

## Easy Payment with NexPay

NexPay is one of the best ways to save on international payments. Just fill in the details and make payment it's very easy! Direct benefits of using NexPay:

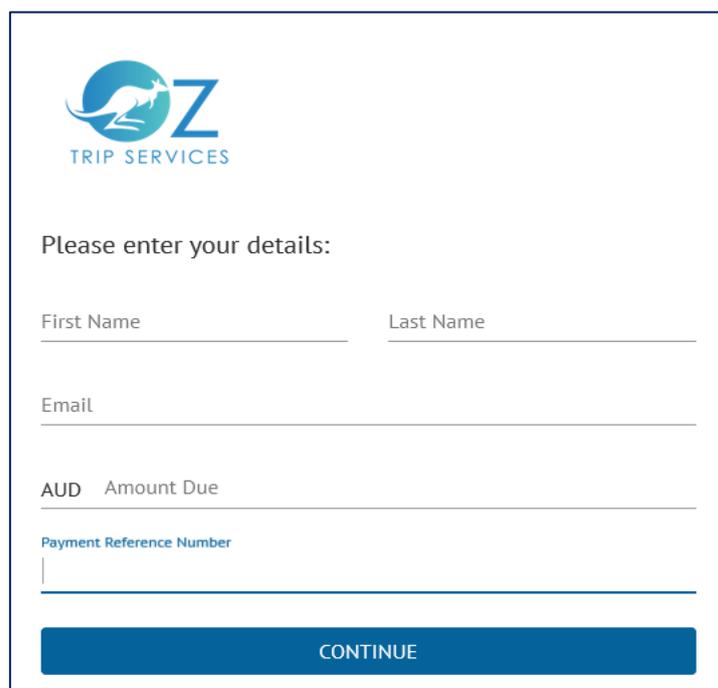
- Safe and secure payments with a 24/7 support team
- Pay in your local currency
- Track payments
- Credit card option availability
- No bank transaction fees
- Great rates with no hidden charges
- Quick transfers

Follow this quick guide's steps that will make your payment very easy and headache-free.

### STEP 1 (INITIAL DETAILS AND PAYMENT REFERENCE)

Click on the link imbedded in the invoice or go to our website's <https://www.oztripservices.com/resource/payment-portal/> to start with your payment.

This should take you to NexPay's main screen where you will have to complete some details (See picture below)

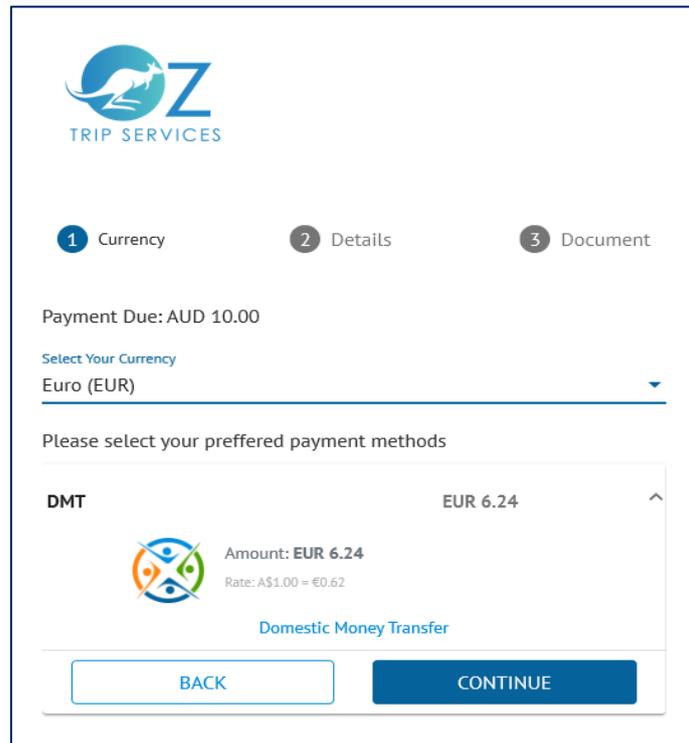
A screenshot of the NexPay payment portal interface. At the top left is the OZ Trip Services logo. Below it, the text 'Please enter your details:' is displayed. The form contains several input fields: 'First Name' and 'Last Name' (two separate fields), 'Email', 'AUD Amount Due', and 'Payment Reference Number'. A blue 'CONTINUE' button is located at the bottom of the form.

Make sure that the Payment Reference Number is relevant to your payment. For example if your name is John Smith and you have to make the first payment of your

Course Fees and Visa, type something like: “**John Smith\_First Payment**” or “**John Smith\_Course & Visa**” .

## STEP 2 (CURRENCY AND PAYMENT METHOD)

Once you have entered these details above click on “CONTINUE” and it will take you to the next payment step where you will have to choose your country's currency (See picture below).



The screenshot shows the OZ TRIP SERVICES logo at the top. Below it are three steps: 1 Currency, 2 Details, and 3 Document. The current step is 'Currency'. It shows 'Payment Due: AUD 10.00' and a dropdown menu for 'Select Your Currency' currently set to 'Euro (EUR)'. Below this is a section for 'Please select your preferred payment methods' with a scrollable list. The first option is 'DMT' for 'EUR 6.24'. It includes an icon of three people, the amount 'EUR 6.24', and the rate 'Rate: A\$1.00 = €0.62'. Below the list are 'BACK' and 'CONTINUE' buttons.

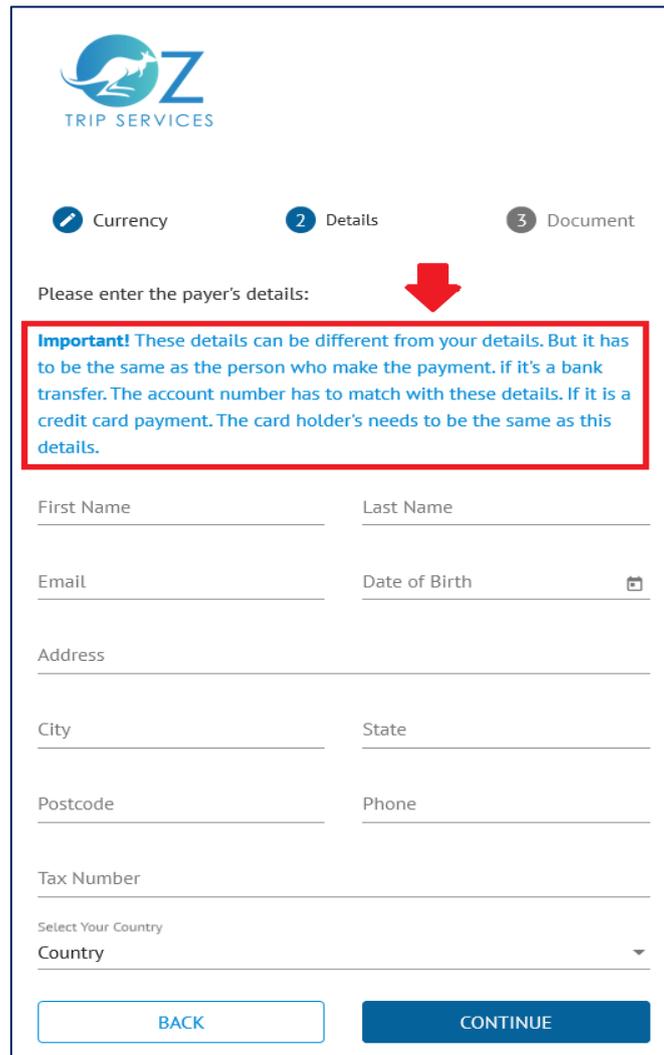
**\*Please note that when you are paying from a different country in a different currency, additional payment methods will be available with their correspondent details (Processing times and Surcharges) (See picture below).**

Payment Options	
<input checked="" type="radio"/> <b>DMT - Domestic Money Transfer EUR</b> - New! SEPA  Processing time varies depending on country and bank (1 to 3 days)	(AUD 1 = EUR 0,6388) (EUR 1 = AUD 1,5655)
<input type="radio"/> <b>MSC - Mastercard: debit/credit EUR</b>  Processing time varies depending on country and bank (1 to 5 days)	(AUD 1 = EUR 0,6600) (EUR 1 = AUD 1,5151)
<input type="radio"/> <b>VIS - Visa: debit/credit EUR</b>  Processing time varies depending on country and bank (1 to 5 days)	(AUD 1 = EUR 0,6600) (EUR 1 = AUD 1,5151)

Once you have decided your payment method click on “Continue” and NexPay will take you to the next step.

### STEP 3 (PAYER’S DETAILS)

Once you have selected your currency and payment method, you will be required to enter the Payer’s details (See picture below).



**Important!** These details can be different from your details. But it has to be the same as the person who make the payment. if it's a bank transfer. The account number has to match with these details. If it is a credit card payment. The card holder's needs to be the same as this details.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Postcode \_\_\_\_\_ Phone \_\_\_\_\_

Tax Number \_\_\_\_\_

Select Your Country  
Country \_\_\_\_\_

BACK CONTINUE

Please make sure you read the important notice in this screen (highlighted in red in the picture above).

**Important!** These details can be different from your details. But it must be the same as the person who make the payment. if it is a bank transfer. The account number must match with these details. If it is a credit card payment. The card holder's needs to be the same as these details.

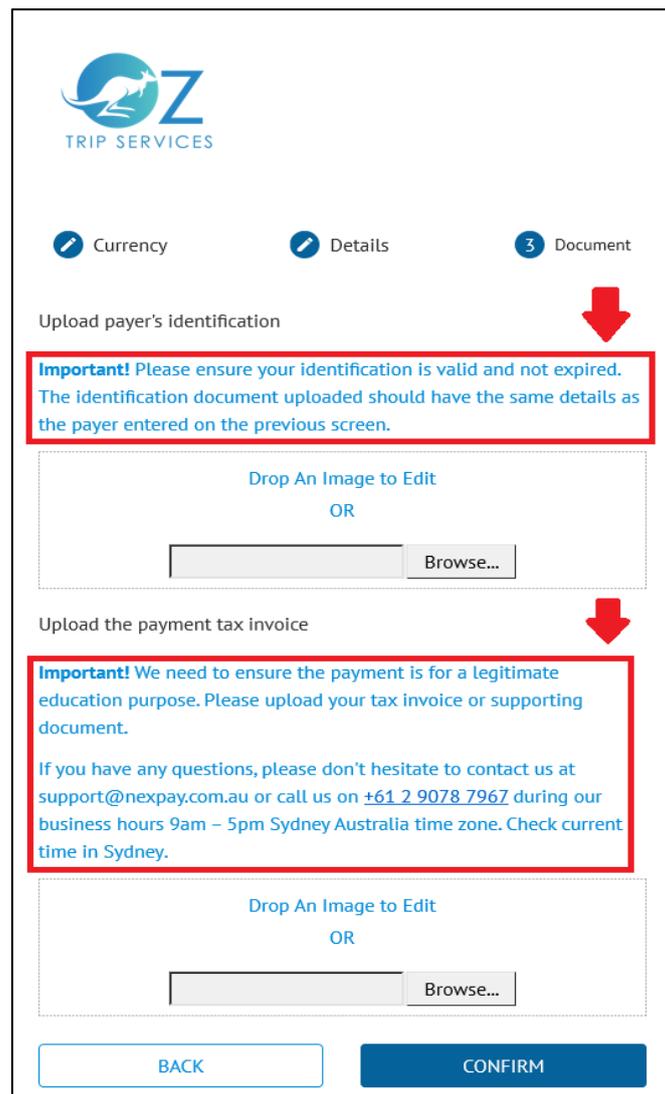
**This means that if, for example, a third person is making the payment on your behalf from their credit/debit card (i.e. your dad, mum), their details (in their card) will need to match these details.**

Once these details have been filled correctly, click on "CONTINUE" and NexPay will take you to the next step.

## STEP 4 (PAYER'S IDENTIFICATION AND PAYMENT SUPPORTING DOCUMENTS)

### UPLOAD PAYER'S IDENTIFICATION

In this screen you must upload the payer's identification documents (Passport or ID Card) (See picture below).





 Currency       Details       Document

Upload payer's identification 

**Important!** Please ensure your identification is valid and not expired. The identification document uploaded should have the same details as the payer entered on the previous screen.

Drop An Image to Edit  
OR  
 Browse...

Upload the payment tax invoice 

**Important!** We need to ensure the payment is for a legitimate education purpose. Please upload your tax invoice or supporting document.

If you have any questions, please don't hesitate to contact us at [support@nexpay.com.au](mailto:support@nexpay.com.au) or call us on +61 2 9078 7967 during our business hours 9am – 5pm Sydney Australia time zone. Check current time in Sydney.

Drop An Image to Edit  
OR  
 Browse...

Please make sure you read the important notice in this screen (highlighted in red in the picture above).

**Important!** Please ensure your identification is valid and not expired. The identification document uploaded should have the same details as the payer entered on the previous screen.

**This means that if, for example, a third person is making the payment on your behalf from their credit/debit card (i.e. your dad, mum), the ID uploaded should match the details entered in the previous screen.**

### UPLOAD PAYMENT TAX INVOICE

In this screen you will need to upload a supporting document which proves your payment is for education purpose (See picture above).

This document can be:

- Letter of Offer from your institution of choice (sent to you by OzTrip Services)
- Payment Invoice sent to you by OzTrip Services

Please make sure you read the important notice in this screen (highlighted in red in the picture above).

**Important!** We need to ensure the payment is for a legitimate education purpose. Please upload your tax invoice or supporting document.

## CONTACT US

If you have any question in the meantime or during your payment just send us an email at any time and we will try to answer your questions as soon as possible.

[info@oztripservices.com](mailto:info@oztripservices.com)

1300 069 874





[www.oztripservices.com](http://www.oztripservices.com)