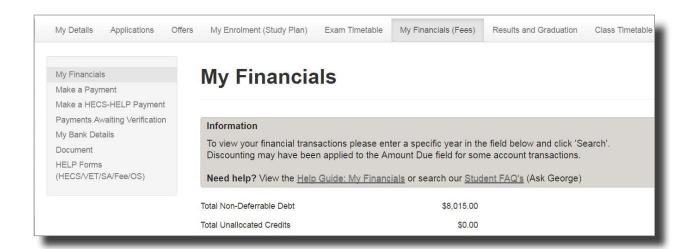
# HOW TO MANAGE YOUR FINANCIALS ONLINE



## **Log in to My Financials**

Log in to My Financials with your Student ID and password.

Note: If you need help with submitting a HELP form, view our help guide.



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# **Email your Statement of Account**

To view your statement of account, click **Email my Statement of Account**.

Email my Statement of Account for the last 0 days

You will receive a success message that it has been successfully sent to your student email.

Note: This can take up to five minutes depending on your internet provider.

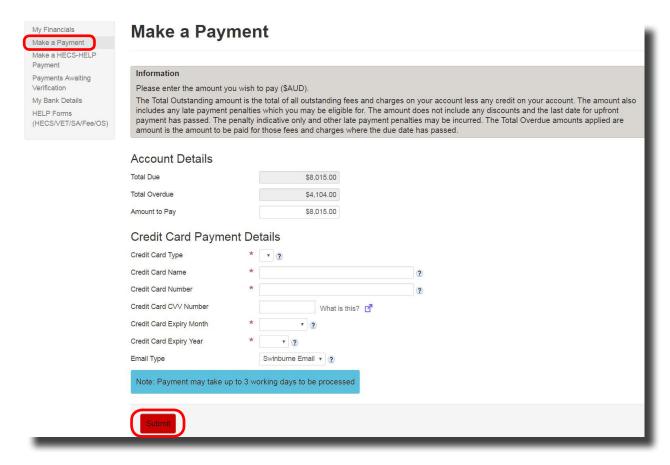
For help on understanding your Statement of Account, view our help guide.



Note: If you are a domestic student, you may be able to defer your fees through a government loan scheme. To find out if you're eligible, visit our **website**.

- **a** | Click **Make a Payment** in the left-hand navigation.
- **b** | Type in the amount you wish to pay in Australian dollars (AUD) under Amount to Pay.
- **c** | Enter your card details, then click **Submit**.

Important: Do not refresh this page or click Submit more than once, or your payment may be submitted twice.



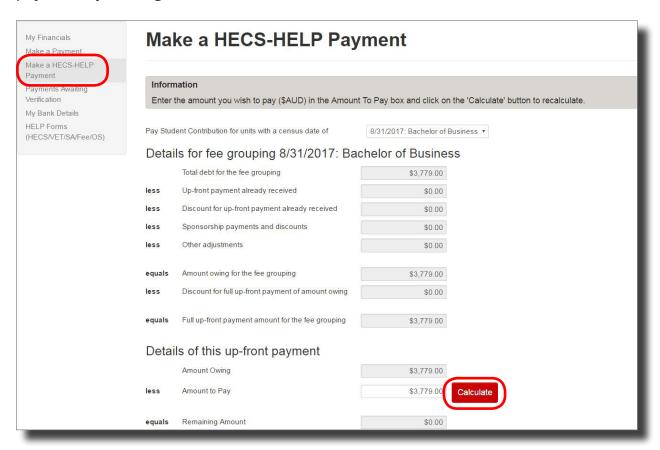
**d** | A confirmation page will appear, click **Confirm**.

A confirmation message will appear saying your payment has been accepted.



### Make a HECS-HELP payment

- **a** | To make an up-front HECS payment, click **Make a HECS-HELP Payment** in the left-hand navigation.
- b | Under the *Details of this up-front payment* section, you can enter the amount you want to pay in **Amount to Pay** and calculate how much you would owe after this payment by clicking **Calculate**.



**c** | Further down on the page, you can enter your card details and make a payment, as described in section 3 of this guide.

Note: Your payment can take up to three working days to be verified and displayed on your account.

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### Manage your bank details

Adding your bank account details helps us to make any future payments to you. Your details may be used to transfer money to you for items such as adjustments in fees, refunds or scholarship payments.

- **a** | Click **My Bank Details** in the left-hand navigation.
- **b** Your details will be displayed. If you wish to update these, click **Update**, enter your details, then click **Save**.

