CREATIVE SCIENCE SCHOOLS'
ONLINE PAYMENT PORTAL GUIDE

INTRODUCTION

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Welcome to the new Creative Science Schools' Online Payment Portal Guide. We understand the importance of providing a streamlined, secure, and efficient payment system for our valued parents. In response to this, we've introduced our new online registration and payment portal via Edunation. This user-friendly platform has been designed to simplify the process of paying school fees, allowing you to complete payments swiftly and securely at your convenience.

The system is not only easy to navigate but also secure, safeguarding your financial information at all times. With this portal, you'll be able to manage payments for multiple students across different Creative Science schools, all from one central location. This guide will provide step-by-step instructions on how to use the portal to complete your payments.

INSTRUCTIONS

1. **Download the Edunation App**: The Edunation app is also available for convenient mobile access to the payment portal.
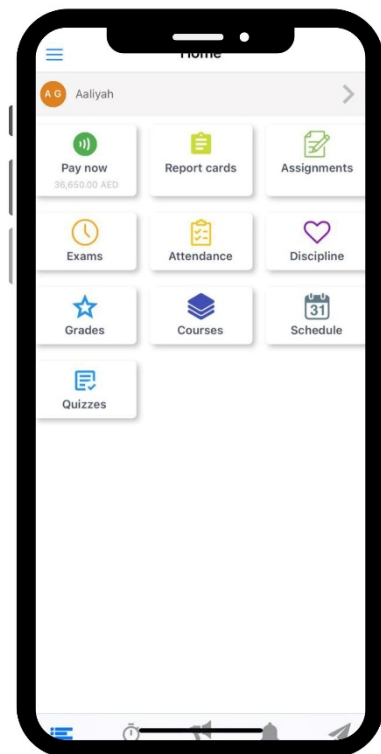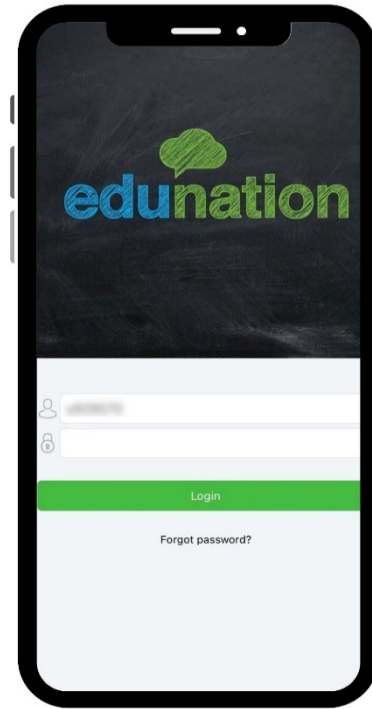

— **OR** —

2. **Access the Portal**: Navigate to https://app.edu-nation.net/ using any internet browser.
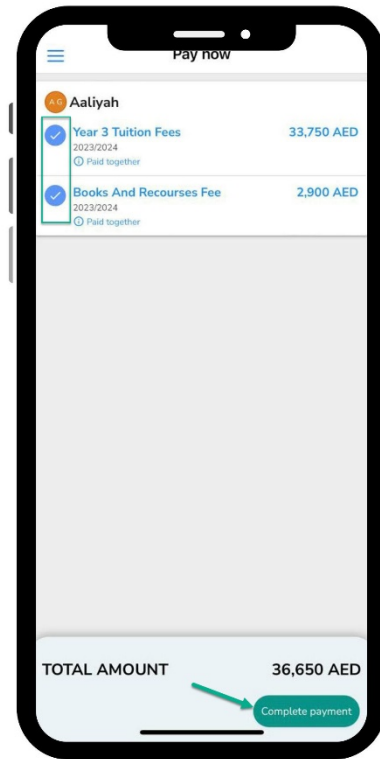
ONLINE PAYMENT USING MOBILE APP

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1. **Login**: Enter your registered school email as your username and the password you received via email to log in. Click the "Log In" button to proceed.
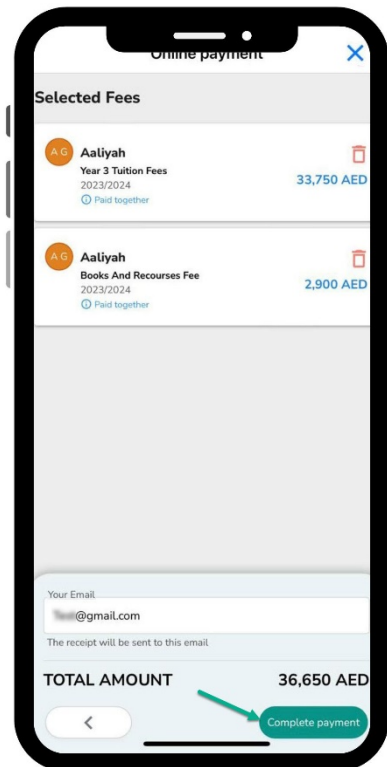
2. Start the Payment Process: Click the "**Pay Now**" button displayed on the home page screen.

**3. Select Fees**: Choose the fees you wish to pay. [*Please note that all fees must be paid in full.*]

4. Complete Payment: After selecting the fees, click the "Complete Payment" button. You may select more than one type of fee, for more than one child in the same Year / Grade and at the same school.

5. Review and Confirm: Review your selected payments and amounts, then enter your email. Click "Complete Payment" again to proceed.

6. Enter Card Details: You will be directed to a secure page where you can enter your debit or credit card details. Click the "Pay" button to finalize the transaction.
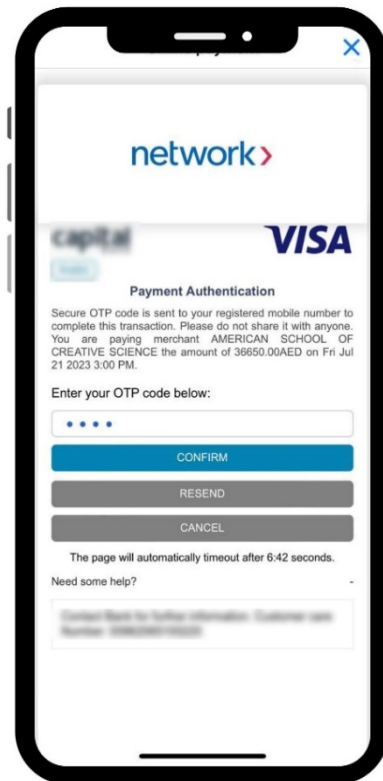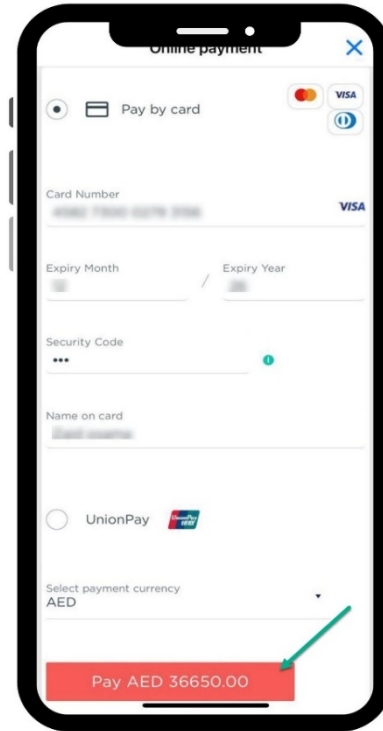

7. Authenticate Payment: Complete payment authentication through an SMS message.

8. Completion: Upon seeing the confirmation window, you have successfully completed the payments. You can now close your browser or app.
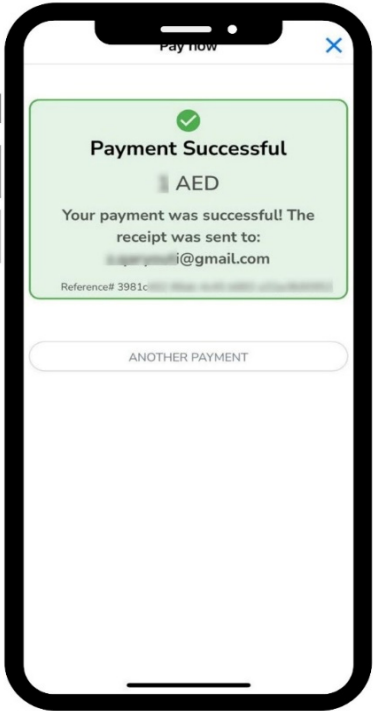
ONLINE PAYMENT USING WEB PORTAL

1. **Login**: Navigate to https://app.edu-nation.net/, then use your registered school email as your username and the password you received via email to log in. Click the "Log In" button to proceed.
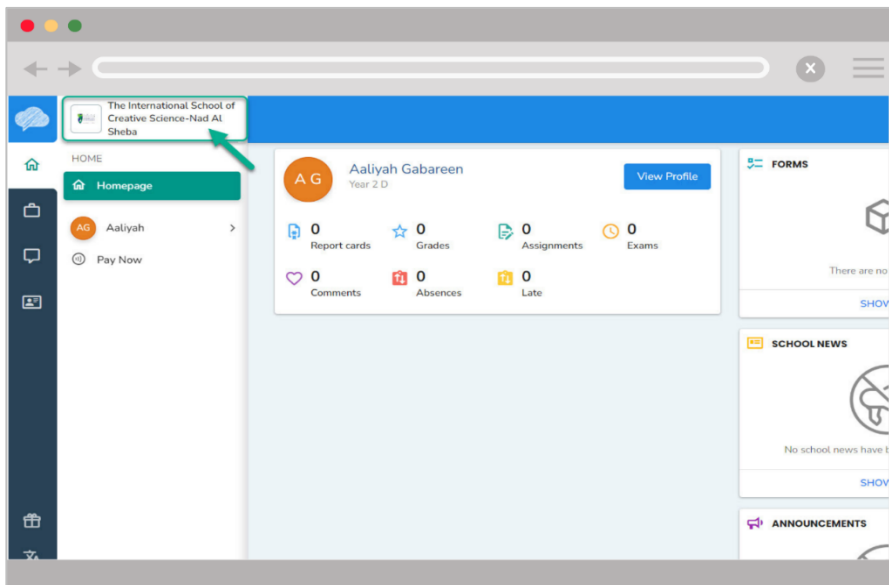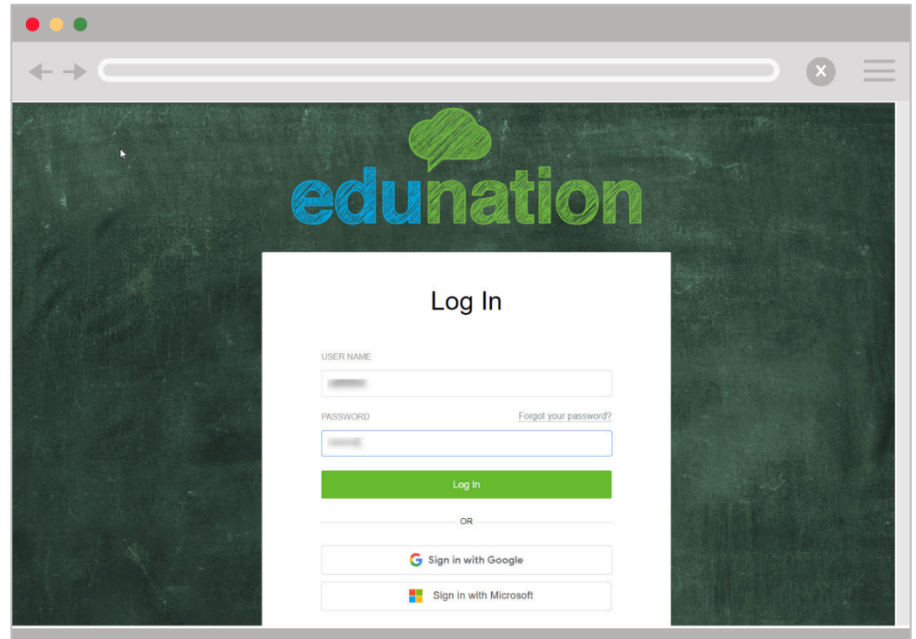
2. Select School (if applicable): If you have children attending multiple Creative Science schools, you may switch between schools by clicking on the school's name located at the top-left corner of your browser

**3. Start the Payment Process**: Click the "Pay Now" button displayed under each child's name in the menu to the left.
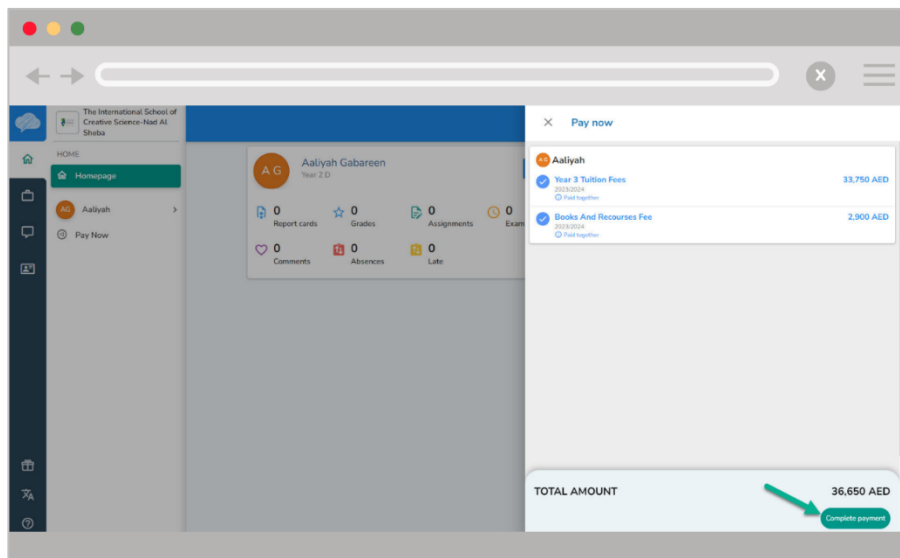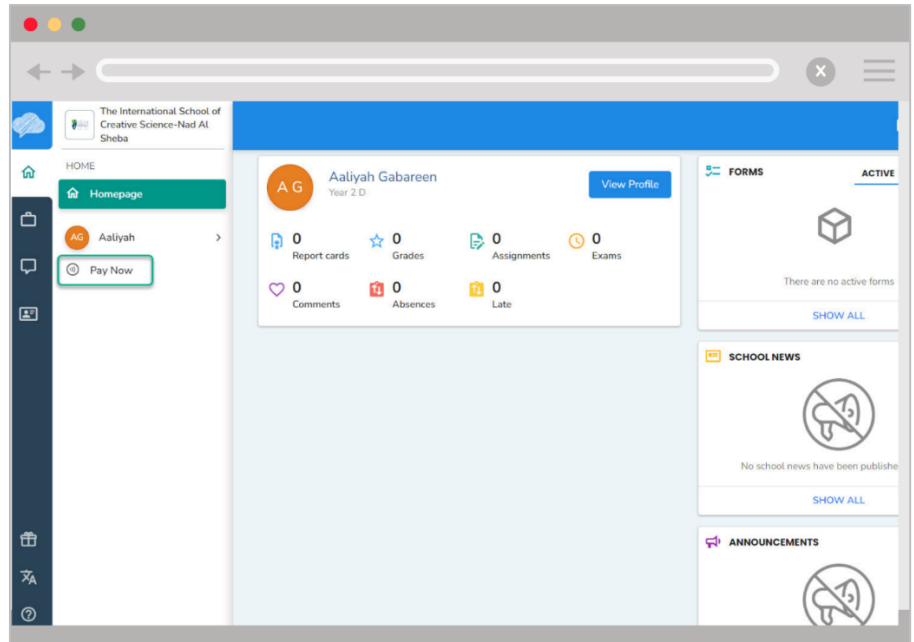
4. Select Fees: Choose the fees you wish to pay. [*Please note that all fees must be paid in full.*]

5. Complete Payment: After selecting the fees, click the "Complete Payment" button. You may select more than one type of fee, for more than one child in the same Year / Grade and at the same school.

6. Review and Confirm: Review your selected payments and amounts, then enter your email. Click "Complete Payment" again to proceed.
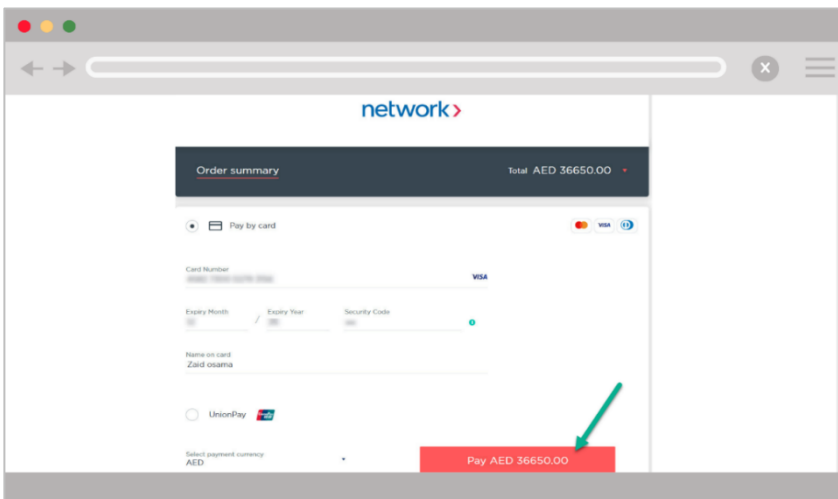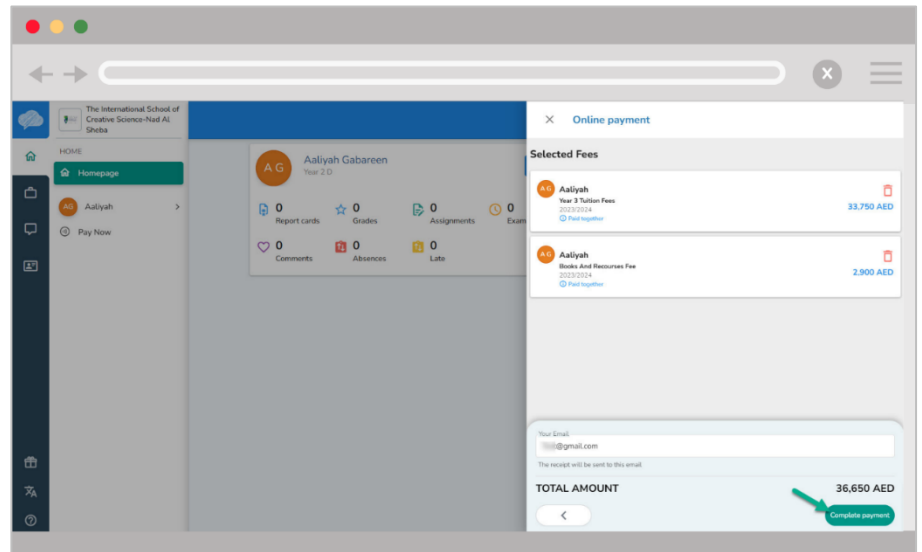
6. Enter Card Details: You will be directed to a secure page where you may enter your debit or credit card details. Click the "Pay" button to finalize the transaction.

7. Authenticate Payment:
Complete payment
authentication through an
SMS message.
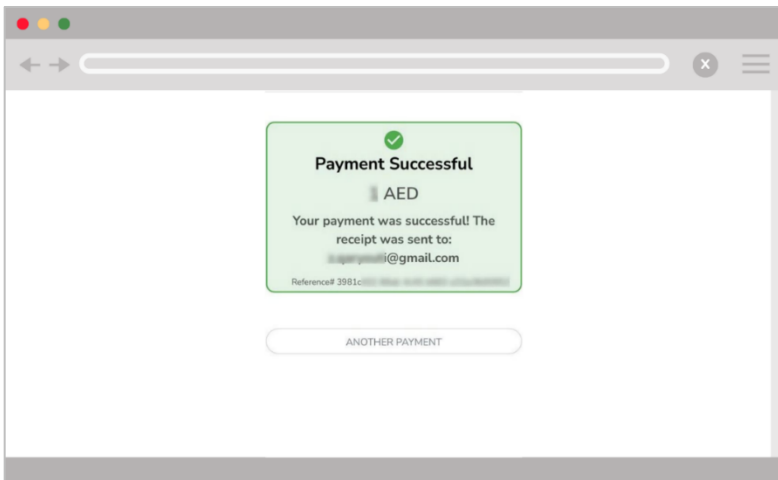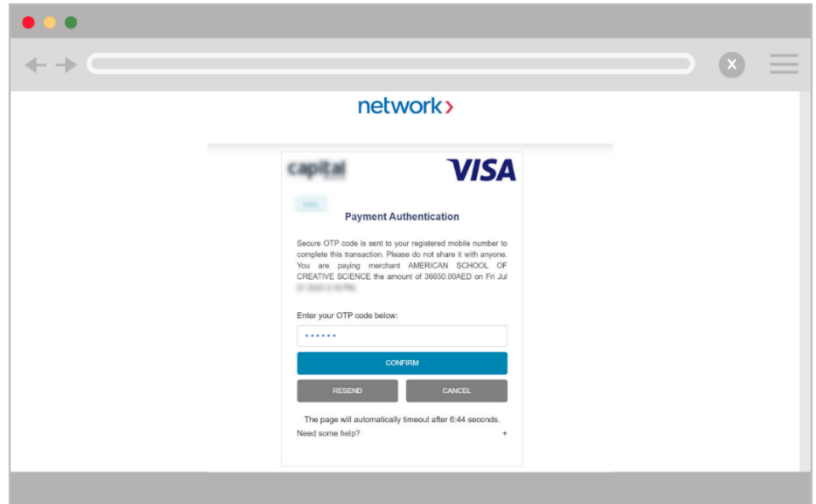
8. Completion: Upon seeing
the confirmation window, you
have successfully completed
the payments. You can now
close your browser or app.

KEY BENEFITS

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- **Efficiency**: The portal allows for quick and easy fee payment

- **Security**: All transactions are conducted on a secure platform that protects your financial information.

- **Flexibility**: The ability to manage payments for multiple students – multiple types of fees and across all the Creative Science schools, from one central location.

- **Convenience**: The availability of an app for easy mobile access, allowing you to manage payments on the go.

FREQUENTLY ASKED QUESTIONS (FAQ)

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Q1: What credentials do I need to use the online payment portal?

A: You need your registered school email, a password sent to your email, a valid debit/credit card, and an internet browser or the Edunation App.

Q2: Can I pay for multiple children at once?

A: Yes, you can choose more than one type of fee, for more than one child in the same year / grade and at the same school.

Q3: Can I pay fees for children attending different Creative Science schools?

A: Yes, if you have children attending multiple Creative Science schools, you may switch between schools by clicking on the school's name on the top left.

Q4: How secure is the online payment portal?

A: The portal uses advanced security measures to protect your financial information during transactions.

Q5: What happens after I complete my payment?

A: Upon completion, a confirmation window will be displayed indicating successful payment. You may then close your browser or the app.

Thank you for choosing the Creative Science Schools. We are committed to continually enhancing our services to provide our school community with an exceptional educational experience.