

# Instructions for topping up Via Home Portal

1. After logging in to Home Portal you will see a list of all children registered and enrolled on classes.

## Overview

Below are all of the classes currently being attended. Anything requiring your attention will be marked with a yellow box.

### Jonny

Pesky Penguins	Monday 15:45	-	1 prepaid session remaining	Next Session: Monday, October 10, 2016	Last Session: Monday, October 10, 2016	More...
Payment is required for this course.						Pay...

2. Click on the "Pay button if you wish to top up this course and stay enrolled.
3. It will then ask you how many sessions you wish to pay for:

## Make a Payment

### Transaction Details

Class Booking 17/10/2016 - 17/10/2016 (1 sessions)	\$10.00
	\$10.00

Make Payment

4. Select the number in the drop down box the number of sessions, check the total fee is correct and select "Make Payment".
5. You will be connected to this screen where you can enter your details and select submit.

### Payment Checkout

Amount: \$ 40.00 (NZD)

### Credit Card Payment

Card Number:\*

Card Holder Name:\*

Expiry Date (MM/YY):\* 09 16

Card Security Code:  [What is this?](#)



6. Going back to the overview screen you will be able to see that your child has been topped up the number of sessions you have paid for:

## Overview

Below are all of the classes currently being attended. Anything requiring your attention will be marked with a yellow box.

Jonny						
Pesky Penguins	Monday 15:45	-	5 prepaid sessions remaining	Next Session: Monday, October 10, 2016	Last Session: Monday, November 14, 2016	<a href="#">More...</a>