



How to create a payment

using the Pay Now link?





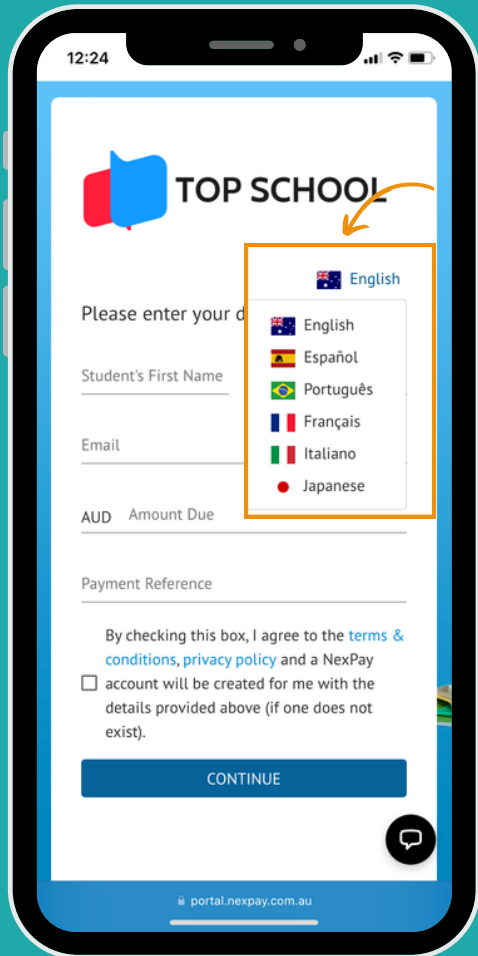
Before starting the payment creation process, have on hand:

- Invoice and payer's ID
-

WHO IS THE PAYER?

The individual responsible for making the payment (for example, if a parent is making the payment on behalf of the student, the payment details should belong to the parent).

The payment information must be provided by an individual, not a company.



12:24

 **TOP SCHOOL**

Please enter your details

Student's First Name

Email

AUD Amount Due

Payment Reference

By checking this box, I agree to the [terms & conditions](#), [privacy policy](#) and a NexPay account will be created for me with the details provided above (if one does not exist).

☐

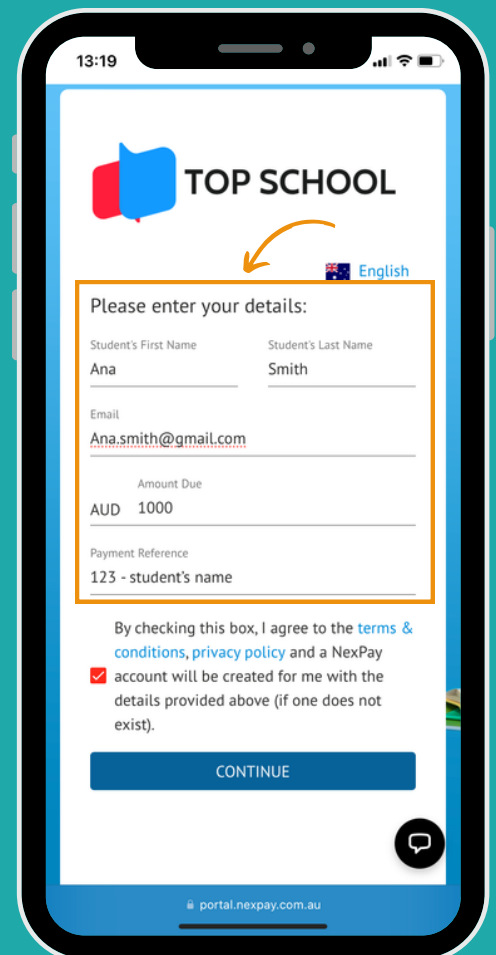
CONTINUE

portal.nexpay.com.au

The language selection menu is highlighted with an orange box and an arrow pointing to it from the 'English' text above it. The menu lists: English, Español, Português, Français, Italiano, and Japanese.

Step 1 | Choose the **language** to create the payment within the platform

Step 2 | Enter your registration details.



13:19

 **TOP SCHOOL**

Please enter your details:

Student's First Name Student's Last Name

Ana Smith

Email

Ana.smith@gmail.com

Amount Due

AUD 1000

Payment Reference

123 - student's name

By checking this box, I agree to the [terms & conditions](#), [privacy policy](#) and a NexPay account will be created for me with the details provided above (if one does not exist).

☒

CONTINUE

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The registration details form is highlighted with an orange box and an arrow pointing to it from the 'English' text above it. The form includes fields for Student's First Name, Student's Last Name, Email, Amount Due, and Payment Reference. The 'Amount Due' field shows 'AUD 1000' and the 'Payment Reference' field shows '123 - student's name'.



Step 3 | In the 'Payment Reference' field, you will enter the invoice number and name. Then simply click on 'Continue'.

A smartphone screen displaying the NexPay 'TOP SCHOOL' payment form. The form is titled 'TOP SCHOOL' with a logo. Below the title, there is a language selector set to 'English'. The form asks for 'Please enter your details:' and includes fields for 'Student's First Name' (Ana), 'Student's Last Name' (Smith), and 'Email' (Ana.smith@gmail.com). The 'Amount Due' is listed as 'AUD 1000'. The 'Payment Reference' field is highlighted with an orange box and contains the text '123 - student's name'. Below this, there is a checkbox with a red checkmark, indicating agreement to terms and conditions. A blue 'CONTINUE' button is at the bottom. The footer shows the URL 'portal.nexpay.com.au'.

13:19

TOP SCHOOL

English

Please enter your details:

Student's First Name: Ana

Student's Last Name: Smith

Email: Ana.smith@gmail.com

Amount Due: AUD 1000

Payment Reference: 123 - student's name

By checking this box, I agree to the [terms & conditions](#), [privacy policy](#) and a NexPay account will be created for me with the details provided above (if one does not exist).

☒ CONTINUE

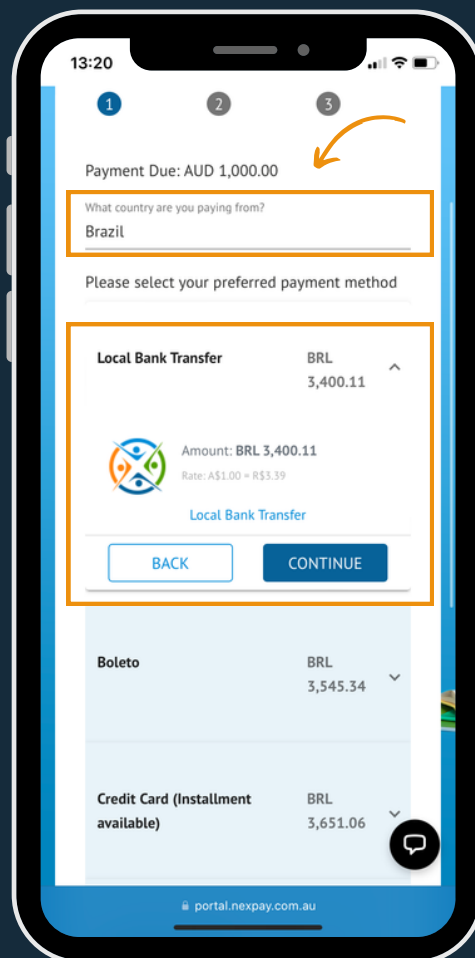
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Step 4 | Choose the country from where you will make the payment and select your preferred method: **bank slip**, **bank transfer**, or **credit card**.

Please note that credit card payments can be split into **up to 12 installments**. The installment amounts and the total value will be displayed at the time of payment completion.

*Available for Brazil, Chile, Colombia, and Mexico.



A screenshot of a mobile app interface for Step 5. At the top, a blue header bar contains the time '13:22' and status icons. Below the header, a blue text box provides instructions: 'student's details, but it has to be the same as the person who will be making the payment. If you've selected DMT, the bank account details needs to match the payer's details. If you selected to pay with a card, the card holder's name needs to be the same as the payers details.' An orange arrow points from the text 'card holder's name' to the 'First Name - Parent' field. The form fields are: 'Parent' (dropdown), 'First Name - Parent' (Maria), 'Last Name - Parent' (Gray), 'Email - Parent' (leitanegm@yahoo.co), 'Date of Birth - Parent' (07/02/1987), 'Address - Parent' (Flower street), 'City - Parent' (Miami), 'State - Parent' (Flórida), 'Postcode - Parent' (00000000), 'Phone - Parent' (12345678), 'CPF (Cadastro de Pessoas Físicas) - Parent' (123456789), and 'Select Your Country - Parent' (Brazil). At the bottom are 'BACK' and 'CONTINUE' buttons, and a chat icon. The URL 'portal.nexpay.com.au' is at the very bottom.

13:22

student's details, but it has to be the same as the person who will be making the payment. If you've selected DMT, the bank account details needs to match the payer's details. If you selected to pay with a card, the card holder's name needs to be the same as the payers details.

If the student is not making the payment, please clarify the r...

Parent

First Name - Parent
Maria

Last Name - Parent
Gray

Email - Parent
leitanegm@yahoo.co

Date of Birth - Parent
07/02/1987

Address - Parent
Flower street

City - Parent
Miami

State - Parent
Flórida

Postcode - Parent
00000000

Phone - Parent
12345678

CPF (Cadastro de Pessoas Físicas) - Parent
123456789

Select Your Country - Parent
Brazil

BACK CONTINUE

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Step 5 | Enter the payer's personal information.

Step 6 | Upload the payer's identification document and the invoice (driver's license, passport, etc.). Then click on 'confirm'.

A screenshot of a mobile app interface for Step 6. At the top, a blue header bar contains the time '13:23' and status icons. Below the header, a blue text box says 'screen.' An orange arrow points from the text 'screen.' to the 'Drop An Image to Edit' button. The form fields are: 'Drop An Image to Edit' (button), 'OR' (text), 'Escolher Arquivos' (button), and 'nenhum arquivo selecio' (text). Below this is the 'Upload Tax Invoice' section. The text in this section reads: 'Important! We need to ensure the payment is for a legitimate education purpose. Please upload your tax invoice or supporting document(s) for this payment. If you have any questions, please don't hesitate to contact us at support@nexpay.com.au or call us on +61 2 9078 7967 during our business hours 9am - 5pm (Sydney time). Please take a picture or screenshot of your issue so we can help you to resolve it quickly. Australia time zone. Check current time in Sydney.' An orange arrow points from the text 'Australia time zone' to the 'Drop An Image to Edit' button. At the bottom are 'BACK' and 'CONFIRM' buttons, and a chat icon. The URL 'portal.nexpay.com.au' is at the very bottom.

13:23

screen.

Drop An Image to Edit
OR

Escolher Arquivos nenhum arquivo selecio

Upload Tax Invoice

Important! We need to ensure the payment is for a legitimate education purpose. Please upload your tax invoice or supporting document(s) for this payment.

If you have any questions, please don't hesitate to contact us at support@nexpay.com.au or call us on +61 2 9078 7967 during our business hours 9am - 5pm (Sydney time). Please take a picture or screenshot of your issue so we can help you to resolve it quickly. Australia time zone. Check current time in Sydney.

Drop An Image to Edit
OR

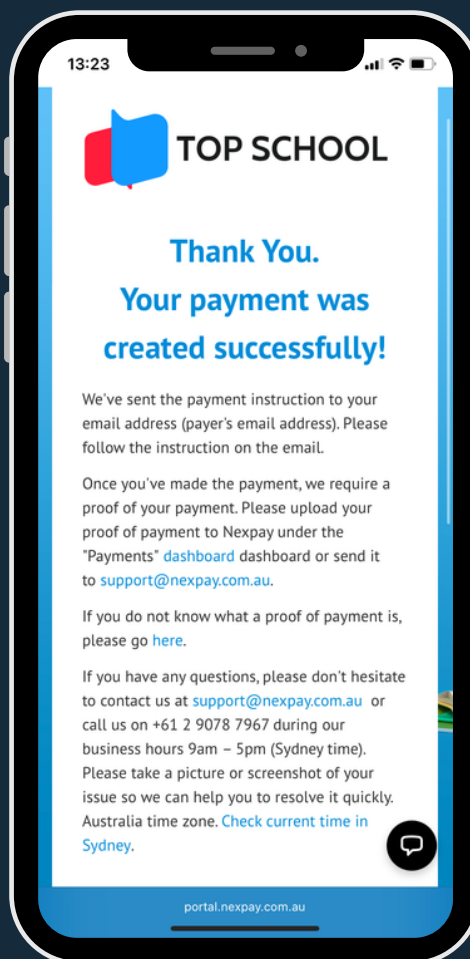
Escolher Arquivos nenhum arquivo selecio

BACK CONFIRM

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Step 7 | Done! The payment has been created and sent to your email with all the instructions to be completed within 48 hours.





If you have chosen credit card payment, you will receive a link and will be directed to fill in the details.

If you have chosen another method, you will receive all the payment details via email to complete the transaction.





CREDIT CARD PAYMENT

Step 1 | Enter the card information.

A smartphone screen displaying the NexPay mobile application interface. The status bar at the top shows the time 13:47 and a WhatsApp notification. The app header features the NexPay logo. A grey informational box contains text about 3DS security checks, with an orange arrow pointing to the word "completed". Below this, a white box with an orange border contains the payment details: "Total Amount BRL 3.649,54", a "Name" label with an input field, and a "Card Number" label with a masked input field and a "MM/YY" label. Underneath is the "Installment Options" section with a dropdown menu and a "Make Payment Now" button. The footer includes copyright information and the website URL "portal.nexpay.com.au".

13:47
WhatsApp

NexPay

- If your card provider requires 3DS security check. You will be redirected once you've completed your payment. Please follow the instruction on the screen to complete your payment. Your payment will not be processed until the 3DS security check is completed.

Total Amount BRL 3.649,54

Name

Card Number
 Card number MM/YY

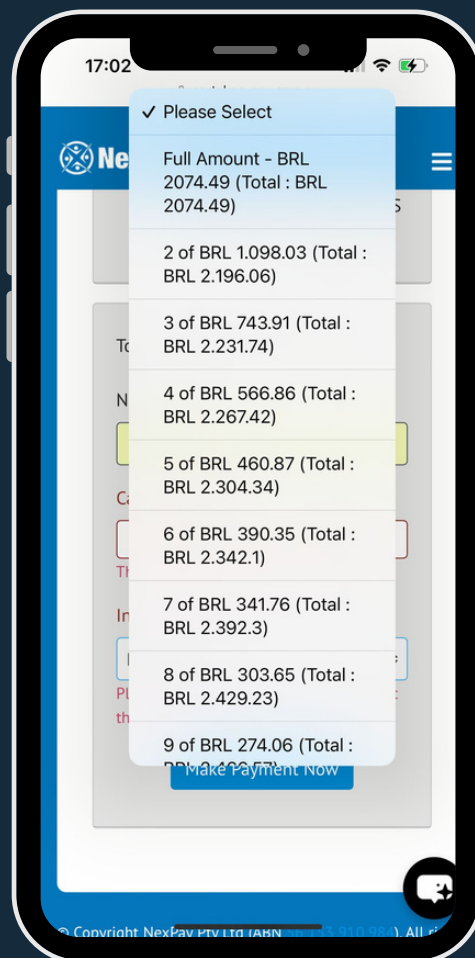
Installment Options
Please enter the credit card number to select

Make Payment Now

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Step 2 | Choose the number of installments you'd like to proceed with the payment (you'll see details of the installment and the total amount). Please note that the card considers a domestic purchase, not international, meaning there's no IOF tax*.



*Brazil, Chile, Colombia and Mexico only



Step 3 | Finally, click on 'Make Payment Now', and the payment will be processed. If the chosen payment method was bank transfer or bank slip, both will also arrive via email with all instructions.

A screenshot of the NexPay mobile app interface. The screen shows a payment form with fields for Name, Card Number, and Installment Options. A blue button labeled 'Make Payment Now' is highlighted with an orange rectangle. An orange arrow points from the 'Make Payment Now' button to the 'Installment Options' dropdown menu. The screen also displays a total amount of BRL 3.649,54 and a 3DS security check notice. The footer includes copyright information and the website URL portal.nexpay.com.au.

13:47
WhatsApp

NexPay

- If your card provider requires 3DS security check. You will be redirected once you've completed your payment. Please follow the instruction on the screen to complete your payment. Your payment will not be processed until the 3DS security check is completed.

Total Amount BRL 3.649,54

Name

Card Number

Installment Options

Make Payment Now

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