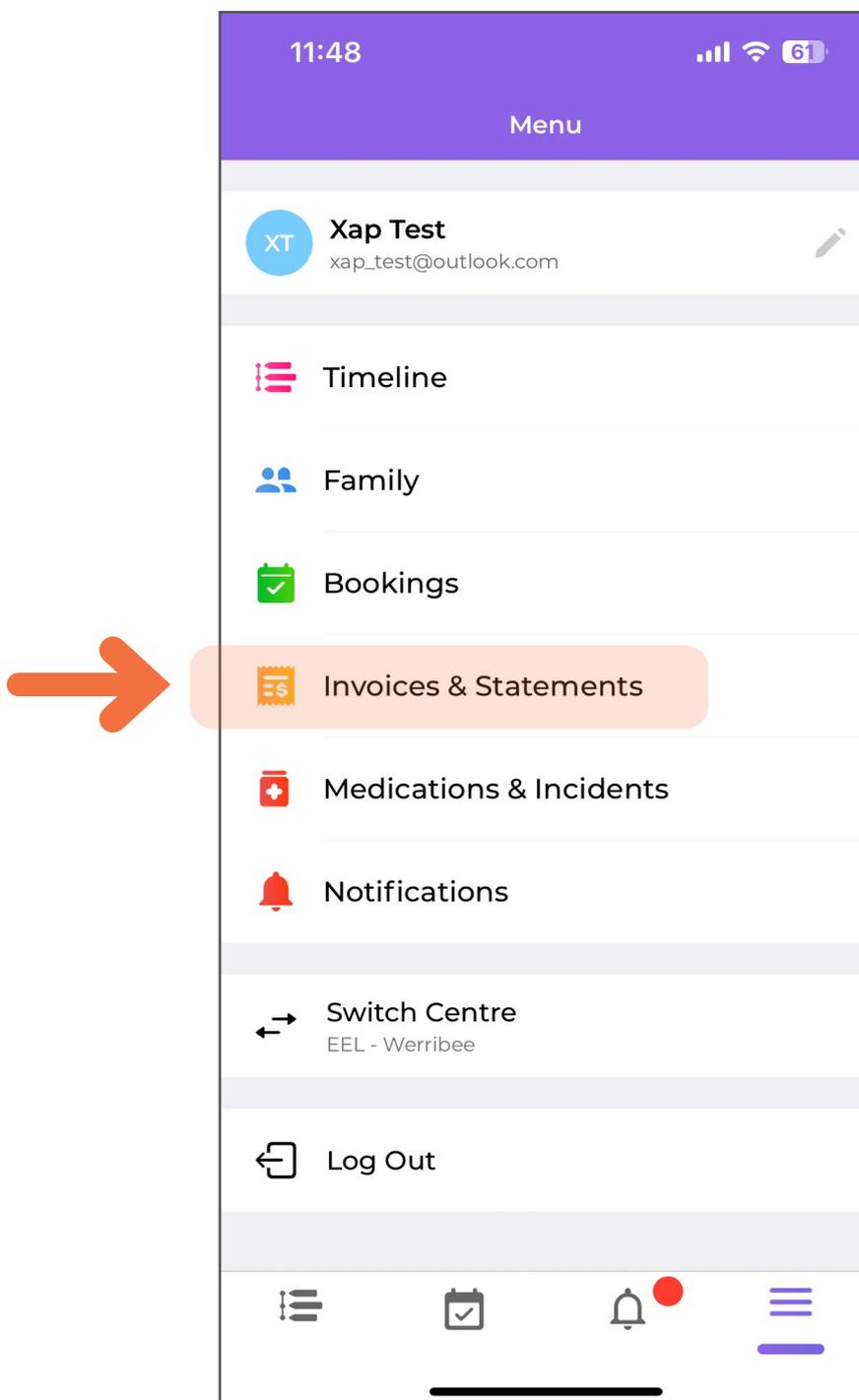


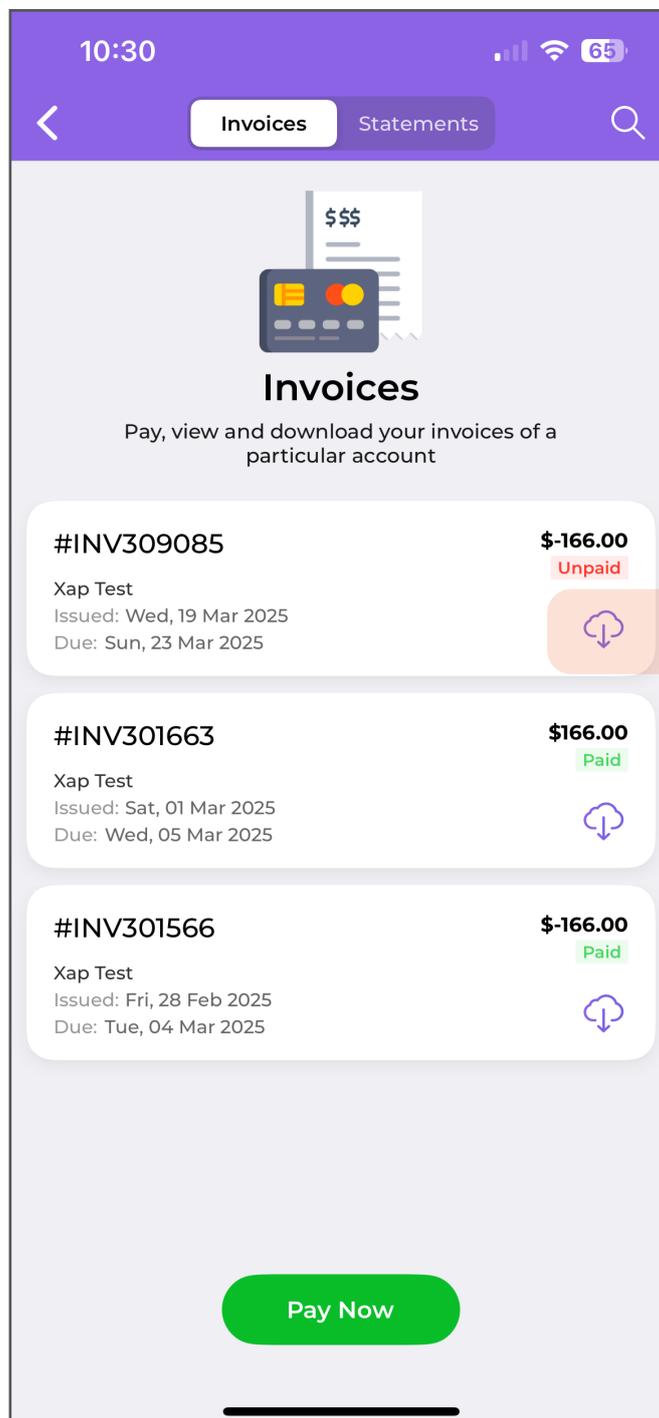
# How to make payment on Xap

1. Login via **Xap Smile App**.
2. Click '**Invoices & Statements**' on your dashboard.



# How to make payment on Xap

3. All your **outstanding invoices** will appear.  
To view your statement in detail, click on the **'download icon'**.



# How to make payment on Xap

4. A **summary of your statement** can be seen here.

The screenshot displays the 'Viewer' screen of the Xap Smile App. At the top, the time is 11:48 and the signal strength, Wi-Fi, and battery icons are visible. The screen shows a 'TAX INVOICE' for 'Explorers Early Learning - Werribee'. The invoice number is INV309085, issued on 19 Mar 2025, with a payment method of Direct Debit. The total due is \$166.00 Dr, with a due date of 23 Mar 2025. A summary table shows: LAST INVOICE \$0.00Cr, PAYMENTS & ADJUSTMENTS + \$0.00Cr, CURRENT CHARGES + \$166.00Dr (\$0.00 GST Inc), and TOTAL DUE = \$166.00Dr. Below this is a 'Payment methods' section with a Direct Debit icon and instructions to set up a direct debit. The 'Your fee breakdown' table shows a booking fee of \$166.00 on 19/03/2025. The 'Other charges' section is currently empty.

**1 of 3**

**TAX INVOICE**

Explorers Early Learning - Werribee  
 ABN: 91657235875  
 24 Scotsburn Grove,  
 Werribee, VIC 3030  
[werribee.leadership@eol.com.au](mailto:werribee.leadership@eol.com.au)  
 1300000335

XAP TEST  
 TBC  
 TBC, VIC 3000

**INVOICE NUMBER** INV309085  
**ISSUE DATE** 19 Mar 2025  
**PAYMENT METHOD** Direct Debit  
**INVOICE FROM DATE** 17 Mar 2025  
**INVOICE TO DATE** 30 Mar 2025

**TOTAL DUE** **\$166.00 Dr**

**Due Date: 23 Mar 2025**

*Your chosen payment method is direct debit, however you haven't set up the direct debit information for your account.*

*We accept direct debits from Bank, Visa, Master card or Amex. Please login to Guardian portal or Guardian mobile app and add the direct debit information for your account.*

LAST INVOICE	PAYMENTS & ADJUSTMENTS	CURRENT CHARGES	TOTAL DUE
\$0.00Cr	+ \$0.00Cr	+ \$166.00Dr (\$0.00 GST Inc)	= \$166.00Dr

**Payment methods**

**Direct Debit**

To setup a direct debit from your bank or credit or debit card account, please go to Xap parent portal or mobile app.

Page 1/3 Created on 24 Mar 2025 @ 11:48 AM

**Your fee breakdown**

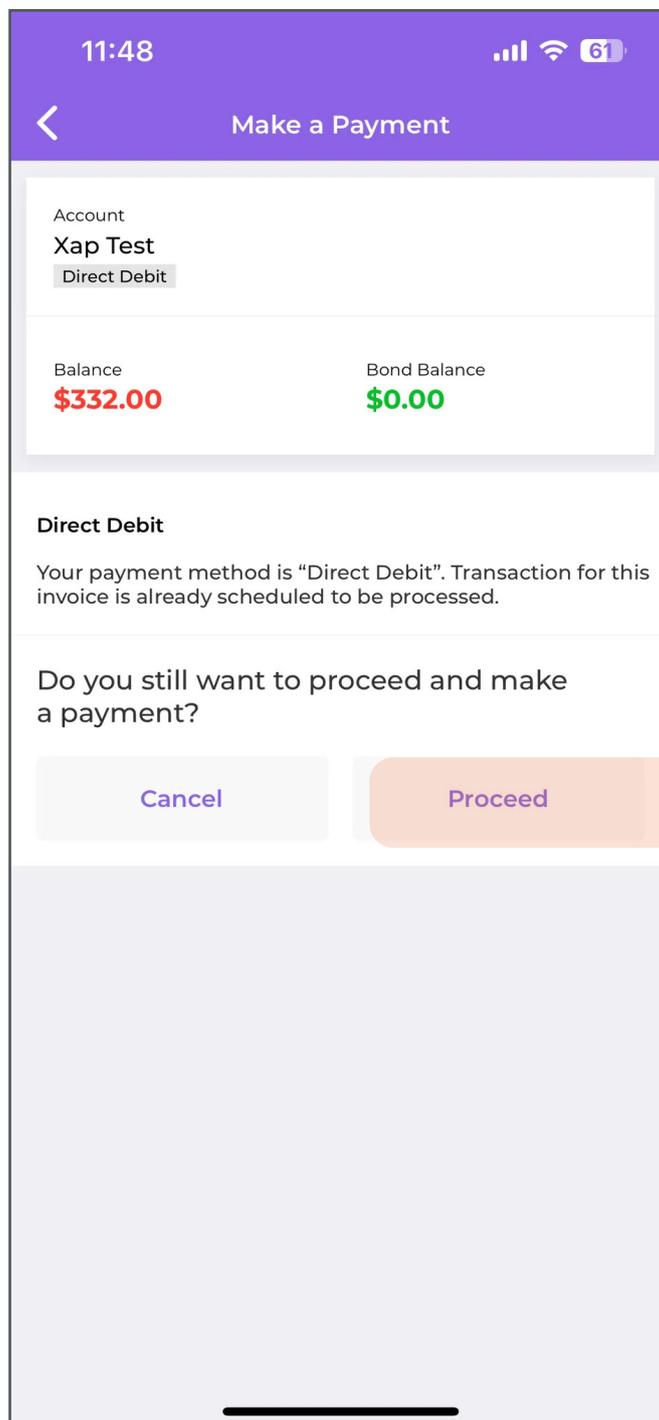
Date	Description	Booking Fees			Disc. & Govt. Rebate			Out of pocket
		Ses. Hrs	Hrly. Fee	Total Fees	Disc.	Oth. Sub.	CCS/ACCS Gap Disc.	Gap Fees
New Bookings Charges For Period (17 Mar 2025 to 30 Mar 2025)								
19/03/2025	Xappy Xapxap Wed - 12 Hour Daily Fee - E8008860859 (CBC)	12.00	\$13.83	\$166.00	-	-	-	\$166 Dr
	<b>SubTotal</b>	<b>12.00</b>		<b>\$166.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$166.00 Dr</b>

**Other charges** (Where applicable, charges which attract GST are shown below)

Date	Description	Credit	Debit	GST Inc	Balance
------	-------------	--------	-------	---------	---------

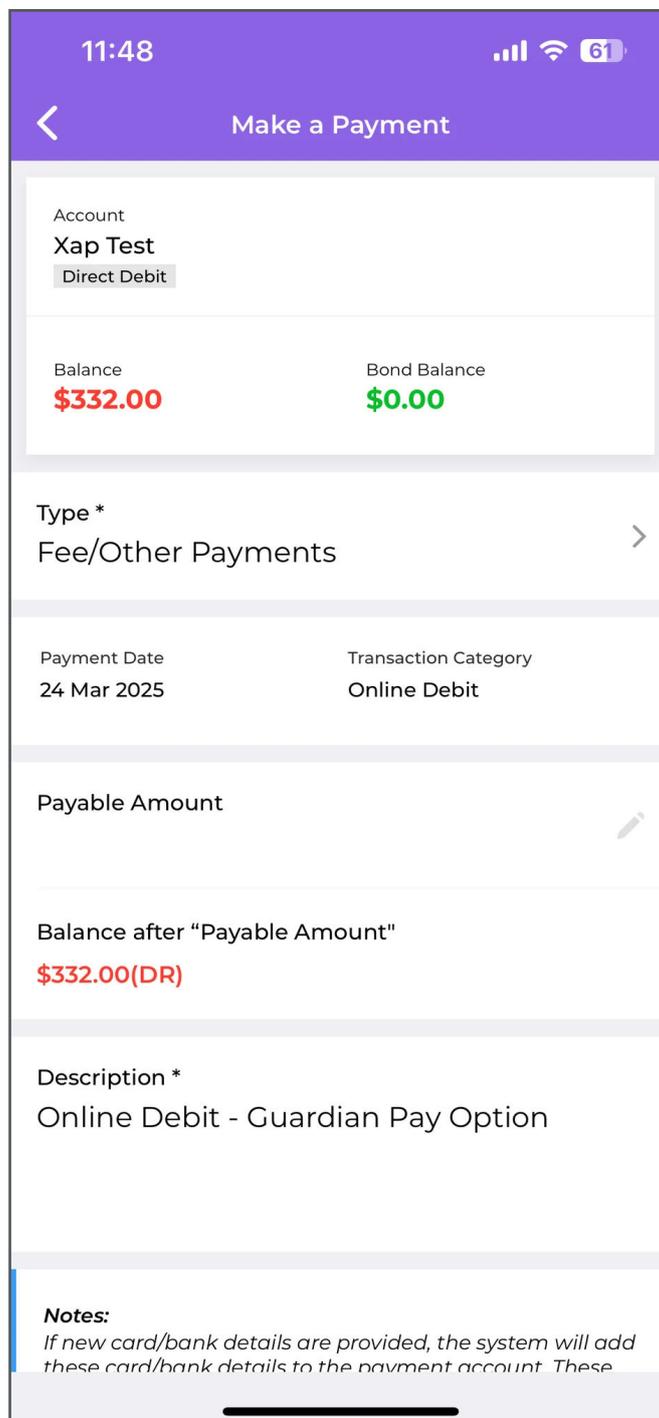
# How to make payment on Xap

5. Select '**proceed**' to make a payment on your app.



# How to make payment on Xap

6. Review the details before processing your payment.

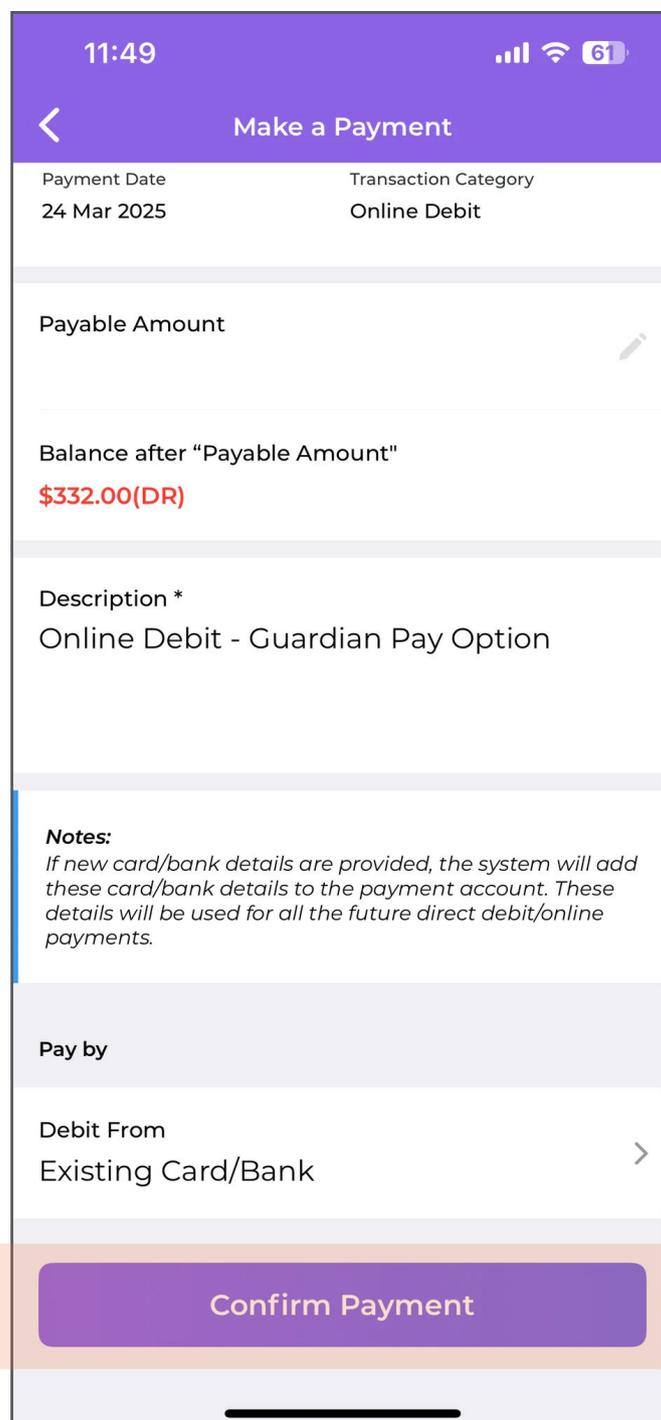


The screenshot shows the 'Make a Payment' screen in the Xap Smile App. At the top, the time is 11:48 and the signal strength, Wi-Fi, and 6G icons are visible. The screen has a purple header with a back arrow and the title 'Make a Payment'. Below the header, the account information is displayed: 'Account Xap Test' with a 'Direct Debit' tag. The current 'Balance' is \$332.00 and the 'Bond Balance' is \$0.00. The 'Type' is set to 'Fee/Other Payments'. The 'Payment Date' is 24 Mar 2025 and the 'Transaction Category' is 'Online Debit'. The 'Payable Amount' field is currently empty. The 'Balance after "Payable Amount"' is shown as \$332.00(DR). The 'Description' is 'Online Debit - Guardian Pay Option'. At the bottom, there is a 'Notes' section with the text: 'If new card/bank details are provided, the system will add these card/bank details to the payment account. These'.

Account	Xap Test
	Direct Debit
Balance	\$332.00
Bond Balance	\$0.00
Type *	Fee/Other Payments
Payment Date	24 Mar 2025
Transaction Category	Online Debit
Payable Amount	
Balance after "Payable Amount"	\$332.00(DR)
Description *	Online Debit - Guardian Pay Option
Notes:	If new card/bank details are provided, the system will add these card/bank details to the payment account. These

# How to make payment on Xap

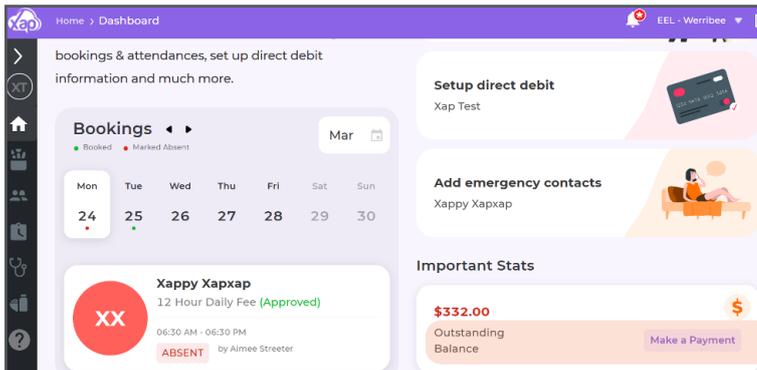
7. Once you have reviewed your payment details, click **'Confirm payment'**.



# How to make payment on Xap

1. Login to your **Xap account** on your **desktop browser**.

You can view any outstanding balance on your account in the bottom right corner.



2. Select **'Make a Payment'**.

A screenshot of the 'Make a Payment' form. The form includes fields for 'Centre' (EEL - Werribee), 'Account' (Xap Test), 'Type' (Fee/Other Payments), 'Payment Date' (24/03/2025), 'Transaction Category' (Online Debit), 'Amount (\$)' (332), 'Current Balance' (\$332.00 (DR)), 'Balance After' (\$0.00 (CR)), and 'Description' (Online Debit - Guardian Pay Option). A red callout box highlights the 'Amount (\$)' field. At the bottom, there are 'Cancel' and 'Save' buttons. A note at the bottom states: 'If new card/bank details are provided, the system will add these card/bank details to the payment account. These details will be used for all the future direct debit/online payments. Transaction will process instantly for Card payments, payments from Bank accounts may take up to 5 business days to process.'

3. Enter the amount owing on your account and click **'save'** to make a manual payment on Xap.