

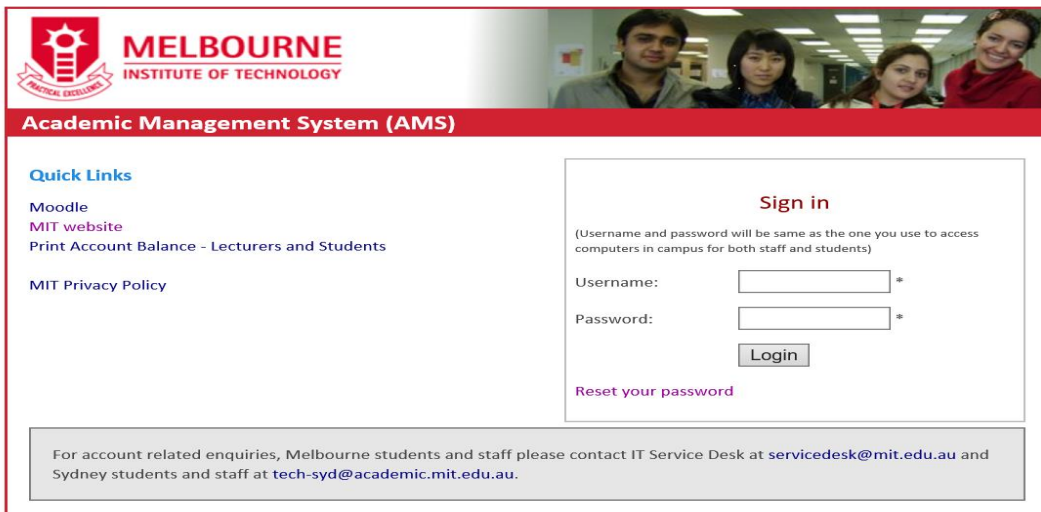


Guide to Pay Fee online using BPoint via AMS

Academic Management System (AMS)
online.mit.edu.au/ams

Please follow the following steps to pay your fee online using BPoint via AMS.

Step 1. Go to AMS at <https://online.mit.edu.au/ams/> and login with your username and password.



Students can get IT support from Service Desk during the hours of Monday to Friday 9:00am to 5:00pm. Service Desk can be contacted via servicedesk@mit.edu.au or (03) 86006725 or level 3.

Setp 2 : Once you logged into AMS, click on the “My Finance” link.

The screenshot shows the AMS portal dashboard. The navigation menu at the top includes 'Home', 'Online Enrolment', 'Create timetable', 'Timetable', 'Attendance', 'My assignments', 'My courses and units', 'Special Consideration Application', 'My Finance' (circled), 'Profile', and 'My Appointments'. Below the navigation, the dashboard is divided into several sections: 'Appointments (0 appointments from today)', 'My units' (Semester 3, 2017, GA501 Foundations in Accounting), 'Important dates (View all)' with a list of dates and events, 'Upcomming Payment Plans' table, 'Student support services' with a message and 'Book now and take charge of your Academic Success!' section, and 'Announcements (View all)'.

Payment Plan	Amount	Due Date
1	\$1000.00	Thursday, 30 November 2017

Book now and take charge of your Academic Success!

- Counseling: if you have personal issues that are hindering your ability to succeed academically, book now for an appointment with our highly qualified counselor (this is a free and confidential service)- [book now](#)
- Academic Skills Support services - [book now](#) (this is a free service)

Step 3 : Choose an option (Debit Card or Master Card) to pay fee.

Home | Timetable | Examinations | Documents | Enrolments | Career Development Portal | Student services | Contacts

AMS portal

Home | Online Enrolment | Create timetable | Timetable | Attendance | My assignments | My courses and units | Special Consideration Application | **My Finance** | Profile | My Appointments | Help

My Finance

Balance \$2176.00 (Outstanding)

BPOINT Credit Card | BPOINT Debit Card

My Account | Preliminary Invoices | Final Invoices | My Statement | BPoint Payments

Service Accounts

Higher Education Accounts

Sr#	Title	Commencement Date	TermKey	Amount	FeeHelp	Balance
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Step 4 : Verify the amount to pay

Home | Timetable | Examinations | Documents | Enrolments | Career Development Portal | Student services | Contacts

AMS portal

Home | Online Enrolment | Create timetable | Timetable | Attendance | My assignments | My courses and units | Special Consideration Application | My Finance | Profile | My Appointments | Help

Make Payment

Make a Payment

Amount (AUD): 2176.00

Reference: *

Proceed with Payment | Cancel

Sr#	Title	Commencement Date	TermKey	Amount	FeeHelp	Balance
-----	-------	-------------------	---------	--------	---------	---------

Note: if you want make a partial payment please change the amount.

Step 5: Enter the payment reference detail

Home | Timetable | Examinations | Documents | Enrolments | Career Development Portal | Student services | Contacts

AMS portal

Home | Online Enrolment | Create timetable | Timetable | Attendance | My assignments | My courses and units | Special Consideration Application | My Finance | Profile | My Appointments | Help

Make Payment

Make a Payment

Amount (AUD): 2176.00

Reference: *

Proceed with Payment | Cancel

Sr#	Title	Commencement Date	TermKey	Amount	FeeHelp	Balance
-----	-------	-------------------	---------	--------	---------	---------

Step 6: Press button “Proceed with Payment”

Home | Timetable | Examinations | Documents | Enrolments | Career Development Portal | Student services | Contacts

AMS portal

Home | Online Enrolment | Create timetable | Timetable | Attendance | My assignments | My courses and units | Special Consideration Application | My Finance | Profile | My Appointments | Help

Make Payment

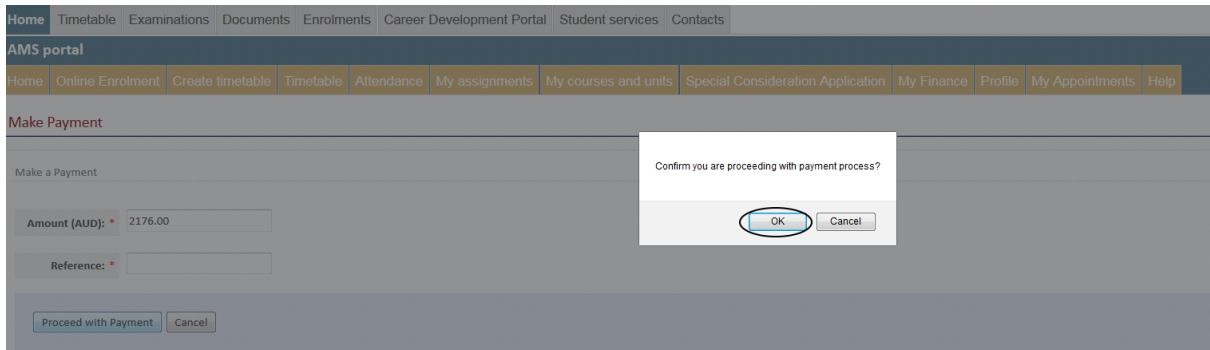
Make a Payment

Amount (AUD): 2176.00

Reference: *

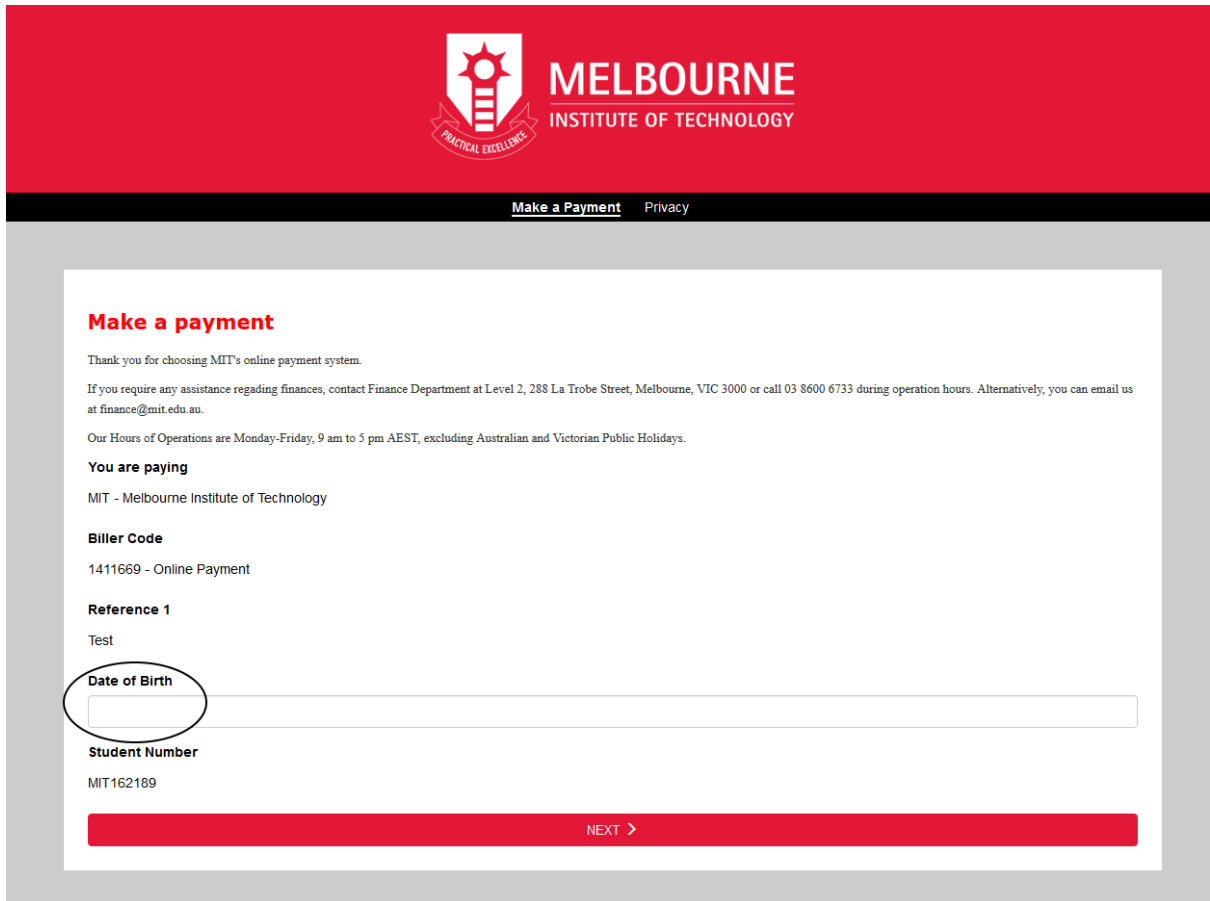
Proceed with Payment | Cancel

Step 7: Confirm proceeding with payment by pressing “ok” button.



The screenshot shows the 'Make Payment' page in the AMS portal. A modal dialog box is open, asking 'Confirm you are proceeding with payment process?'. The 'OK' button is circled in blue. In the background, the 'Make a Payment' form is visible with the amount '2176.00' and a 'Proceed with Payment' button.

Step 8: Enter your date of birth (DD/MM/YYYY).



The screenshot shows the 'Make a Payment' page for the Melbourne Institute of Technology. The page features the MIT logo and the text 'MELBOURNE INSTITUTE OF TECHNOLOGY'. Below the header, there are links for 'Make a Payment' and 'Privacy'. The main content area includes a 'Make a payment' heading, a thank you message, contact information for the Finance Department, and operational hours. The 'You are paying' section lists 'MIT - Melbourne Institute of Technology'. The 'Biller Code' is '1411669 - Online Payment' and 'Reference 1' is 'Test'. The 'Date of Birth' field is highlighted with a red circle. The 'Student Number' is 'MIT162189'. At the bottom, there is a red 'NEXT >' button.

Step 9: Press "Next" Button.

Make a payment

Thank you for choosing MIT's online payment system.

If you require any assistance regarding finances, contact Finance Department at Level 2, 288 La Trobe Street, Melbourne, VIC 3000 or call 03 8600 6733 during operation hours. Alternatively, you can email us at finance@mit.edu.au.

Our Hours of Operations are Monday-Friday, 9 am to 5 pm AEST, excluding Australian and Victorian Public Holidays.

You are paying

MIT - Melbourne Institute of Technology

Billers Code

1411669 - Online Payment

Reference 1

Test

Date of Birth

Student Number

MIT162189



NEXT >



Step 10: Enter the credit card or debit card detail (Master or VISA card accepted only).

Choose a Payment Method

Card

Other Payment Methods

Card number

Expiry date

MM YY

CVN ⓘ



< BACK **NEXT >**



Step 11: Press "Next" button.

Choose a Payment Method

Card

Other Payment Methods

Card number

Expiry date

MM YY

CVN ⓘ

< BACK **NEXT >**

Step 12: Verify payment detail.

Review Details ✕

You are Paying MIT - Melbourne Institute of Technology

Billier Code 1411669 - Online Payment

Reference 1 Test

Date of Birth 01/01/1996

Student Number MIT162189

Amount AUD 0.05

Card Number •••••

Expiry Date 02/21

< BACKPAY >

Step 13: Press “Pay” Button.

Step 14: Print or Email receipt to your MIT email address.

[Home](#) [Timetable](#) [Examinations](#) [Documents](#) [Enrolments](#) [Career Development Portal](#) [Student services](#) [Contacts](#)

AMS portal

[Home](#) [Online Enrolment](#) [Create timetable](#) [Timetable](#) [Attendance](#) [My assignments](#) [My courses and units](#) [Special Consideration Application](#) [My Finance](#) [Profile](#) [My Appointments](#) [Help](#)

Payment Receipt

Payment Receipt

Student ID: MIT162189

Receipt Number: 78808922746

Payment Date: 23/11/2017 5:09:09 PM

Billier Code: 1411669

Reference Detail: Test

Payment Amount: \$0.05 AUD

Credit Card Number: 456471...289

Status: Approved

Print ReceiptEmail ReceiptBack