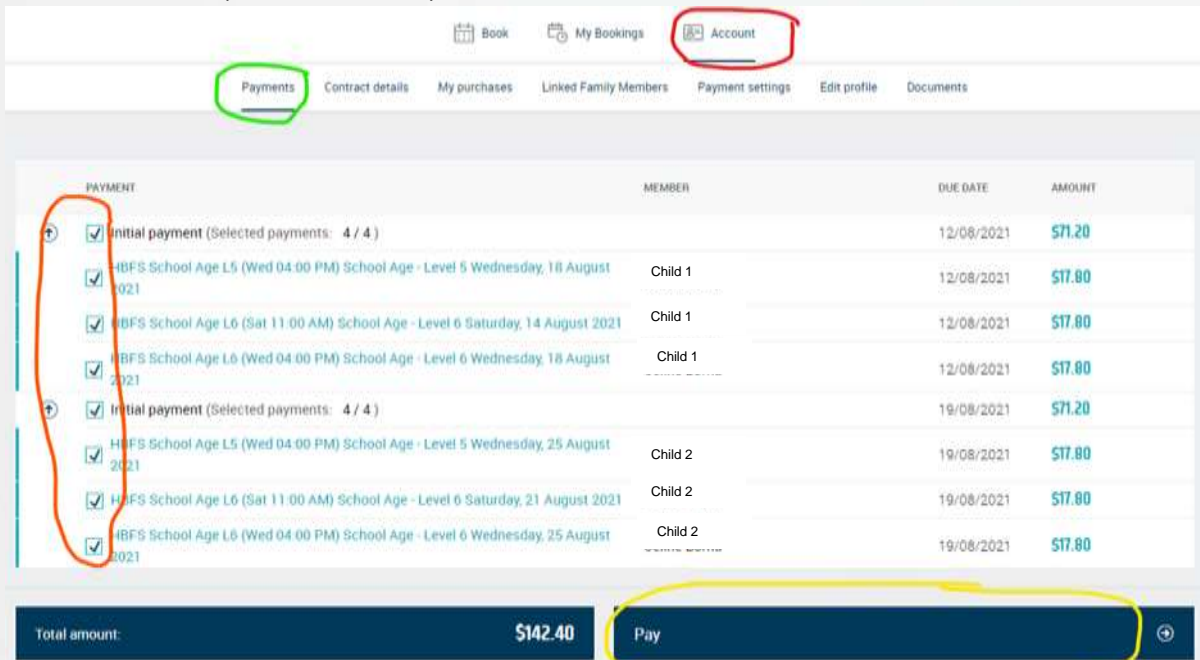


Processing outstanding payments

1. **Log into** your customer portal via the Arena Joondalup or Perth HPC Website: www.arenajoondalup.com.au or www.perthhpc.com.au



2. **Click** Account (circled in red)
3. **Click** Payments (circled in Green)
4. **Tick** the boxes to be paid (circled in Orange)
5. **Click** Pay (circled in Yellow)
6. **Click** the option called Online (circled in Pink)
7. **Click** Next (circled in Blue)



Choose your payment method

