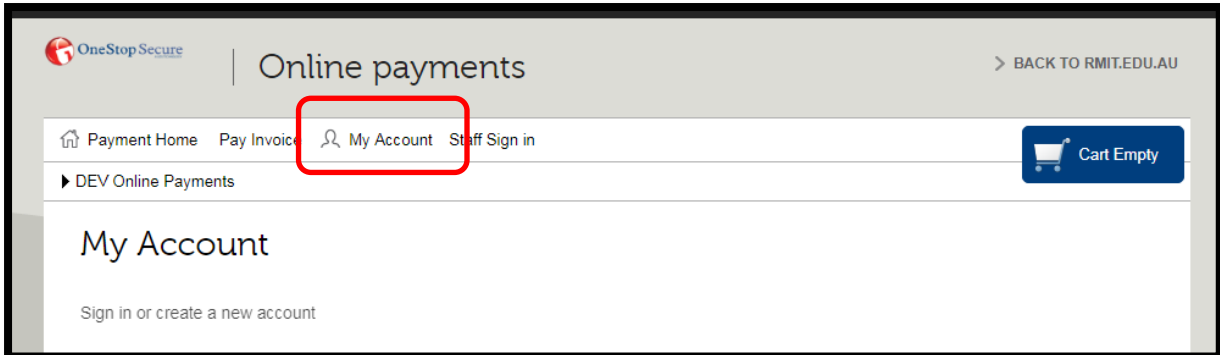


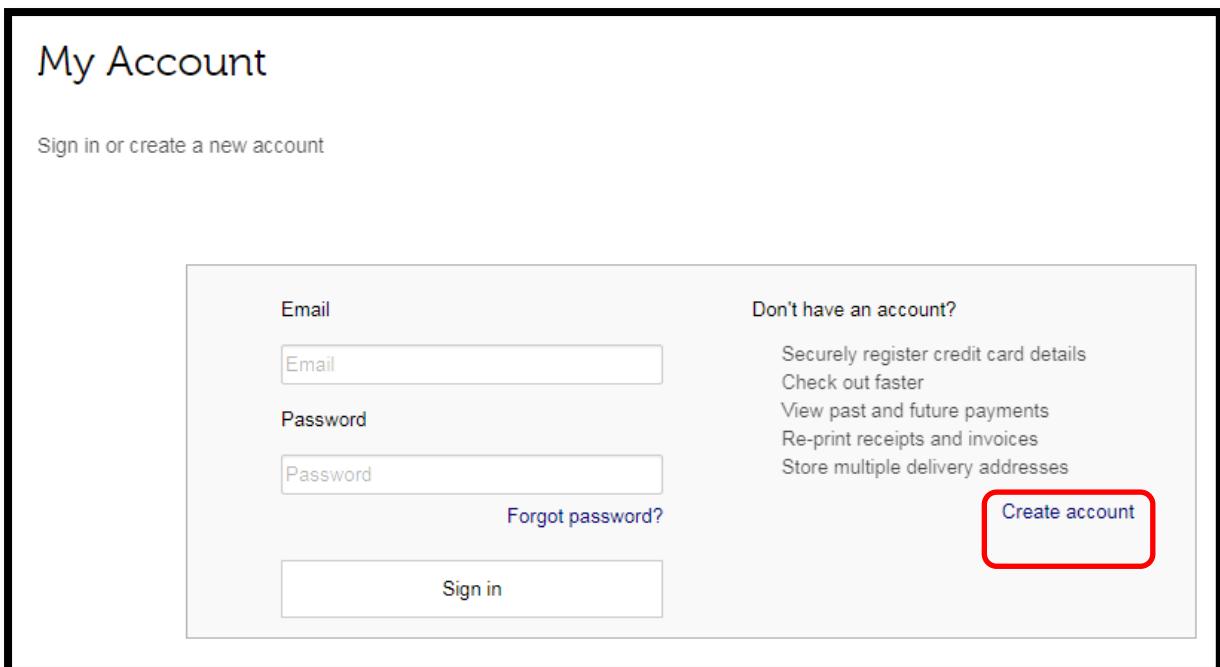
QRG: Set up a Payment Schedule for payment of fees

Step 1: Create your Account:

Navigate to [RMIT Online Payments page](#) and select My Account:



Select Create Account



Enter all required details:

Select Create

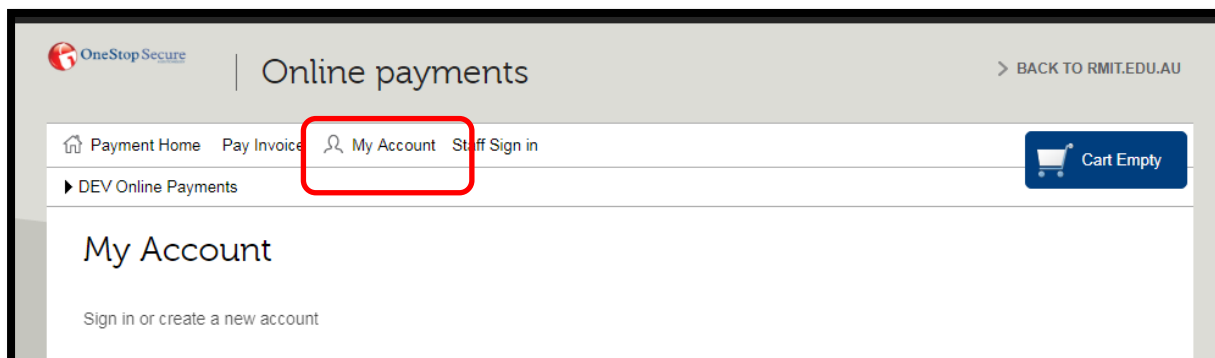
A confirmation email will be sent to the email address provided

Go to your email account and locate email from RMIT_Secure_Payments@onestopsecure.com

Click on the link in the email to complete account setup.

Step 2: Register a Visa or MasterCard

Navigate to [RMIT Online Payments page](#) and select My Account:



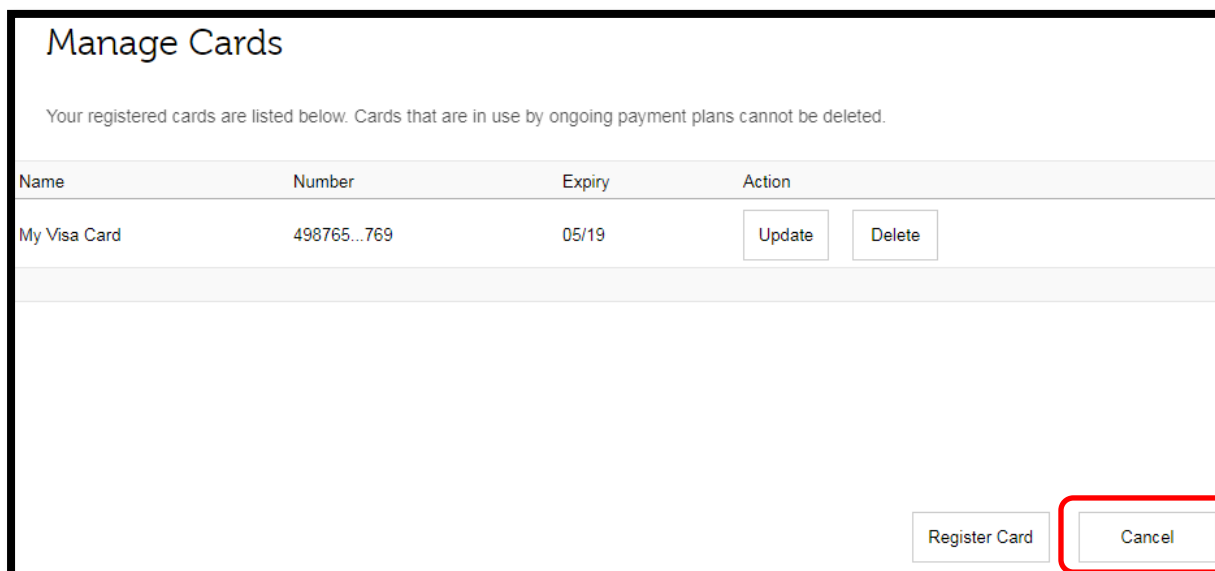
- Enter your email address and password to sign in.
- From Menu items, select **Payment Methods**.
- Select Register Card.

Enter the following details to register your card;

- Card Name (**do not use your card number for the Card Name – this is a security requirement**).
- Card Number & Expiry Date (**your card number is not stored; it will be tokenised for security purposes and is fully PCI Compliant.**)

Select Register Card.

Manage cards screen will display card name, tokenised card number and expiry date:



Select Cancel to return to Account Settings or Register another card.

From Account Settings, select sign out to exit.

Step 3: Set up a Payment Schedule

A Payment Schedule should only be used to make scheduled payments prior to the due date of any charges.

Navigate to [RMIT Online Payments page](#), select the amount you wish to set up a payment schedule for, and complete the required details.

Example 1:

- You want to make \$50.00 payments weekly, enter \$50.00 in the amount field.
- There will be an immediate payment of \$50.00, then \$50.00 payments weekly until the payment schedule is cancelled or completed.
- Select Add to Cart.

Example 2:

- You want to pay \$1200.00 over 6 weekly payments, enter \$1200.00 in the amount field.
- There will be an immediate payment of \$200.00, then \$200.00 payments weekly for 5 weeks unless the payment schedule is cancelled.
- Select Add to Cart

Pay student fees - VISA or MasterCard Only

Family name (enter name as shown in your RMIT student record) *

Student number (without the preceding "S") *


First name *

Payment amount *

Payment type *

Online Users Selections

This is a list of your payment selections. To proceed, please select Process Payment.

Student Fees - VISA or MasterCard Payment		Remove
	Name: Payment type: Tuition Fees	Quantity: 1 Item: Amount: \$1,200.00 Total: \$1,200.00
Grand Total		\$1,200.00

Review details of payment, and then select Process Payment.

Select Scheduled Payments. You will be prompted to sign in to your account if not already signed in at this point.

Payment Method

This is a list of different ways you can pay for your selections. To proceed, please select one of the following methods

i Log in to your account to include this transaction in your payment history

My Account
Log in to use stored Card

Visa or Mastercard
Pay using your card without creating an account

Scheduled Payments
Always pay on time as the payment is processed automatically

- In Payment Method field, select the registered card that you wish to use.
- In Payment Plan field, select from the list available your preferred payment schedule.
- Review the Payment Schedule Details, and select Confirm.
- Select Yes to confirm creation of payment schedule.
- **The first payment will be made immediately.**

Payment Method * Personal MCard 535316...087 (01/20)

Payment Plan * Weekly Payments x 6

Commences immediately, 6 payment(s), Recurs every week

Date	Amount	Fee	Payment
26-02-2018	\$200.00	\$0.00	\$200.00
05-03-2018	\$200.00	\$0.00	\$200.00
12-03-2018	\$200.00	\$0.00	\$200.00
19-03-2018	\$200.00	\$0.00	\$200.00
26-03-2018	\$200.00	\$0.00	\$200.00
02-04-2018	\$200.00	\$0.00	\$200.00
Total	\$1,200.00	\$0.00	\$1,200.00

- When the first payment is made, a receipt will be emailed to the address provided.
- To view the next scheduled payment, select Future Payments.
- To view further options, click on the Payment Details.
- Payment Schedule set up is complete.
- Select Sign Out to exit.