



Epsom Girls Grammar Parent Web Portal Financial Instructions

We have moved all our payments to the parent web portal and encourage you to go to here to pay your daughter's school charges. Paying through the portal ensures your payments are reflected immediately on your daughter's account.

You can choose which payments to pay and not to pay. We advise when using the portal on a mobile phone please change to landscape view.

Instructions for the portal:

>> Go to the website - <https://www.eggs.school.nz/>

>> In the main menu click PORTAL

>> Login to the PORTAL:

Login: [STUDENT ID here]

Password: [PASSWORD from email – Parent Web Portal info]

- > click FINANCIAL in the menu
- > Here you will see your daughter's current charges. It will default to selecting all due charges. Adjust the amounts you wish to pay against each of the charges or unselect any that you do not wish to pay.
- > click the button 'Continue to Complete Payment'
- > select Payment Method. You are given two options: CREDIT CARD (2% surcharge applies); ACCOUNT2ACCOUNT (POLi) (you will be asked to login to your bank)

Here is a screen shot:

Note - We do not hold or store your credit card or bank information.

We hope this is helpful. However, if you have any issues please do not hesitate to contact us:

- By email receivables@eggs.school.nz
- By phone – Accounts Receivable (Mon to Fri, 9.00am to 1.00pm)

If you have trouble logging in to the portal please email helpdesk@eggs.school.nz