

The Arts Unit Payment Portal

Quick Reference Guide

LightsUP Drama Ensembles

PLEASE NOTE: You will need to complete a separate online payment for each student involved in the program.

Step 1 | Go to The Arts Unit online payment portal at <https://www.artsunit.nsw.edu.au/student/payment>.

Step 2 | Choose **Drama** from the 'Program' drop-down menu.

Step 3 | Choose **Local Drama** from the 'Payment for' drop-down menu.

Step 4 | Click the box next to '**LightsUP Drama Ensembles - student participation fee**'

Step 5 | Complete the remainder of the form and press 'Submit payment via Westpac Quickweb'. Once this is complete, you will be taken to the Westpac site to finalise your payment and will be emailed a receipt once the payment has processed.

Step 6 | Email your receipt of payment to lily.ferres@det.nsw.edu.au