

## Complete a one off payment (Parent App)

1. ☰ Use the hamburger icon in the top left corner (3 horizontal lines) to open the menu
2. Select Statements/Invoices
3. Press Make one off Payment
4. Fill in payment details, amount to pay, and transaction description
5. Press **Make Payment**

The image shows a mobile app interface for Sunnyside. On the left, a hamburger menu is open, with 'Statements/Invoices' highlighted. The main screen shows a list of family members: Hendrix Mas (5 yrs 7 mths), Holden Mas (3 mths), Lorlea Mas (11 yrs 7 mths), Nova Mas (6 yrs 8 mths), and Xander Mas (2 yrs 2 mths). Below the list are links for 'CCS Subsidy Calculator', 'Forms', 'Curriculum Programs', 'News/Newsletters', and 'Centre'. A bill summary is displayed, showing 'CCS Estimate for Week Starting - 2024-01-22' for Jan 29, 2024. It lists 'Jan 28, 2024' with a 'Fee % Discount (25.00%) - Jan 22 to Jan 28 (Xander Mas)' for \$920.00. The total balance is \$16,845.41. A 'Make one off Payment' button is highlighted. To the right, a 'Enter Credit Card Details' form is shown with fields for Name on Card, Card Number, Expiry Date, and Security Code. A 'Make Payment' button is also highlighted in the form. A privacy notice at the bottom states: 'We do our utmost to make sure your data is fully safe and secure and adhere to all the PCI DSS Compliance requirements. This page is secured and encrypted for your privacy.'