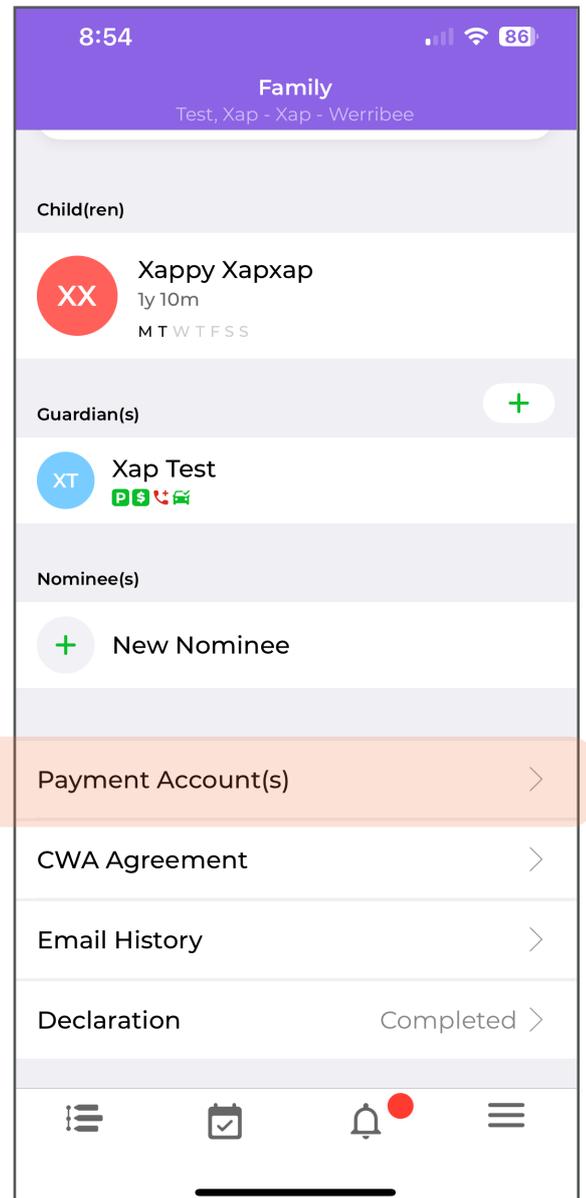
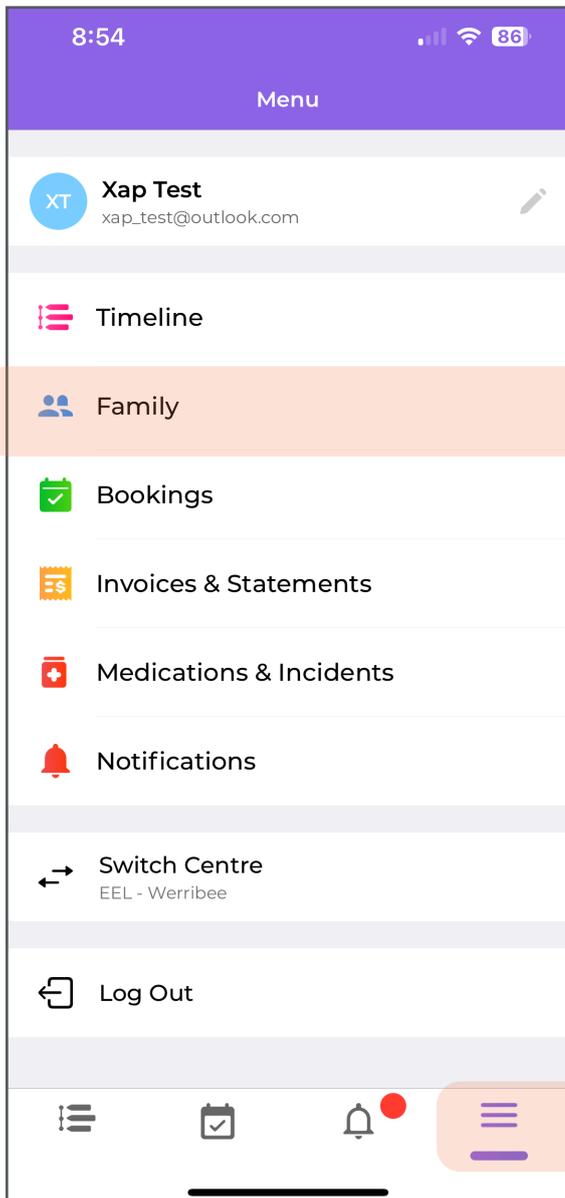


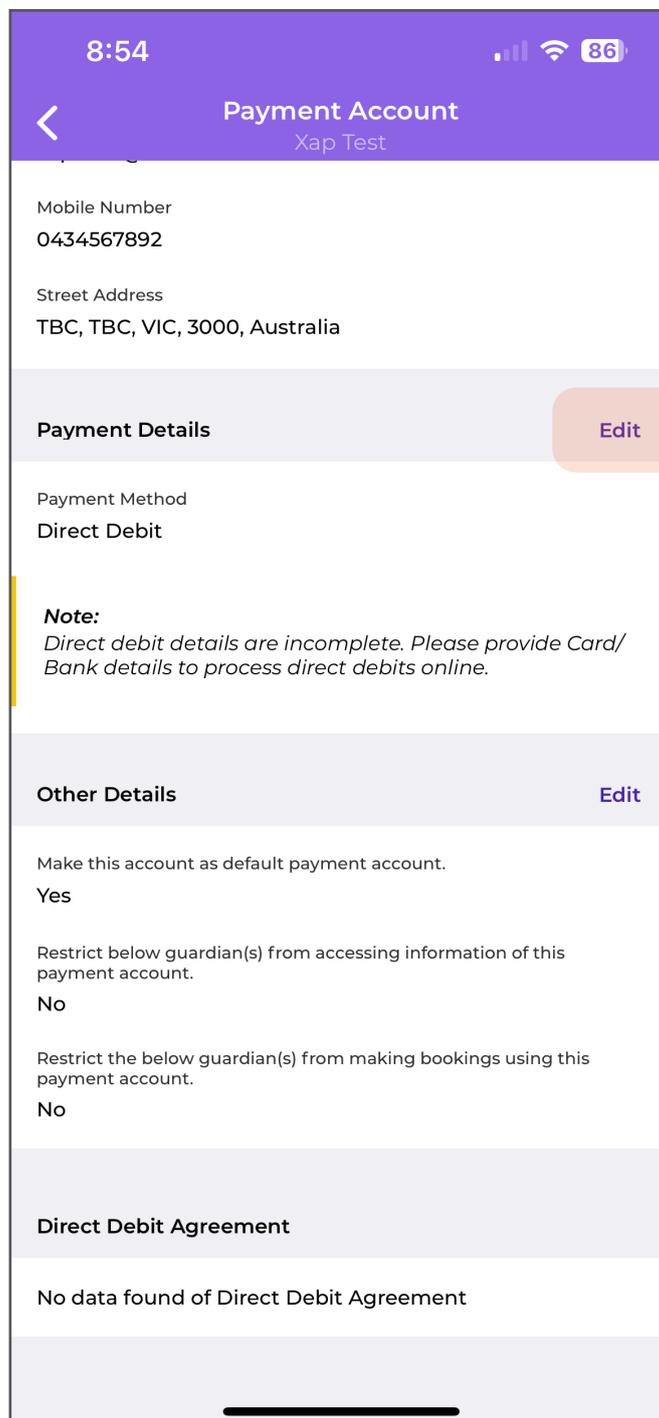
How to update your **payment on Xap**

1. Login via **Xap Smile App**.
2. Navigate to **Payment Details**:
 - Select the **1 menu icon (three lines)**, then **2 "Family"**, and finally **3 "Payment Account"**.



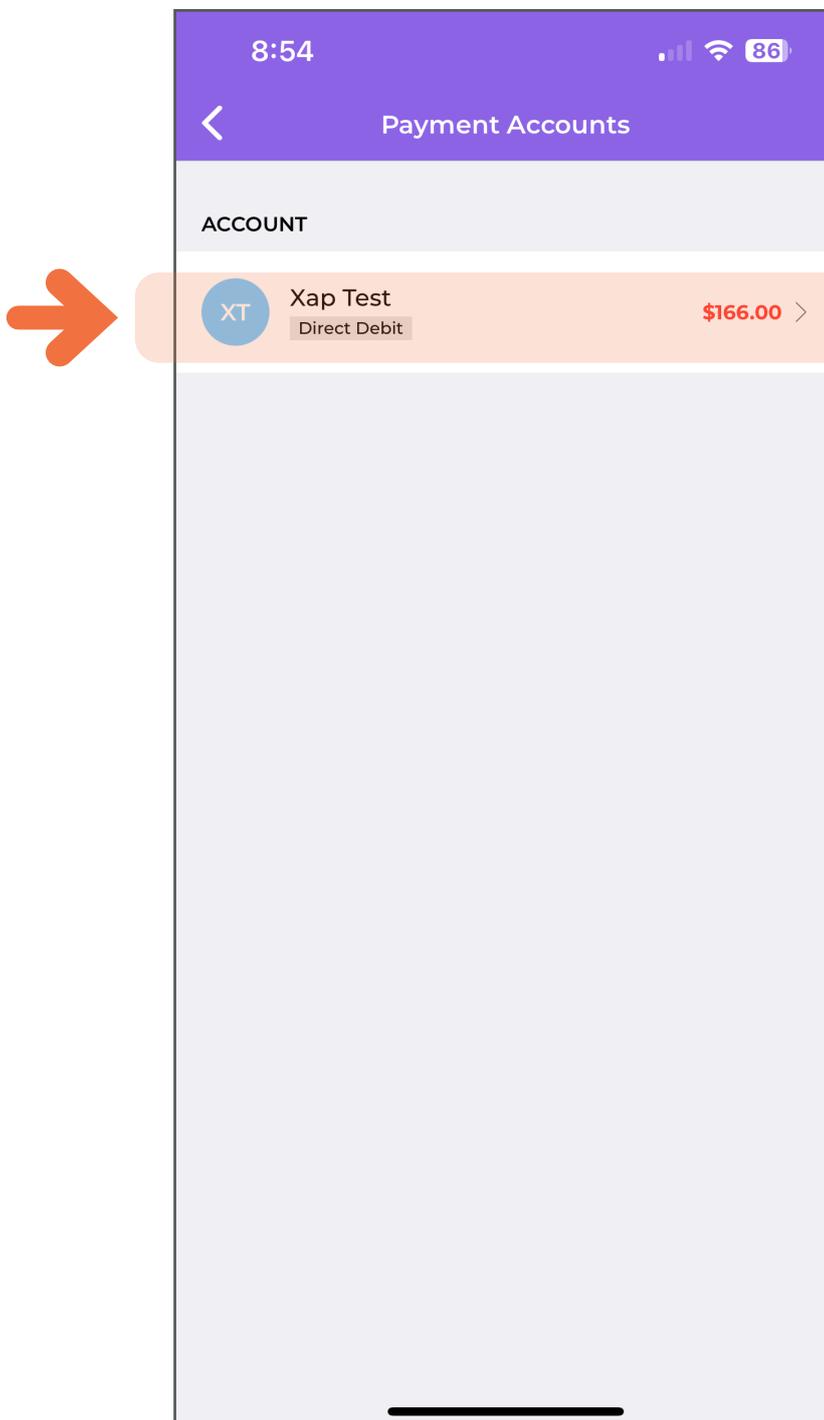
How to update your payment on Xap

3. Edit Payment Details: Choose the relevant account and click **"edit"** next to the payment details.



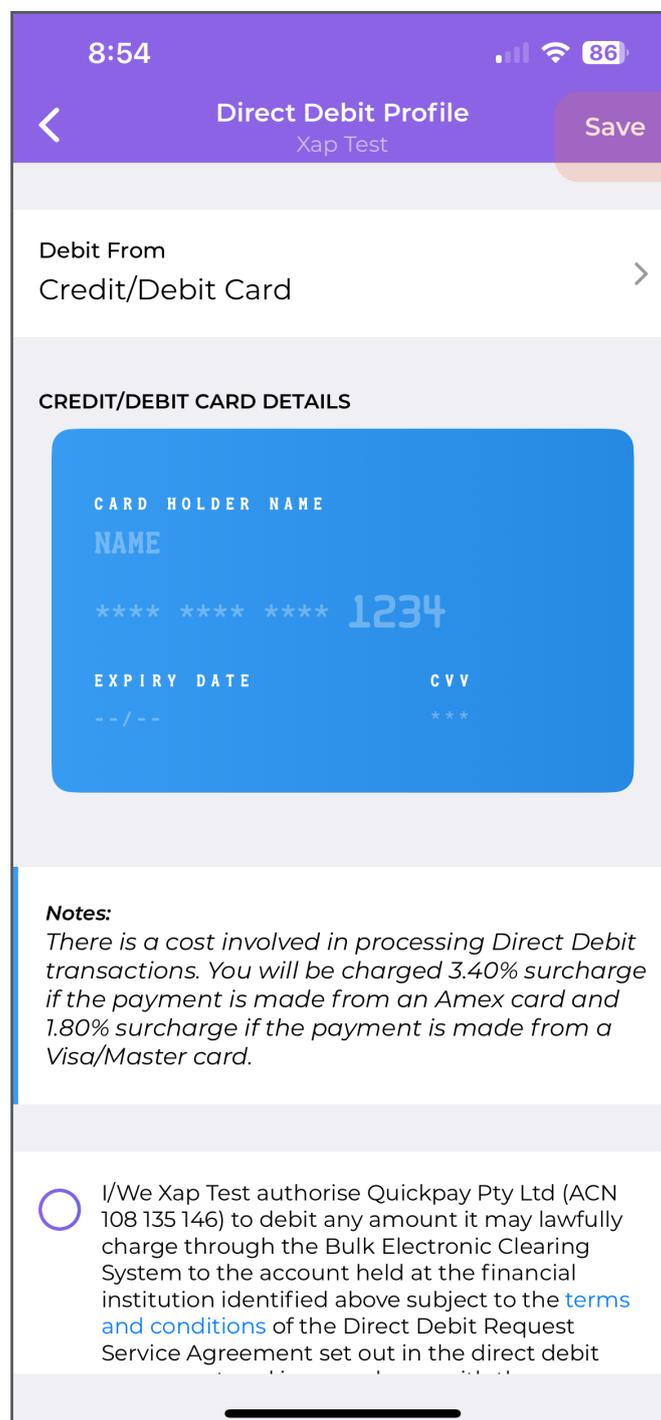
How to update your payment on Xap

4. Make Changes: Update the payment method, bank details, or other relevant information.



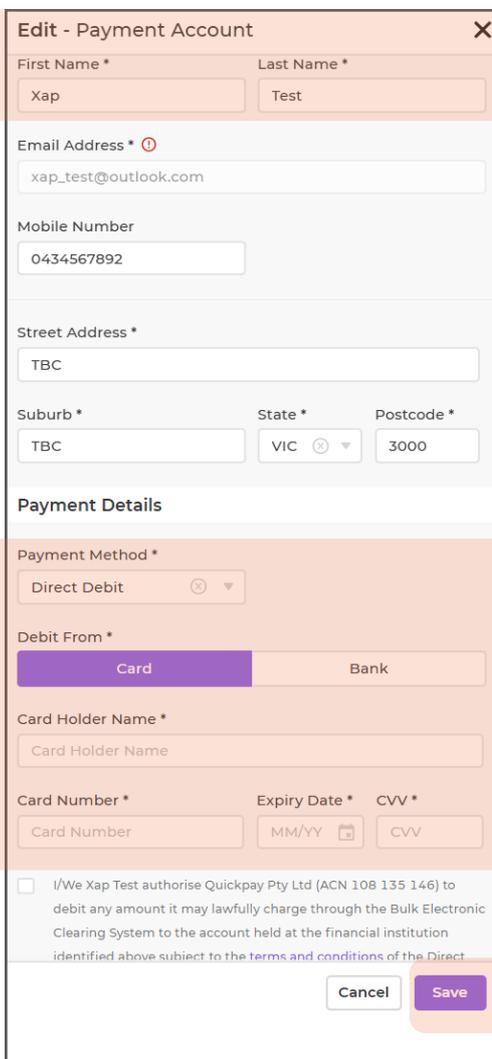
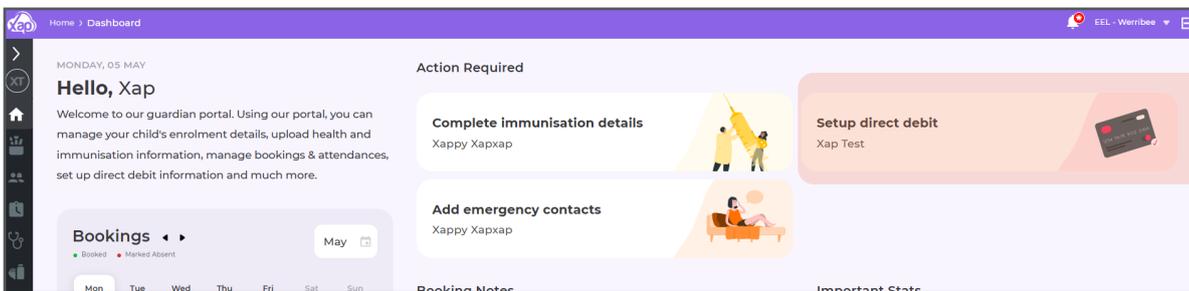
How to update your payment on Xap

5. **Save:** Ensure you save your changes.



How to update your payment on Xap

1. Login to your **Xap account** on the **Family Portal**.
2. **Navigate to Payment Details:** On your dashboard on the right-hand side, select **"Setup Direct Debit"**.

A screenshot of the 'Edit - Payment Account' form. The form has a title bar with 'Edit - Payment Account' and a close button. It contains several input fields: 'First Name *' (Xap), 'Last Name *' (Test), 'Email Address *' (xap_test@outlook.com), 'Mobile Number' (0434567892), 'Street Address *' (TBC), 'Suburb *' (TBC), 'State *' (VIC), and 'Postcode *' (3000). Below these is the 'Payment Details' section, which is highlighted with an orange box. It includes a 'Payment Method *' dropdown menu set to 'Direct Debit', a 'Debit From *' section with 'Card' selected, 'Card Holder Name *' (Card Holder Name), 'Card Number *' (Card Number), 'Expiry Date *' (MM/YY), and 'CVV *' (CVV). At the bottom, there is a checkbox for authorization, a 'Cancel' button, and a 'Save' button. An orange arrow points to the 'Payment Method' section, and another orange arrow points to the 'Save' button.

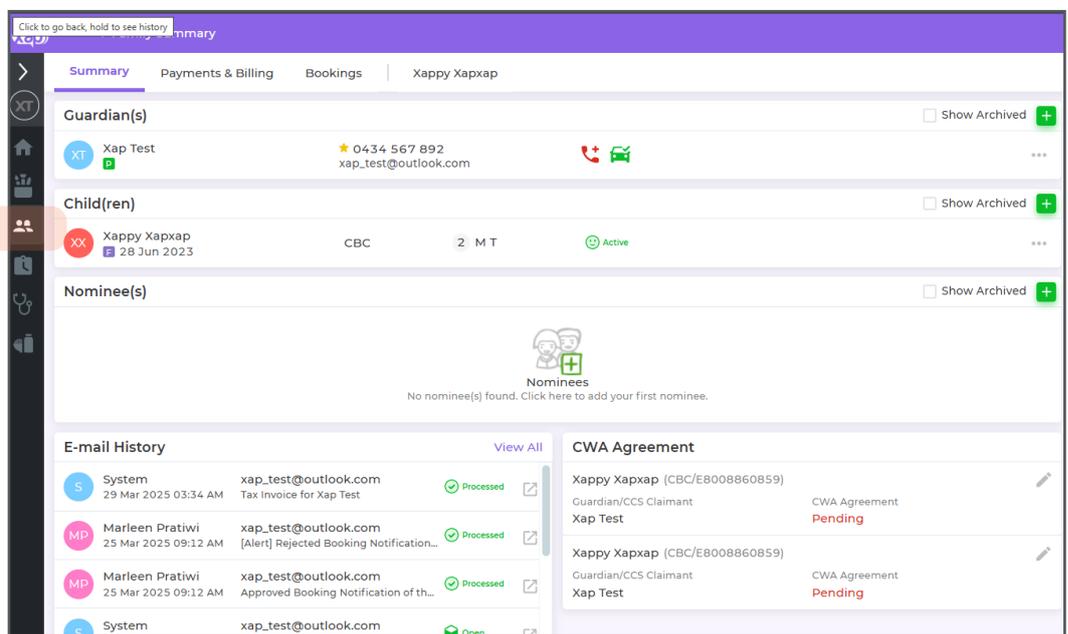
3. **Edit Payment Account:** You will be asked to enter your First and Last name and your bank details.

4. **Make Changes:** Update the payment method, bank details, or other relevant information.

5. **Save:** Ensure you save your changes.

How to update your **payment on Xap**

1. * If you have previously entered your payment account, please click on **Family icon** on your dashboard.

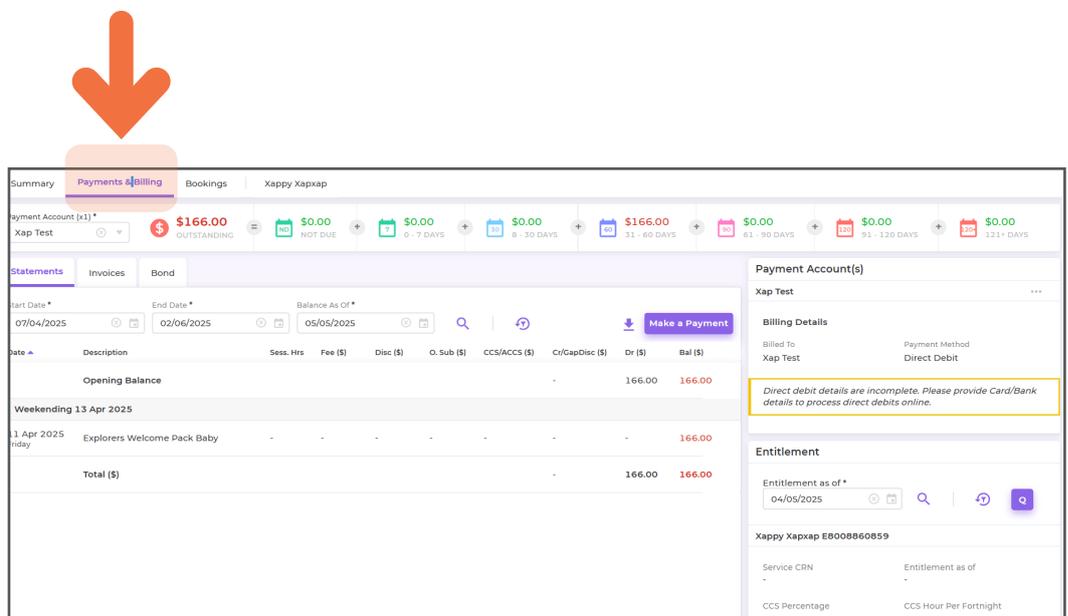


The screenshot shows the 'Summary' page for 'Xappy Xapxap'. The left sidebar contains a 'Family icon' (a person icon) which is highlighted by an orange arrow. The main content area is divided into several sections: 'Guardian(s)', 'Child(ren)', and 'Nominee(s)'. Below these are 'E-mail History' and 'CWA Agreement' sections.

Guardian(s)	Child(ren)	Nominee(s)
Xap Test 0434 567 892 xap_test@outlook.com	Xappy Xapxap 28 Jun 2023 CBC 2 M T Active	No nominee(s) found. Click here to add your first nominee.

E-mail History	CWA Agreement
System 29 Mar 2025 03:34 AM xap_test@outlook.com Tax Invoice for Xap Test Processed	Xappy Xapxap (CBC/E8008860859) Guardian/CCS Claimant Xap Test CWA Agreement Pending
Marleen Pratiwi 25 Mar 2025 09:12 AM xap_test@outlook.com [Alert] Rejected Booking Notification... Processed	Xappy Xapxap (CBC/E8008860859) Guardian/CCS Claimant Xap Test CWA Agreement Pending
Marleen Pratiwi 25 Mar 2025 09:12 AM xap_test@outlook.com Approved Booking Notification of th... Processed	
System xap_test@outlook.com Open	

2. Find your Payment Account(s) by clicking the **"Payment & Billings"** tab



The screenshot shows the 'Payments & Billings' page. The top navigation bar has 'Payments & Billings' selected. The main content area shows a summary of payment accounts, a table of statements, and a 'Payment Account(s)' section.

Payment Account(s)
Xap Test \$166.00 OUTSTANDING \$0.00 NOT DUE \$0.00 0 - 7 DAYS \$0.00 8 - 30 DAYS \$166.00 31 - 60 DAYS \$0.00 61 - 90 DAYS \$0.00 91 - 120 DAYS \$0.00 121+ DAYS

Statements									
Start Date * 07/04/2025 End Date * 02/06/2025 Balance As Of * 05/05/2025									
Date	Description	Sess. Hrs	Fee (\$)	Disc (\$)	O. Sub (\$)	CCS/ACCS (\$)	Cr/CapDisc (\$)	Dr (\$)	Bal (\$)
	Opening Balance							166.00	166.00
	Weekending 13 Apr 2025								
11 Apr 2025 Friday	Explorers Welcome Pack Baby								166.00
	Total (\$)							166.00	166.00

Payment Account(s)

Xap Test

Billing Details

Billed To: Xap Test
Payment Method: Direct Debit

Direct debit details are incomplete. Please provide Card/Bank details to process direct debits online.

Entitlement

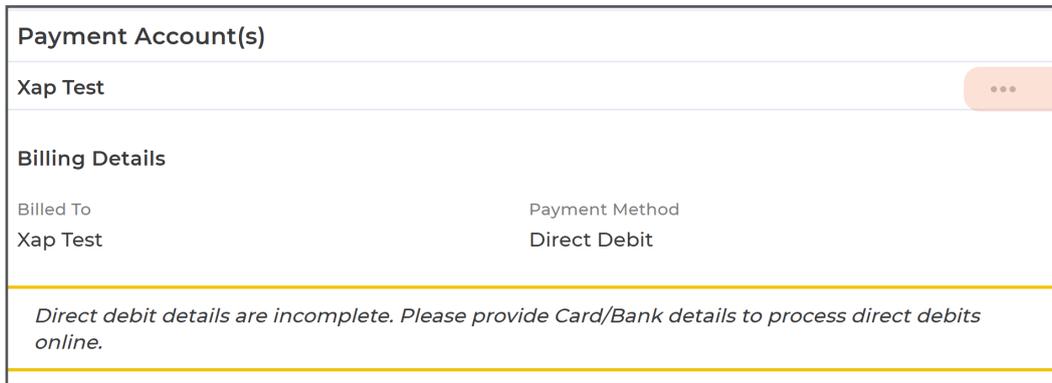
Entitlement as of: 04/05/2025

Xappy Xapxap E8008860859

Service CRN: -
Entitlement as of: -
CCS Percentage: -
CCS Hour Per Fortnight: -

How to update your payment on Xap

3. Edit Payment Details: Click the **three-dot menu** next to the relevant account and select **"Edit"**.



Payment Account(s)

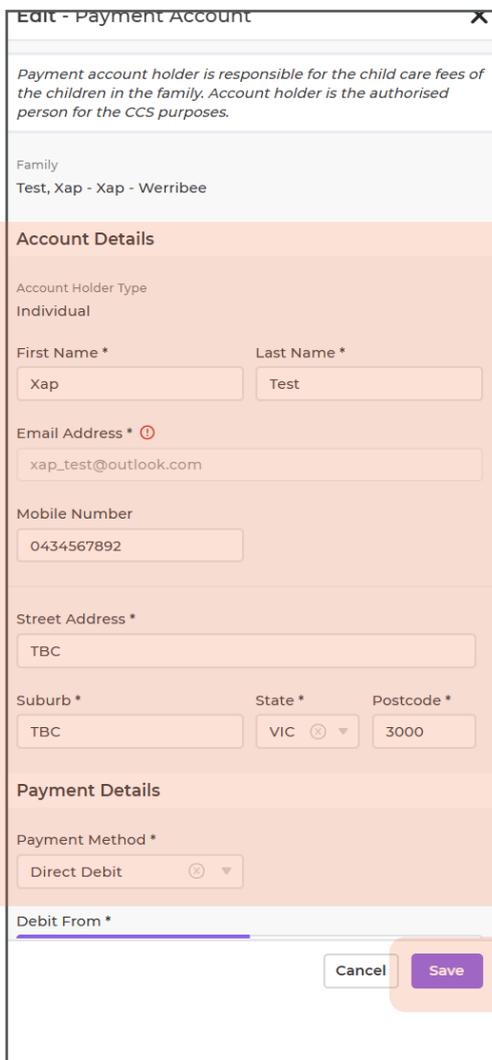
Xap Test	...
----------	-----

Billing Details

Billed To	Payment Method
Xap Test	Direct Debit

Direct debit details are incomplete. Please provide Card/Bank details to process direct debits online.

Note: An orange arrow points to the three-dot menu icon in the original image.



Edit - Payment Account

Payment account holder is responsible for the child care fees of the children in the family. Account holder is the authorised person for the CCS purposes.

Family
Test, Xap - Xap - Werribee

Account Details

Account Holder Type
Individual

First Name * Last Name *
Xap Test

Email Address * 
xap_test@outlook.com

Mobile Number
0434567892

Street Address *
TBC

Suburb * State * Postcode *
TBC VIC  3000

Payment Details

Payment Method *
Direct Debit 

Debit From *

Cancel Save

Note: An orange arrow points to the Save button in the original image.

4. Make Changes: Update the payment method, bank details, or other relevant information.

5. Save: Ensure you save your changes.