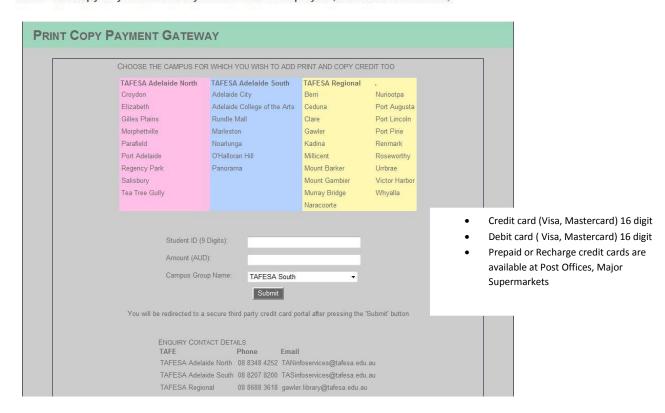tafeSA

Student Print/Copy Payment Gateway Instructions

1. Click on the **Add Printing Credit** icon, or access through http://paygate.tafesa.edu.au

   The 'Print Copy Payment Gateway' screen will be displayed *(note: Mac users to use link)*

PRINT COPY PAYMENT GATEWAY

CHOOSE THE CAMPUS FOR WHICH YOU WISH TO ADD PRINT AND COPY CREDIT TOO

TAFESA Adelaide North	TAFESA Adelaide South	TAFESA Regional	.
Croydon	Adelaide City	Berri	Nuriootpa
Elizabeth	Adelaide College of the Arts	Ceduna	Port Augusta
Gilles Plains	Rundle Mall	Clare	Port Lincoln
Morphettville	Marleston	Gawler	Port Pirie
Parafield	Noarlunga	Kadina	Renmark
Port Adelaide	O'Halloran Hill	Millicent	Roseworthy
Regency Park	Panorama	Mount Barker	Urrbrae
Salisbury		Mount Gambier	Victor Harbor
Tea Tree Gully		Murray Bridge	Whyalla
		Naracoorte	

Student ID (9 Digits): [_____]

Amount (AUD): [_____]

Campus Group Name: [TAFESA South ▼]

[Submit]

You will be redirected to a secure third party credit card portal after pressing the 'Submit' button

ENQUIRY CONTACT DETAILS

TAFE	Phone	Email
TAFESA Adelaide North	08 8348 4252	TANinfoservices@tafesa.edu.au
TAFESA Adelaide South	08 8207 8200	TASinfoservices@tafesa.edu.au
TAFESA Regional	08 8688 3618	gawler.library@tafesa.edu.au

- Credit card (Visa, Mastercard) 16 digit
- Debit card (Visa, Mastercard) 16 digit
- Prepaid or Recharge credit cards are available at Post Offices, Major Supermarkets

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2. Complete the following

Student ID (9 Digits)	**Type in your student ID number** **ALL 9 digits**	Example ONLY: 000789456 Student Id (9 Digits): [000789456]
Amount (AUD)	**Type in the amount** of money that will be deducted from your credit card and applied to your print/copy account (minimum $2.00)	Example: 5.00 Amount (AUD): [5.00]
Campus Group Name	**Select a Campus Group** that corresponds with the campus you are attending.	Campus Group Name: [TAFESA South ▼]

www.tafesa.edu.au

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3. Click **Submit**

4. You will be redirected to a secure payment screen

Payment Checkout	
Amount (AUD)	$2.00
Card Number	
Card Expiry Date	/
Name on Card	
Card Security Code	What is this?
SUBMIT ▶	

dps | paymentexpress

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5. Check the Amount (AUD)

6. Type in your credit card details

7. ***YOU MUST CHECK YOUR DETAILS BEFORE PROCEEDING***

8. Click. **SUBMIT ▶**

   'Once the submit button is pressed the amount will be deducted from your credit card'

9. A 'Payment Complete' Box will be displayed

DO NOT HIT THE BROWSER BACK BUTTON AT ANY TIME. At this point your credit card has been deducted. If the back button is used the credit **will not** be applied to you print/copy account and you will NOT be able to print.

Payment Complete	
Response	APPROVED
	The Transaction was approved
Description	Purchase By_00070005B _792F04E4-70EE-4B
Transaction Type	Purchase
Amount (AUD)	$2.00
Card Type	Visa
Authorization Code	218262
NEXT ▶	

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10. Click on 'Next' to apply the credit to your student account.

11. The 'Transaction Successful' box will appear with your payment Reference Number.

12. Click **Logout**

13. An email will be sent to your student email account with a tax invoice/receipt attached. Please ensure you keep a copy.

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