

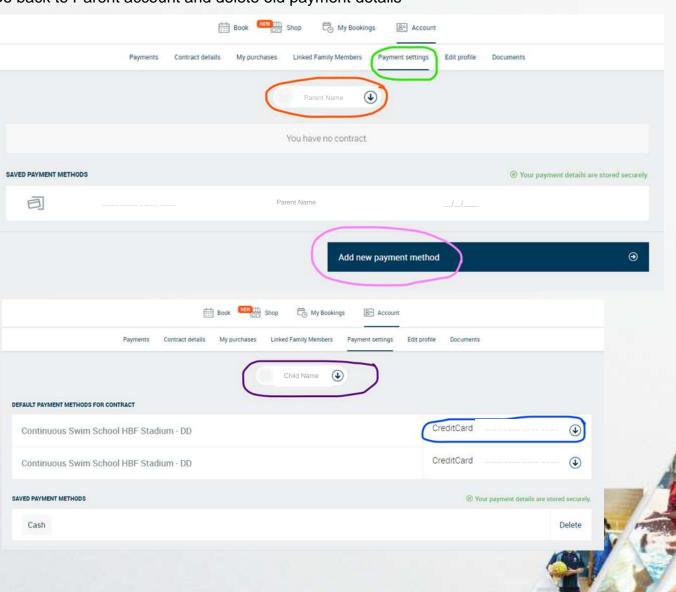
## **Swim School**

## Managing your payments

You can now change your payment details or pay for outstanding payments via our customer portal. You can do this by following the below steps:

## Changing your direct debit payment details

- 1. Clicking Payments Settings (circled in Green)
- 2. Check that the account is for the parent (circled in Orange)
- 3. Select Add new payment method and follow the prompts (circled in Pink)
- 4. Change to your child's account (circled in Purple)
- 5. Click the drop down for each contract and select the new payment details (circled in Blue)
- 6. Repeat step 4 and 5 for each child
- 7. Go back to Parent account and delete old payment details





## **Processing outstanding payments**

1. Log into your customer portal via the HBF Stadium Website: www.hbfstadium.com.au



- 2. Click Account (circled in red)
- 3. Click Payments (circled in Green)
- 4. Tick the boxes to be paid (circled in Orange)
- 5. Click Pay (circled in Yellow)
- 6. Click the option called Online (circled in Pink)
- 7. Click Next (circled in Blue)

