Make a payment on DataBiz Online Payments

1 - Go to the https://www.databizsolutions.ie website and click on *Parent Login* link in the top right hand corner.

2 - Enter your login credentials and click *Log In*

3. The Dashboard will be displayed. View the Payments against your child(ren) by either clicking on the *link in the Noticeboard* indicating the fees awaiting payment or by clicking the *Payments* icon near the bottom of the screen.
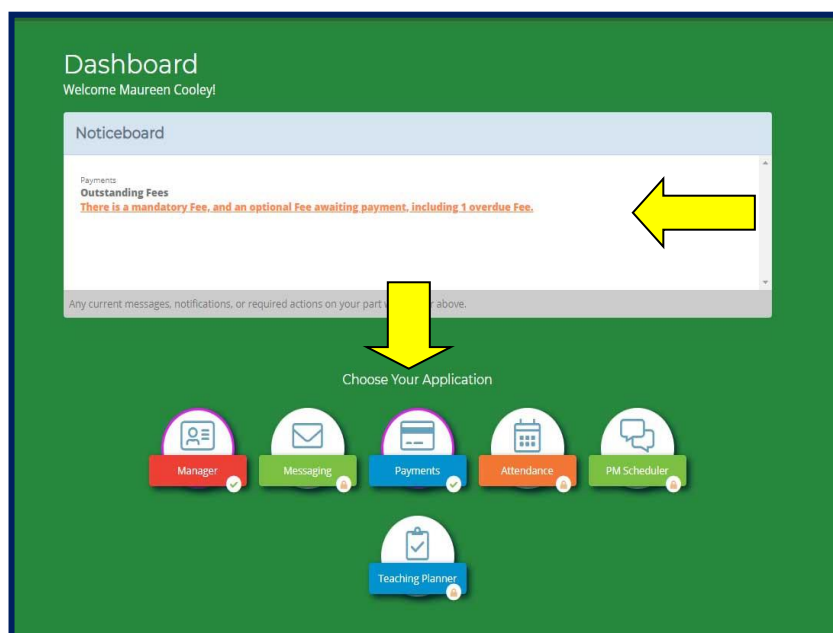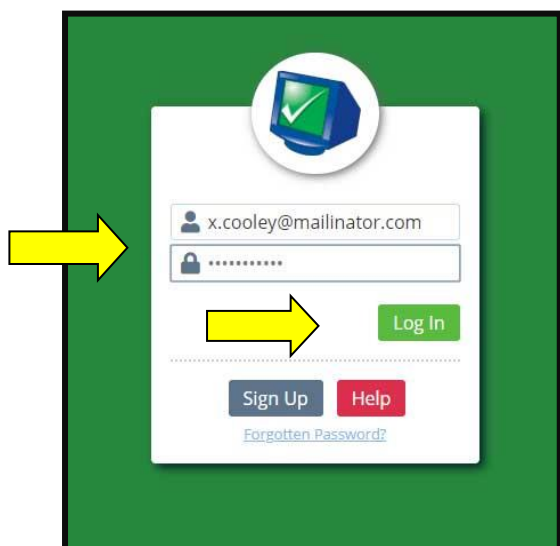
4 - The Payments screen with a list of all **Open** charges against your child(ren) will be displayed.

- Mark the charges that you wish to pay at this time by checking the box beside each charge and enter the amount you wish to pay in the box.

- Click the *Pay Now* button.

- *Please note* that there is a 31 cents charge added to the payment. This is a transaction charge taken by Stripe - the debit/credit card payment processor.
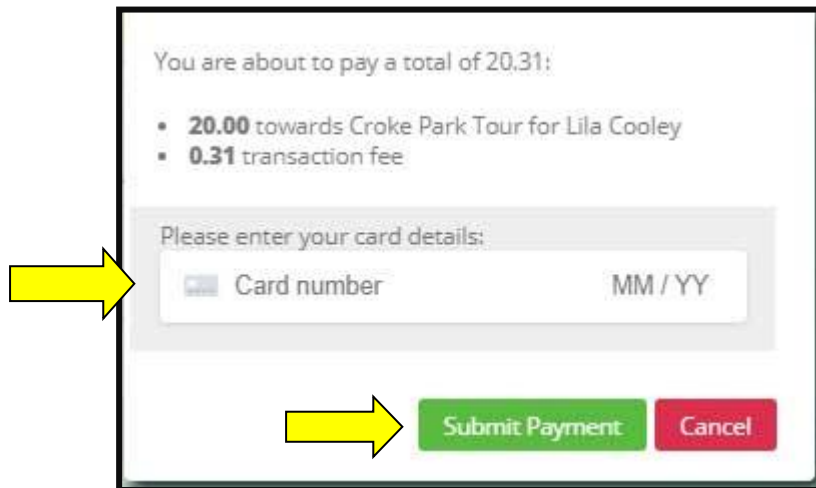
5 -Enter the card details when prompted and click **Submit Payment.**

You are about to pay a total of 20.31:

- **20.00** towards Croke Park Tour for Lila Cooley
- **0.31** transaction fee

Please enter your card details:

Card number   MM / YY

Submit Payment   Cancel

The payment will be processed
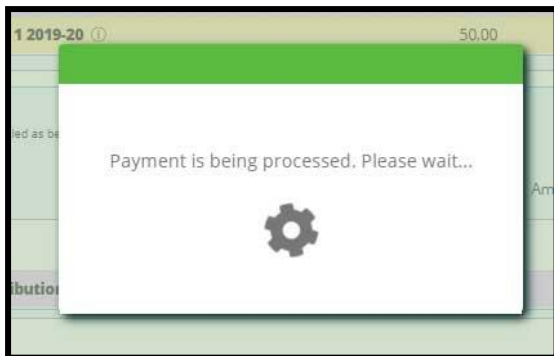
When processed a **Payment Successful** message will appear. Click **OK**

1 2019-20 ⓘ   50.00

Payment is being processed. Please wait...

Payment Successful

Your payment was processed successfully.

OK
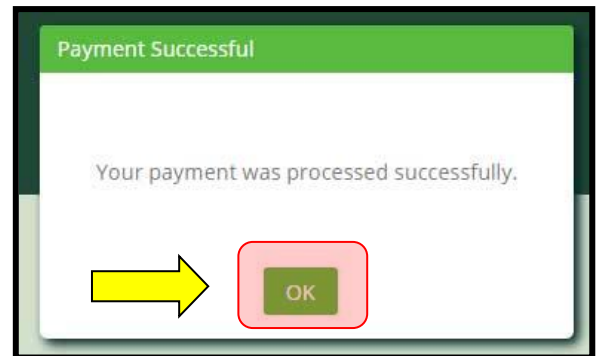
The payment has been completed and the user can log out by clicking on the **Log Out** button in the top left hand corner of the screen.

⟶ Log Out

Support ⌄   User   Dashboard   ⟶ Log Out

PAYMENTS

Payments

Siblings of:
Jett Cooley (3A) ▼

Charge Status:
Closed ▣ Open

Payments History

Mandatory Fees
These are Fees that have been labeled as being Mandatory - i.e. payment is expected.

Fee ID	Charge Title	Fee Amount	Amount Paid	Paying Now	Select for Payment
Jett Cooley					
608	**Swimming Term 1 2019-20** ⓘ	50.00	50.00	0.00	■
Lila Cooley					
955	**Croke Park Tour** ⓘ	25.00	20.00	0.00	■
607	**Swimming Term 1 2019-20** ⓘ	50.00	50.00	0.00	■

Optional Fees
These are Fees that have been labeled as being Optional - i.e. payment is optional.