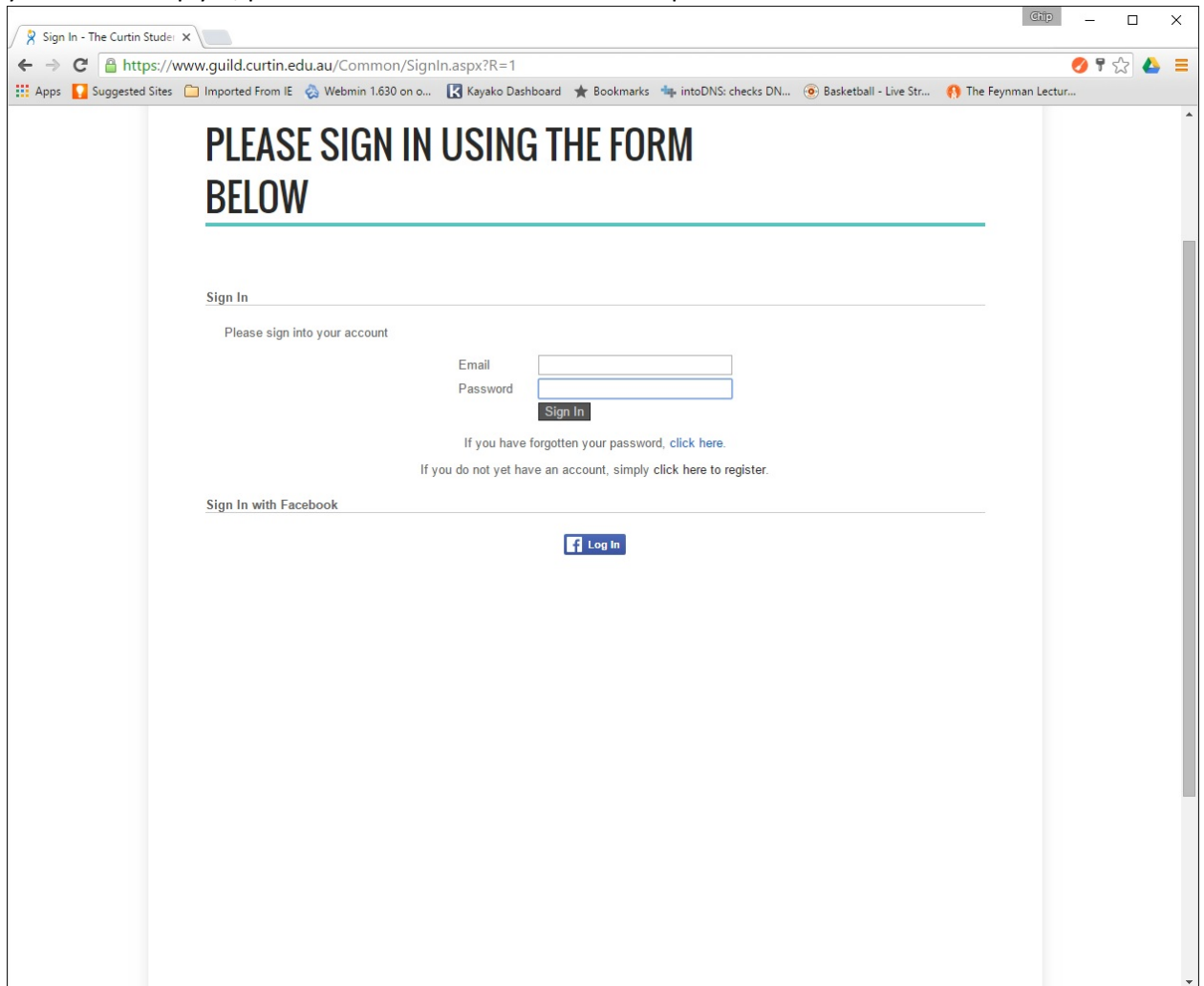


Making a Payment

This document describes how to make a payment using the Guild online payment system

1. Login using wither your email address and password or your facebook logon. If you have not set your account up yet, please click [here](#) for the account setup instructions.



The screenshot shows a web browser window with the URL <https://www.guild.curtin.edu.au/Common/SignIn.aspx?R=1>. The page features a large heading "PLEASE SIGN IN USING THE FORM BELOW" with a blue underline. Below this, there is a "Sign In" section with the instruction "Please sign into your account". This section contains two input fields: "Email" and "Password", followed by a "Sign In" button. Below the input fields, there are two lines of text: "If you have forgotten your password, [click here](#)." and "If you do not yet have an account, simply [click here](#) to register." At the bottom of the sign-in section, there is a "Sign In with Facebook" section with a "Log In" button featuring the Facebook logo.

2. Enter the payment details. Fields marker with a '*' are mandatory.

The screenshot shows a web browser window with the URL <https://www.guild.curtin.edu.au/store/payinvoice/>. The page title is "PAY AN INVOICE" and there is a "STORE MENU" link in the top right. The form contains the following fields:

- Organisation Name* (text input)
- Customer Code* (text input)
- Invoice Number* (text input)
- Amount* (text input with a dollar sign icon)
- Comments (text area)

At the bottom of the form, there is a note: "* Denotes required fields" and a "Continue" button.

- Confirm the account and invoice details. For online payments you will need to select 'Pay by Credit card' at the bottom of the page.

The screenshot shows a web browser window with the URL <https://www.guild.curtin.edu.au/Store/Cart.aspx?OID=29>. The page title is "YOUR ORDER" and "STORE MENU".

All prices are in Australian dollars.

Your Details

Address	Pauhail 190 Frema Youlus	Email	paul@elielq.com
		Mobile	0403idoM
		Alt. Phone	
Options	[Invoice] [Edit Details]		

Items

Invoice Payment
 Product ID: 1009 Quantity: 1 Delivery Method: Delivery Not Required
 Price: \$1.00 Discount: \$0.00 Subtotal: \$1.00 P/H: \$0.00 / item Deposit: \$0.00 / item Total: \$1.00

Overview

Products	Items	Sub Total	Shipping	Deposit	Grand Total
1	1	\$1.00	\$0.00	\$0.00	(AUD) \$1.00

Notes

Organisation: Curtin University Student guild
 Customer Code: 007
 Invoice Number: 123456789
 Amount: \$1

Comments:
 This is a test only (I'm taking screen shots for the user guide for this system)

Payments

Pay By Credit Card	Pay Over the Counter	Cancel Order
Click Here	Click Here	Click Here

4. Please enter your credit card details. Make sure you only click the 'Pay Now' button once or the payment may go through twice.

The screenshot shows a web browser window with the following details:

- Browser: Chrome
- Page Title: Pay Now - Curtin Student
- URL: <https://www.guild.curtin.edu.au/Store/SecurepayPay.aspx?OID=29>
- Bookmarks: Apps, Suggested Sites, Imported From IE, Webmin 1.630 on o..., Kayako Dashboard, Bookmarks, intoDNS: checks DN..., Basketball - Live Str..., The Feynman Lectur...

Order ID	Transaction Type	Amount
29	Store Order	\$1.00

Name on Card [?]

Card Number [?]

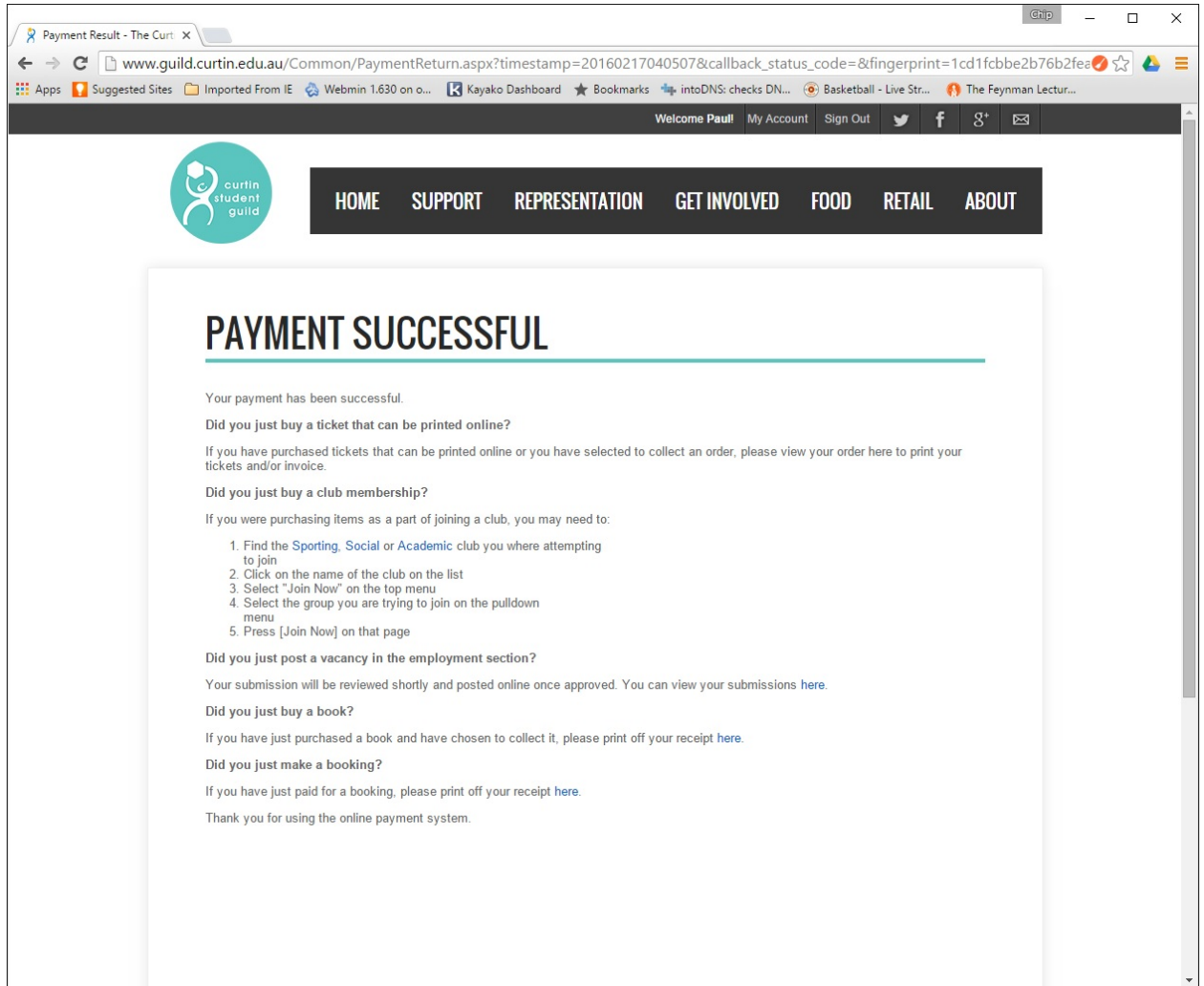
Expiry (MM/YY) [?] /

Card Type

CVV [?]

Please only press the button ONCE and wait for the page to load. Pressing twice while the page is loading may lead to a duplicate payment.

5. You have now successfully completed the invoice payment. You will receive a receipt to the email address that you have logged in to the system with.



The screenshot shows a web browser window with the address bar displaying www.guild.curtin.edu.au/Common/PaymentReturn.aspx?timestamp=20160217040507&callback_status_code=&fingerprint=1cd1fcbbe2b76b2fea. The browser's address bar also shows several tabs and bookmarks, including 'Apps', 'Suggested Sites', 'Imported From IE', 'Webmin 1.630 on o...', 'Kayako Dashboard', 'Bookmarks', 'intoDNS: checks DN...', 'Basketball - Live Str...', and 'The Feynman Lectur...'. The website's header features the Curtin Student Guild logo on the left and a navigation menu with the following items: HOME, SUPPORT, REPRESENTATION, GET INVOLVED, FOOD, RETAIL, and ABOUT. The main content area is titled 'PAYMENT SUCCESSFUL' in large, bold, black letters. Below the title, the text reads: 'Your payment has been successful.' This is followed by several sections of information, each starting with a question: 'Did you just buy a ticket that can be printed online?', 'Did you just buy a club membership?', 'Did you just post a vacancy in the employment section?', 'Did you just buy a book?', and 'Did you just make a booking?'. Each section provides instructions or links for the user. The page concludes with a 'Thank you for using the online payment system.' message.

Payment Result - The Curtin Student Guild

www.guild.curtin.edu.au/Common/PaymentReturn.aspx?timestamp=20160217040507&callback_status_code=&fingerprint=1cd1fcbbe2b76b2fea

Welcome Paul! My Account Sign Out

HOME SUPPORT REPRESENTATION GET INVOLVED FOOD RETAIL ABOUT

PAYMENT SUCCESSFUL

Your payment has been successful.

Did you just buy a ticket that can be printed online?

If you have purchased tickets that can be printed online or you have selected to collect an order, please view your order here to print your tickets and/or invoice.

Did you just buy a club membership?

If you were purchasing items as a part of joining a club, you may need to:

1. Find the **Sporting, Social or Academic** club you where attempting to join
2. Click on the name of the club on the list
3. Select "Join Now" on the top menu
4. Select the group you are trying to join on the pulldown menu
5. Press [Join Now] on that page

Did you just post a vacancy in the employment section?

Your submission will be reviewed shortly and posted online once approved. You can view your submissions [here](#).

Did you just buy a book?

If you have just purchased a book and have chosen to collect it, please print off your receipt [here](#).

Did you just make a booking?

If you have just paid for a booking, please print off your receipt [here](#).

Thank you for using the online payment system.