## Parent Portal - Fee Payment



Sign In to the PARENT PORTAL on our website www.rangitoto.school.nz
If you do not know your username or password, please go to https://recover.rangitoto.school.nz Provide your email address as registered with the school.

## Online Fee Payment

- Pay Student Fee - Pay outstanding amounts and other payments

Click Pay Student Fee

This allows you to pay amounts which are outstanding and make other payments e.g. sports or seasonal tickets.


| (1) | GENERAL CREDITS | Shows any credits attached to the student/s in the family. These may <br> include overpayment, discounts, rebates or refunds applied to the <br> students account. |
| :--- | :--- | :--- |
| (2) | OUTSTANDING AMOUNT | Shows any current charge applied to the student/s account. |
| (3) OTHER PAYMENTS | Shows sport related expenses, seasonal tickets, hoodies etc. To make <br> payments for these items, select 'Other Payments' and follow step 4, <br> followed with payment instructions on next page. |  |
| (4) Partial Payments | Please select your desired payment by ticking the box <br> payment, correct the 'Amount to Pay' value. |  |

## Payment Instructions

You may pay by debit/credit card or account to account transfers.


Please click 'Confirm Payment' button to confirm selected payment


Once you have clicked the 'Confirm Payment' button, please enter required details and click Submit to finalise the payment.


