

# How to Make a Manual Payment



We've created this guide to assist you in making a manual payment on the Student Living Portal, but if you have any questions, please do not hesitate to contact the Student Living office on (02) 4913 8888 or email us at [studentliving@newcastle.edu.au](mailto:studentliving@newcastle.edu.au).

## Before you start you will need...



Login ID  
and Password



VISA or  
Mastercard



Funds to cover the  
cost of your payment

## Manual Payment guide

1. Go to [newcastle.edu.au/accommodationportal](http://newcastle.edu.au/accommodationportal)
2. Log into the **Student Living Portal** by entering your **Username** and **Password**.
3. Click on the **'Accounts'** tab.
4. On the **Account Summary** page tick the **'Manual Breakup'** button.
5. Enter the **amount** you would like to pay in the **'Amount'** column. You may enter amounts in more than one row if required.
6. Select **'Pay Now'**.
7. Select either:
  - a) **'My account'** (this allows you to store your credit card details and transaction history) sign in or vcreate a new account.
  - b) **'VISA'** or **'Mastercard'** (for one off payments). Enter your credit card details and click **'Pay Now'**.