



## PARENT LOUNGE 'HOW TO' - FEE ACCOUNTS

We have put together a simple step-by-step guide together to demonstrate how to view your statement and set up your direct debit schedule.

### STEP 1: LOG IN TO MY.HELENA

My.helena: <https://my.helena.wa.edu.au/login/>

If you need help with logging in, please see the [Parent Tools](#) page on the College website.

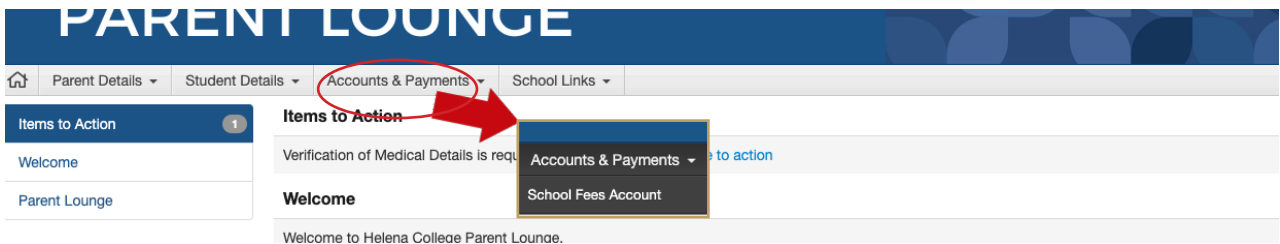
### STEP 2: NAVIGATE TO THE TASS PARENT LOUNGE

In my.helena you will see the TASS in the top navigation bar. Tap or click on that, which will automatically take you through to the Parent Lounge. Please note that home screen are customised to each family, so may slightly different to the example below.

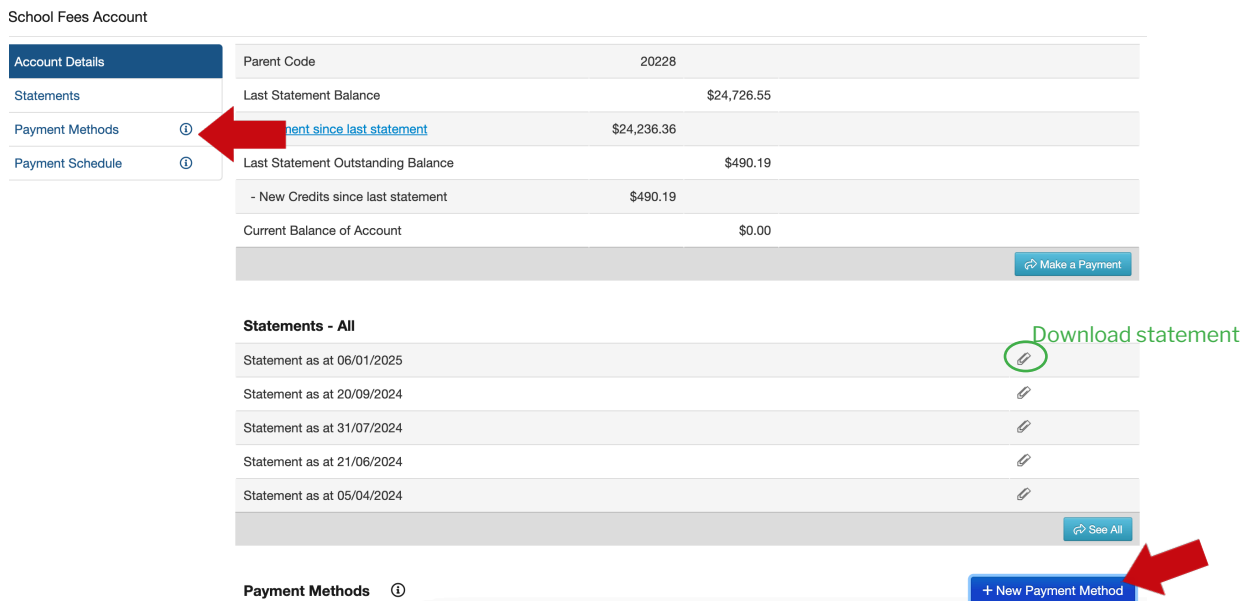


### STEP 3: ACCESSING YOUR FEE ACCOUNT

In the navigation bar, click on **Accounts & Payments**. A dropdown menu will appear. Click on **School Fees Account** in this menu, which will bring up your Account Details.



### STEP 4: SETTING UP PAYMENT METHODS



To view your statements, click on the paperclip icon to view/download.

To set up a payment method, start by clicking on **Payment Methods** on the left hand side of the screen, followed by clicking the **+ New Payment Method** button.

This will bring up a new window in which you can enter your Credit/Debit Card and/or Bank Account details, whichever would work best for your family. You can enter more than one payment method. Follow the instructions on screen to securely authorise your preferred option.

## STEP 4: SETTING A PAYMENT SCHEDULE

Once you are back on the Account Details page, you can set your own payment schedule. Start by clicking on the button marked **+Add Payment Schedule**.

This will open a new window, in which you can specify the start date and payment intervals.

*Payment methods will reflect the options you set up in Step 3.*

*Available payment intervals include:*

- Weekly
- Fortnightly
- Monthly
- Per term

*Instalment amount will be automatically calculated and will show you how many instalments you have remaining.*

Once you have decided on your preferred option, click **Save**. Your payments will begin automatically based on the schedule you have chosen.

If you have any questions, please contact [accounts@helena.wa.edu.au](mailto:accounts@helena.wa.edu.au). Information on Fees and Charges is available online [here](#).

*We understand that times are tough. If you are experiencing financial hardship, please reach out to the Business Manager, Nicole Sangrigoli, for a confidential discussion at [businessmanager@helena.wa.edu](mailto:businessmanager@helena.wa.edu).*