

Online Payments - Fees Module

Payment Provider - Paysafe

Your step by step guide to get online payments set up for your SchoolsBuddy

1. Apply for Merchant Account with Paysafe

To begin the process for Online Payments you will receive an email from us with details on how to apply for a merchant account with our payment provider [Paysafe](#).

Once you have received confirmation your application submission has been successful, Paysafe will then start the process of reviewing, checking details and authorising your application.

This will include providing certain requested identification for all relevant parties.

Our dedicated contact at Paysafe will be on-hand to assist you with the application process.

2. Merchant Application Approved

Once Paysafe authorise your application you will receive an email to confirm Merchant Application Approved.

This will include login details to their online portal 'Netbanx', as well as details regarding PCI Compliance.

3. Provide requested data keys to SchoolsBuddy to complete payment setup

At this point we will request the Username and Password for the API Keys and the Single-Use Token (SUT) via an online form.

Instructions on where to find these in your Netbanx account will be included in the request.

4. Receive confirmation Payments are Live

Once the payment setup is complete and we have successfully processed a Test Payment, you will be advised that Payments are Live.