Making QKR Payments (pronounced Quicker)

QKR is a secure payment system that allows you to make easy payment for your child's school needs. You can register each of your children at school on it, and then make payment on their behalf as events come up over the year.

To make payment via your mobile phone, you will first have to install the QKR App. **This is because the QKR website is not optimised for mobile viewing.** Otherwise, you can use the QKR website from a computer or tablet.

This guide contains the following:
1. How to download the QKR App and register.
2. How to make payment via the QKR App.
   a. First time user
   b. Payment once the App is set up
3. How to register on the QKR website.
4. How to make payment on the QKR website.

1. How to Download the QKR App and Register:

- Go to your App store, search for 'QKR by Mastercard' and download.
- Open the App
- Choose whether to allow QKR to access your location and whether you wish to receive notifications from the App.
- Work through the screens to find out about the App or choose Skip
- Tap on Register, and then complete the details required. Please make sure you use a strong password:

1. Tap on Register
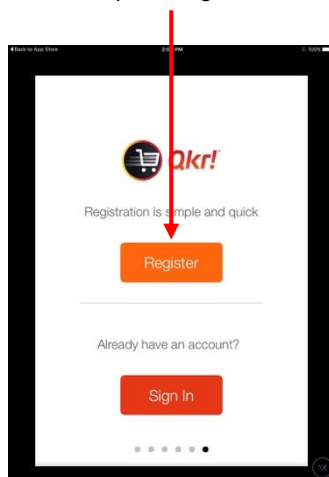
2. Enter your details & tick to agree to Terms & Conditions
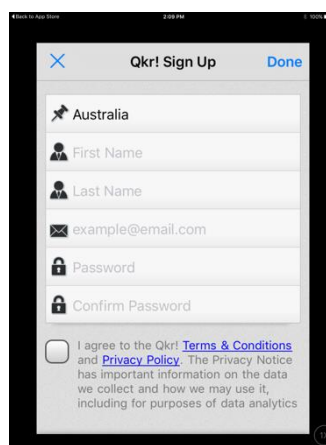
- Tap on 'Skip This' when prompted to add a Profile Photo (unless you wish to add a photo)
- You are now signed up. When you make a payment for the first time, you will have to add the School, your children at school, and your payment card details (see below 'To make a payment via the QKR App, First Time User')

## 2. How to make a payment via the QKR App:

a. *First time user:*

The first time you use the QKR App you have to add the school, each of your children to the system and the card(s) you wish to make payment from. Once this is done, it will be on there for all future use. To do this:

- Either follow the link in the School Stream notification sent, **Pay Now**, or go to the School Stream menu and tap on QKR App:
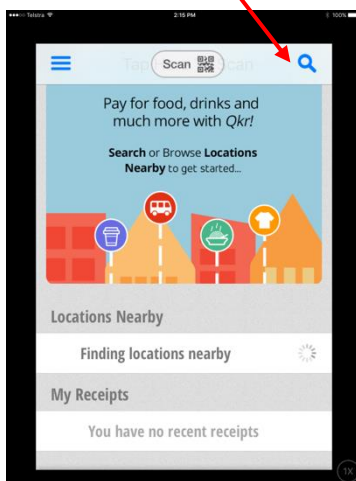
1. Tap here to open the School Stream menu
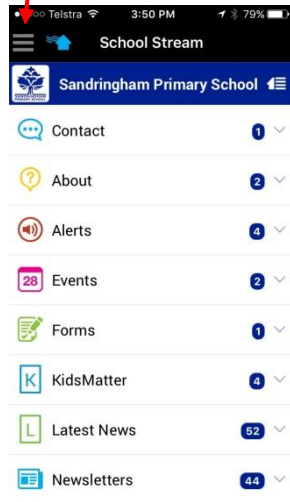
2. Tap here to open the QKR App
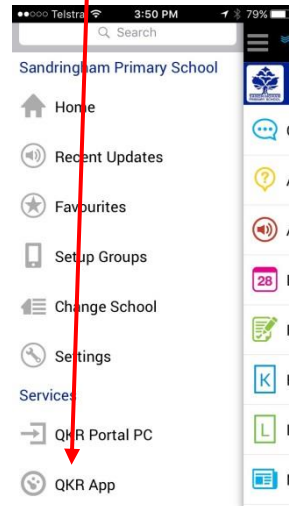
- Sign in to your account (first time only, then it will remember your details)
- Now add our school to the App. If your location settings is on, then Sandringham Primary will appear otherwise:
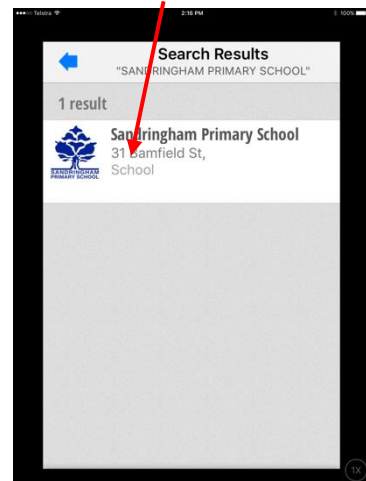
1. Tap on search icon

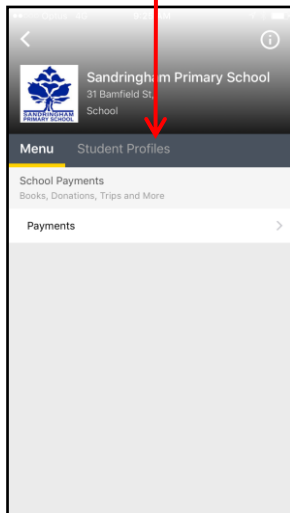2. Type in Sandringham Primary School, then tap Search
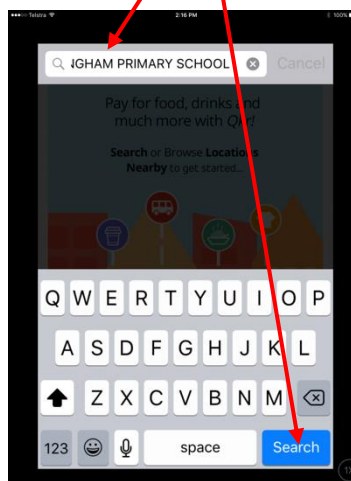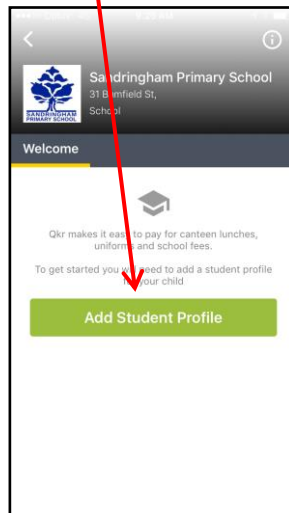
3. Tap on the school to confirm your choice

- Now add each of your children at the school to your App. This allows each payment you make to be associated with the correct child
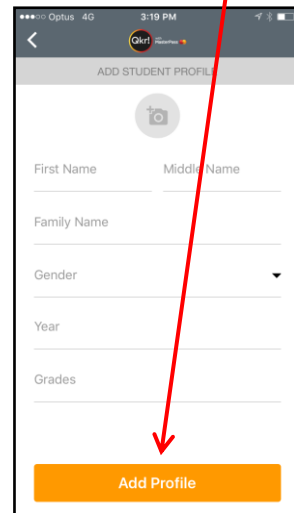
1. Click on Student Profile
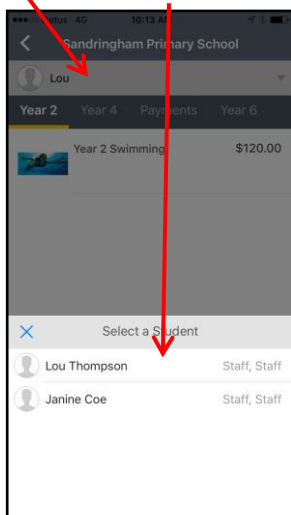
2. Click Add Student Profile
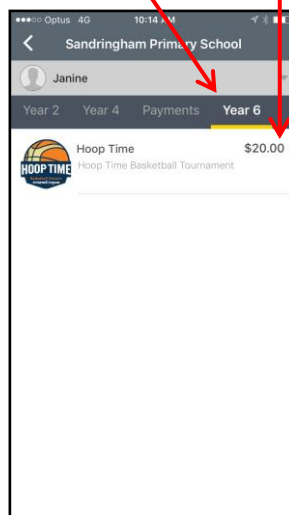
3. Enter Student details and click Add Profile

- You will be prompted to add other children. Repeat until all are added.
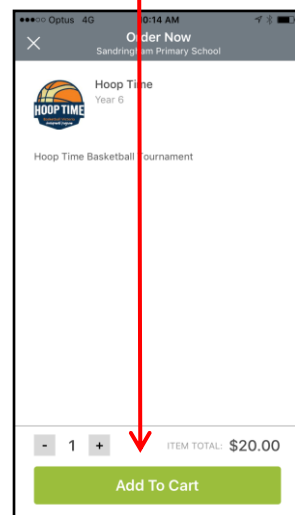
- To make payment for your child:

1. Choose the child you are making payment for
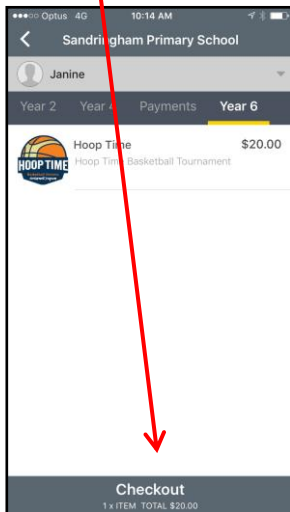
2. Select Year Level and click on the event
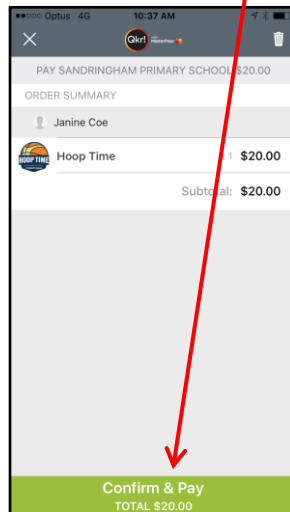
3. Click Add to Cart

- Repeat this process if you need to add further payments to your cart for another child. Multiple events can be paid for at once.

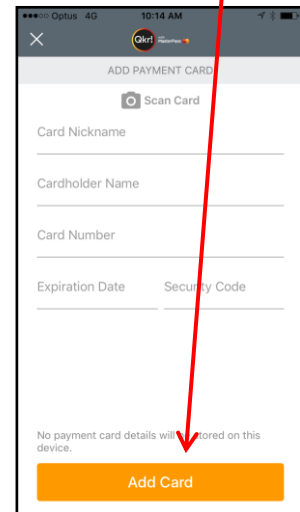- To finalise payment:

1. Tap on Checkout

2. Confirm details and tap Confirm and Pay

3. Complete your details (first time only) then tap Add Card

Once this is completed, select "Submit Payment" and payment has now been submitted.
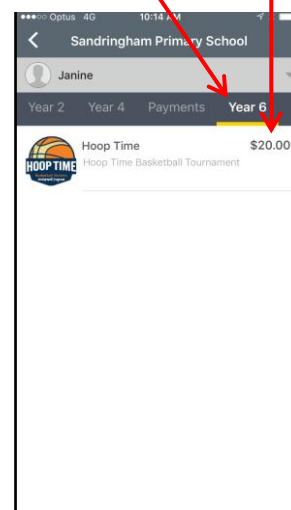
b. Payment once the App is set up:

Once your children and payment details are set up, all you need to do in future to make a payment is open the QKR App via School stream, tap on Sandringham Primary School under Recent Locations, then:

1. Choose the child you are making payment for
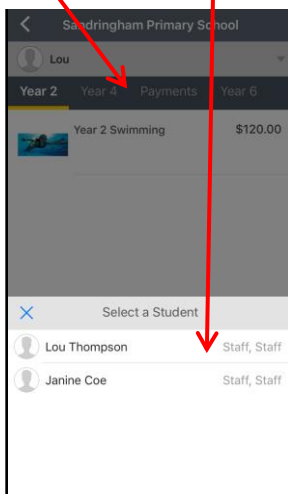

2. Select Year Level and click on the event

Add all the events you wish to pay for, making sure you first choose which child is associated with that payment, add them to your cart, then click the Checkout button and then Submit Payment.

To delete a payment go the Checkout swipe the relevant event to the left and click the red Rubbish Bin.
If you want to delete the whole cart click the rubbish bin in the top right corner.
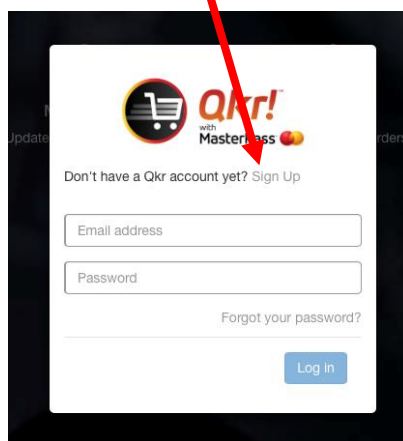
3. How To Register on the QKR website

- Click the QKR link on the Private Parent Portal or go to: https://qkr.mastercard.com/store/#/home

Link on the Private Parent Portal:
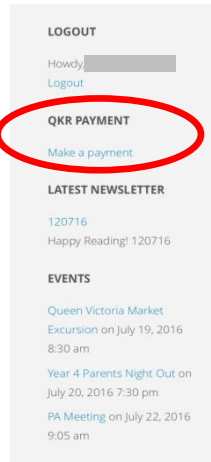
- When the QKR login screen appears, select Sign Up:

Click here:

- Add your details. Please use a secure complex password. Tick the box to agree to the terms and conditions.
- Select Register
- In the 'Enter your institution name' box, type Sandringham Primary School, click on Search, and click on Sandringham Primary School when it comes up next to our school logo
- Now add your children at school to your account. To do this:
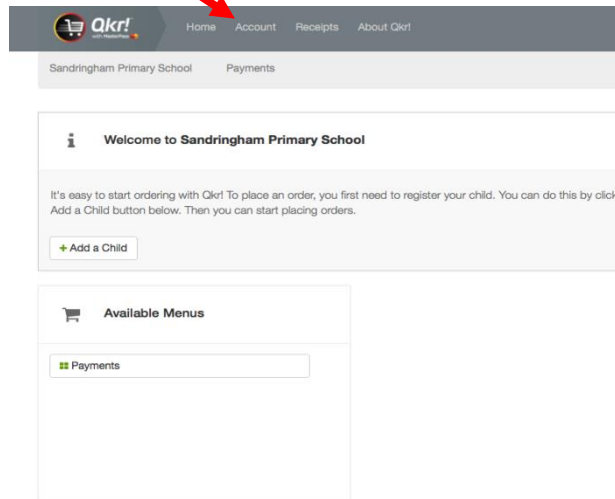
1. Click on 'Add a Child'
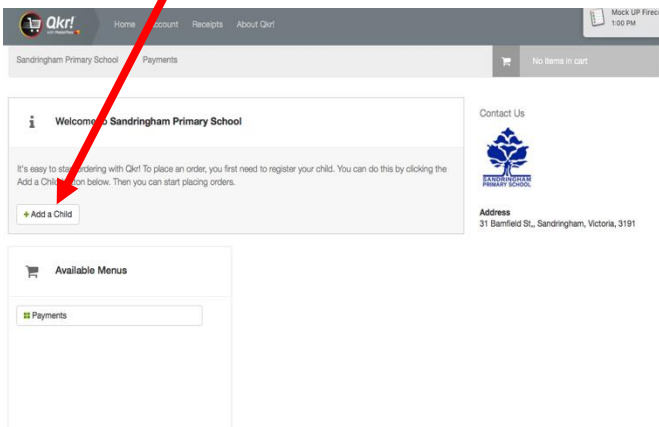
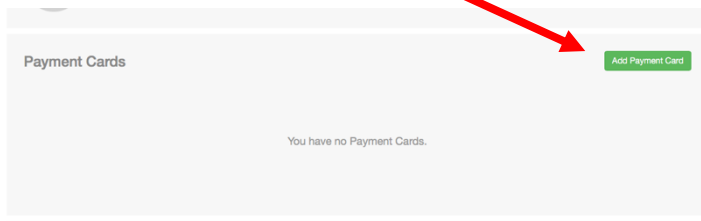2. Add your child's details, then click on 'Add Child'
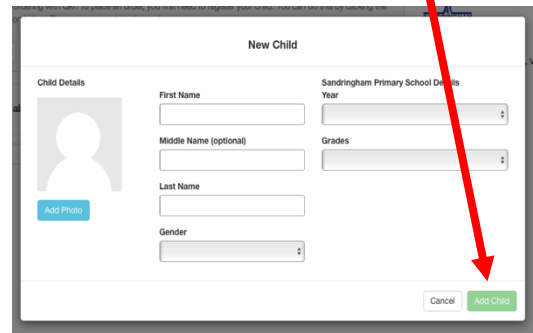
- Repeat to add more than one child.
- Now add your payment details:

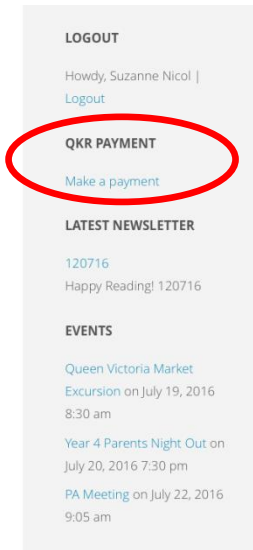1. Click on 'Account'

2. Click on 'Add payment card'

3. Add your card details and click on 'Add Payment Card'

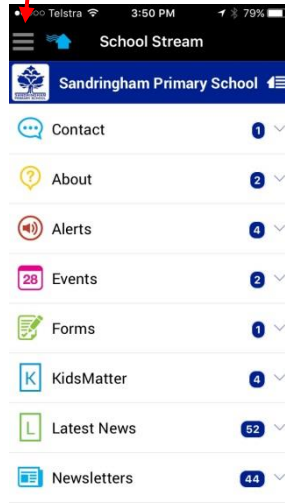- Your QKR account is now set up to use.

4. How to make a payment via the QKR Website:

- Follow the QKR link on the Private Parent Portal or choose QKR Portal PC from the School Stream menu on your tablet:
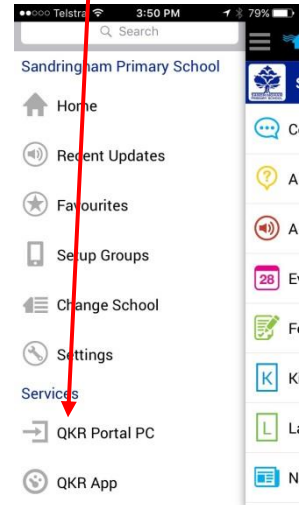
Link on the Private Parent Portal:

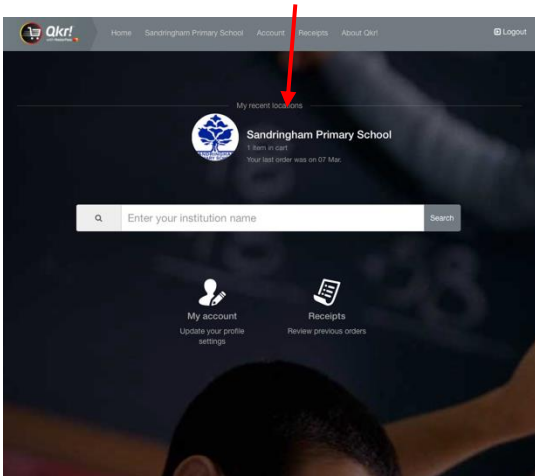1. Tap here to open the School Stream menu

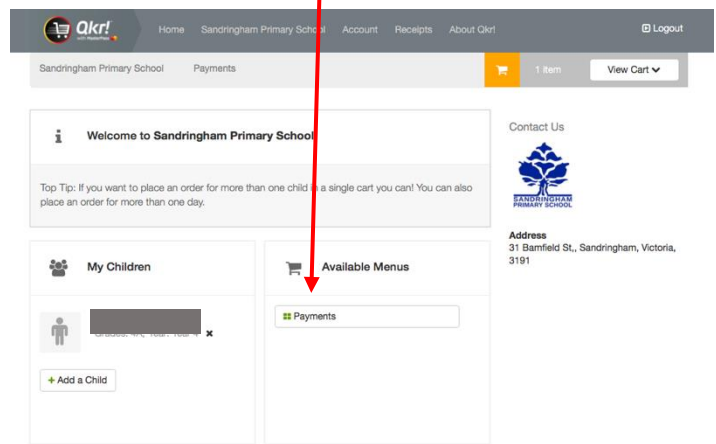2. Tap here to open the QKR Portal PC

OR

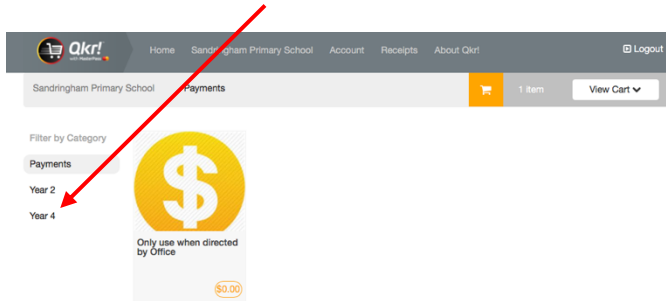Login to your account, then:

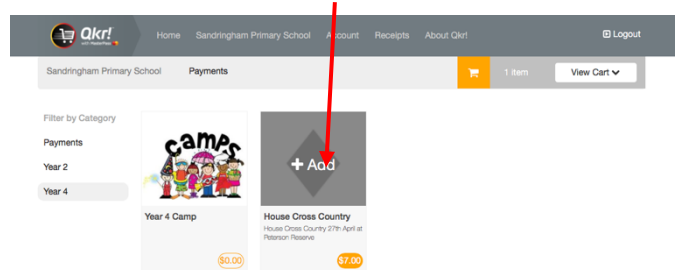1. Select Sandringham Primary School

2. Select Payments

- Select the category that best matches the type of payment you are making (eg Year 4 House Cross Country is under Year 4), then select the event you are paying for & add to order:
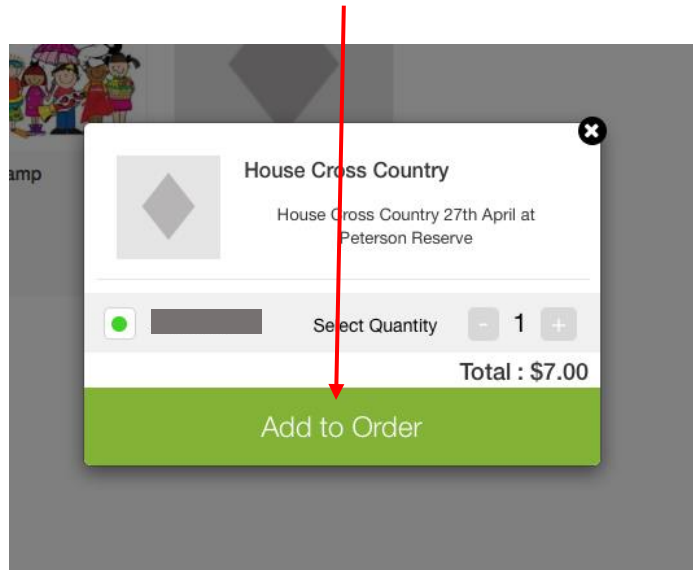
Select the year group you are making payment for
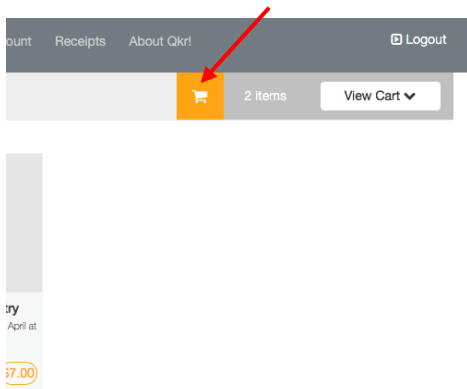
Select the event you are paying for
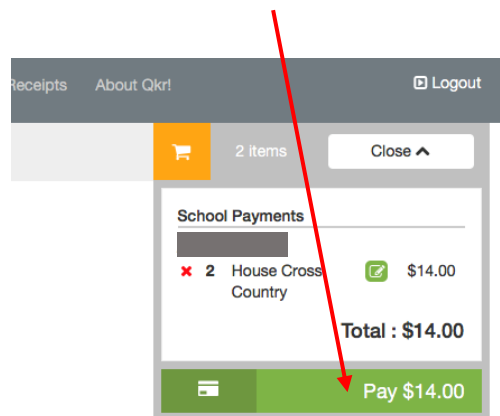
Select Add to Order

- You can add another payment by choosing the child you are making payment for, selecting the category for that child, and then adding the event for that child until all events have been added to your order.
- To finalise payment:

1. Select the cart icon to finalise payment

2. Select Pay to complete

- Select 'Logout' when your payment has been processed (top right of the screen)