



How to create a private payment?





**You have two options for
creating a private payment on
the platform**

OPTION 1

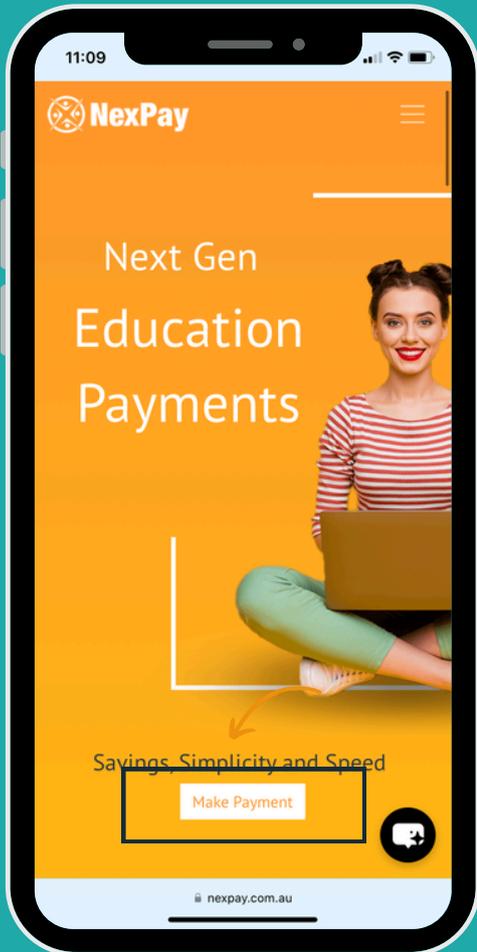
Directly on the NexPay website

OPTION 2

Through a link provided by the company

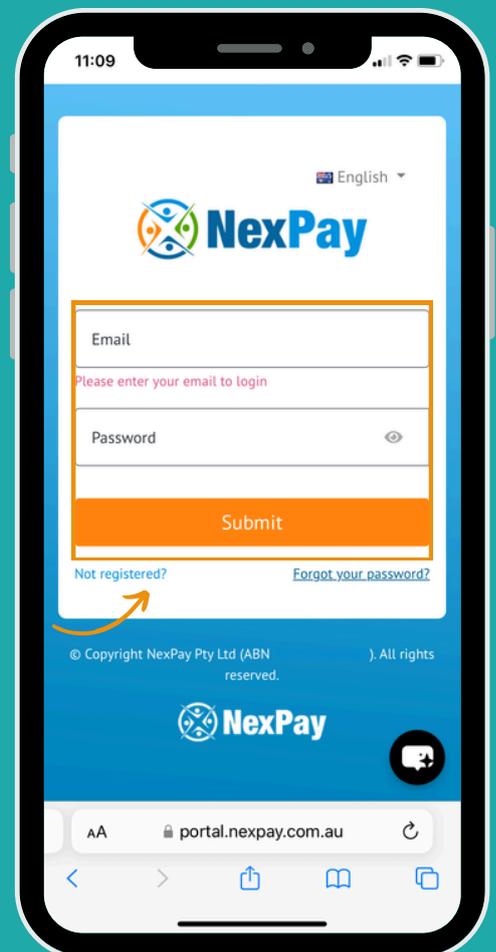
OPTION 1

Directly on the NexPay website



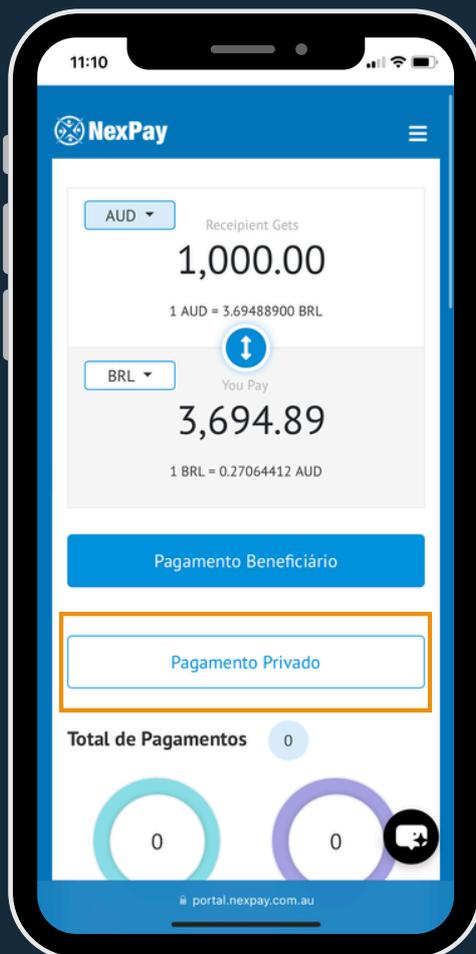
Step 1 | Visit our website at **nexpay.com.au** and click "Make a Payment".

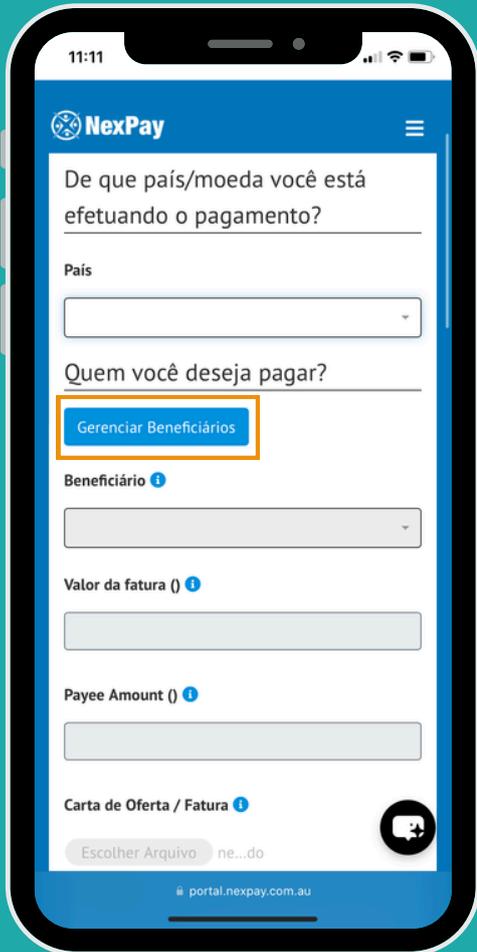
Step 2 | Enter your email and password **to log in**. If you're not registered, click "Not registered?" and fill out the sign-up form.





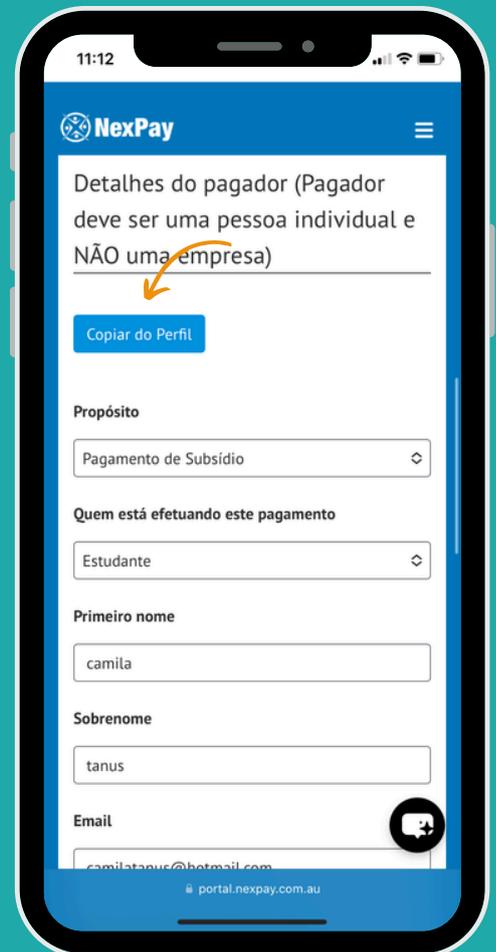
Step 3 | Once you're on the platform, click on **"Private Payment"** to continue.





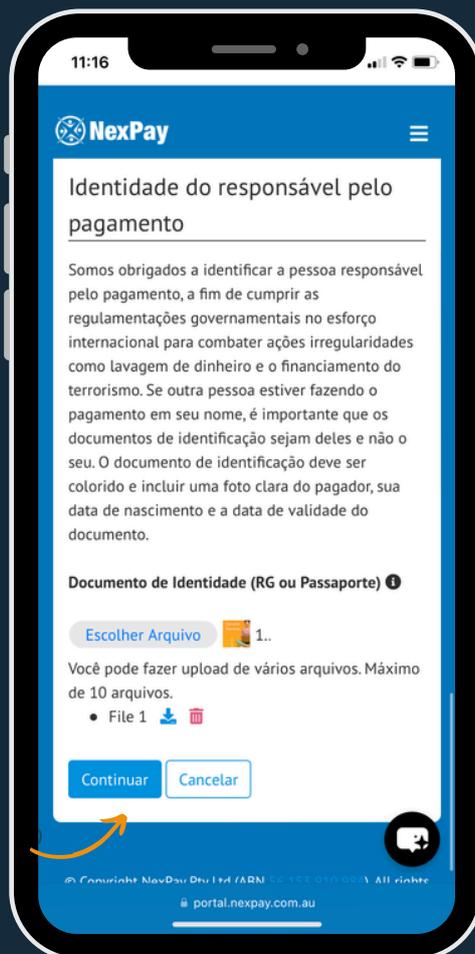
Step 4 | Fill in the required information. If you want to **add** or **update** beneficiary details, just click on "Manage Beneficiaries."

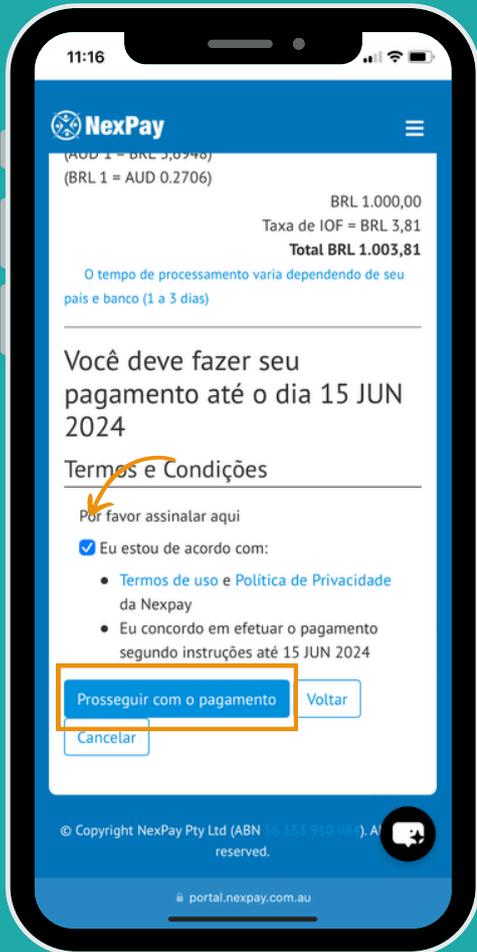
Step 5 |
If you've logged in as the payer (remember, this must be an individual, not a company), simply click "Copy from Profile" for the platform to **automatically upload your data.**





Step 6 | After all the fields have been **filled out**, including the student visa or the school's offer letter to prove that the payment is **for educational purposes**, simply click "**Continue**".





Step 7 | Verify that all payment details are correct, click "I agree", and then click "Proceed with Payment".

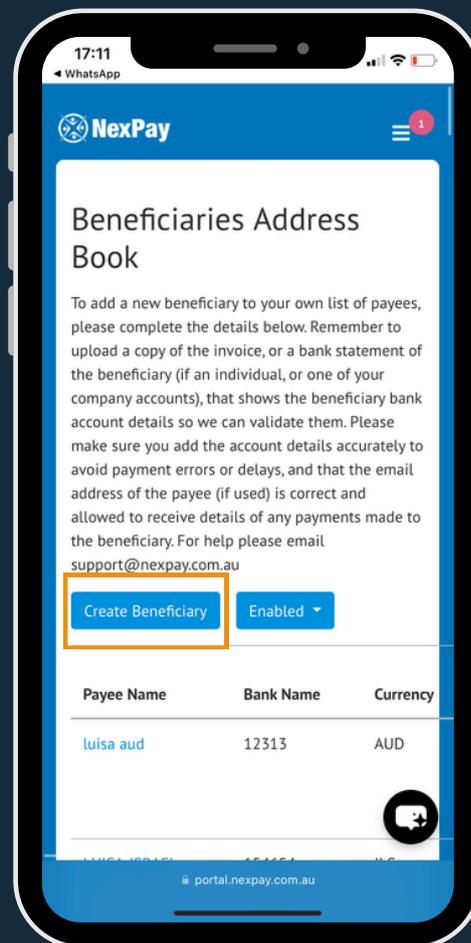
Step 8 | Done! Your payment has been created, and the payer will receive instructions via email on how to finalize the payment **within 48 hours.**

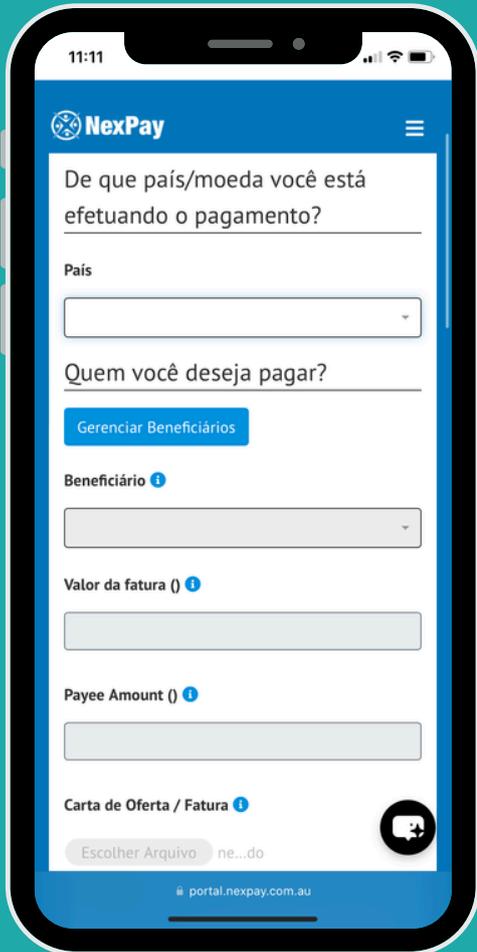


OPTION 2

Through a link provided by the company

Step 1 | First, you need to **create a beneficiary**. If you have any questions, you can check out the tutorial "How to Create a Beneficiary on the Platform".





11:11

NexPay

De que país/moeda você está efetuando o pagamento?

País

Quem você deseja pagar?

[Gerenciar Beneficiários](#)

Beneficiário

Valor da fatura ()

Payee Amount ()

Carta de Oferta / Fatura

[Escolher Arquivo](#) ne...do

portal.nexpay.com.au

Step 2 | Fill in the required information: the amount to be sent, the reference (what the expense is for), and attach a student visa or the school's acceptance letter.



11:12

NexPay

Detalhes do pagador (Pagador deve ser uma pessoa individual e NÃO uma empresa)

[Copiar do Perfil](#)

Propósito

Quem está efetuando este pagamento

Primeiro nome

Sobrenome

Email

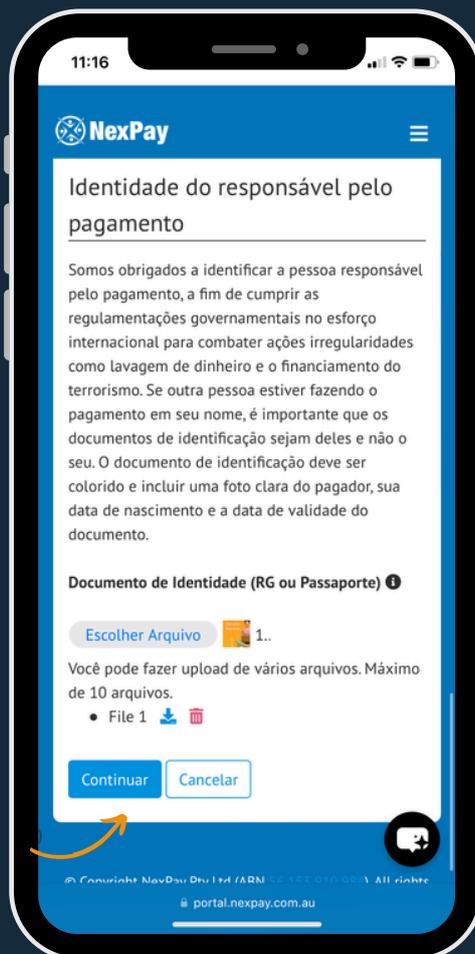
portal.nexpay.com.au

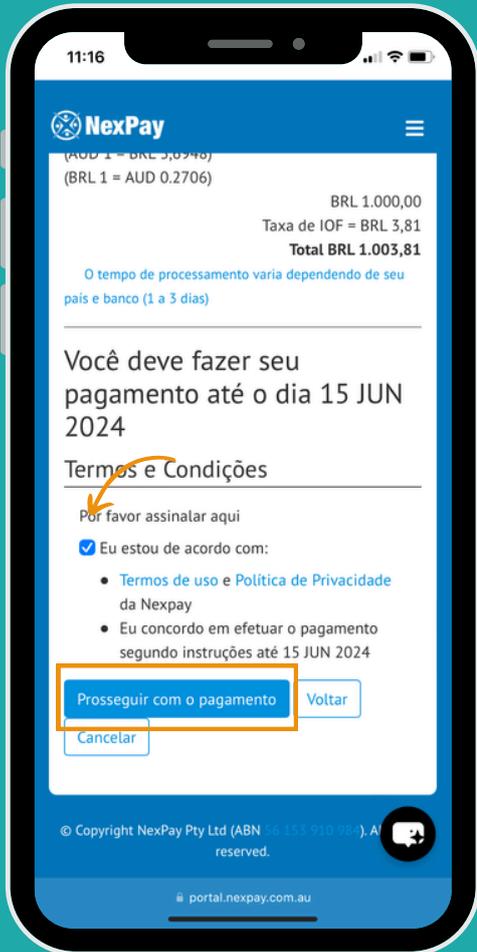
Step 3 |

If you've logged in as the payer (remember, this must be an individual, not a company), simply click "Copy from Profile" for the platform to **automatically upload your data.**



Step 4 | After all the fields have been **filled out**, simply click on "Continue".





Step 5 | Verify that all payment details are correct, click "I agree", and then click "Proceed with Payment".

Step 6 | Done! Your payment has been created, and the payer will receive instructions via email on how to finalize the payment **within 48 hours.**





If you have any questions,
**feel free to
reach out to**

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