Activating your My Student Account Parent Profile

1. Go to www.olmc.nsw.edu.au click “Online Payments”, “Create and/or top up cashless canteen account” then “login”
2. Click “First Time User” then “I Agree to Terms”, Next

3. Enter Parent email address (Not Student Email), password and parent details
4. Click Next, to complete Profile Setup. Open your email to click the Activation Link

NB: You should receive your activation email from webmaster@mystudentaccount.com.au (be sure to check your Junk or Spam folders). This will include your password and Activation Link to complete the Parent Profile Setup and allow you to login to your Profile. If you do not receive the email within 30 minutes, contact support on 1300 369783 for manual activation.

5. Return to www.olmc.nsw.edu.au click “Online Payments”, “Create and/or top up cashless canteen account” then “login”
6. Enter email and password you used in setup.
7. Click Add/Edit Accounts to add your student or students to your profile
8. Enter a description for the account at the top of the screen
9. Start typing full School name. After 5 characters select school from search list provided
10. In the Student Number field enter your daughter’s Student Key as indicated on your daughter’s student card (in the example above BAKERS). Enter Student Name and Date of Birth.
11. Leave Account Reference Number and Security Code options blank (Not required)
12. Click Add New to add Student to profile and repeat for other students
13. Click Account List to return to main page.

Once you are set up, you can deposit funds, track all spending and manage your account online.

Use the ‘Recharge’ icon to add funds via credit card
Adding money to your My Student Account

MAKING A DEPOSIT USING BPAY ONLINE
1. Log into your personal online banking account and select Bill Payment option
2. Enter B-Pay Biller Code 150706 and the 13 digit Account Reference Number as provided (see image above)
3. Enter the amount you wish to provide/deposit
4. Click Pay Now
(Please note: monies deposited onto the card using B-Pay are not available for use for 2 banking days/ Week Days excluding Public Holidays) and will show in Profile the following day as Web Portal updates once a day at 5am.

MAKING A DEPOSIT USING A CREDIT CARD ONLINE
1. Go www.olmc.nsw.edu.au click “Online Payments”, “Create and/or top up cashless canteen account” then "login"
2. Log in using your Username (your email address) and Password
3. Click recharge account icon on the far right of the screen (see image above)
4. Enter the amount you wish to provide/deposit and click Next
5. Enter your credit card details and follow the prompts.
(Please note: monies deposited onto the card using a Credit card are not available until 30 minutes after the deposit is made)

MAKING A DEPOSIT BY PHONE
1. Phone 1300 884 668
2. Listen and follow all the voice prompts
3. You will need your 13 digit Account Reference Number as provided by OLMC.(see image above)
(Please note: monies deposited onto the card using a Credit card are not available until 30 minutes after the deposit is made)

Service Banking Fees:
When making an electronic deposit, a service fee is deducted by the operator of the service (My Student Account) to cover the cost of provisioning and supporting the WEB services, processing the payments via their secure payment gateway and the cost of all electronic banking and merchant fees. The fee has been kept to a minimum and is a modest amount to cover the convenience and security afforded by the service.

There are no other charges such as Account Keeping Fees or on purchases using the funds at the College or using Online Ordering.

<table>
<thead>
<tr>
<th>Online Deposit Fees</th>
<th>Inc GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Credit Card Deposits</td>
<td>$1.10 + 1.5%</td>
</tr>
<tr>
<td>Online B-Pay Deposits</td>
<td>$1.10 + 1.5%</td>
</tr>
</tbody>
</table>

Phone deposits using the 1300 884668 automated phone service attract an added fee of $0.25c to cover the cost of the call service processing.

Credit Card transactions are reported as purchases and not cash advances.

For assistance or queries - contact My Student Account
Email: support@mystudentaccount.com.au
Phone: 1300 369783