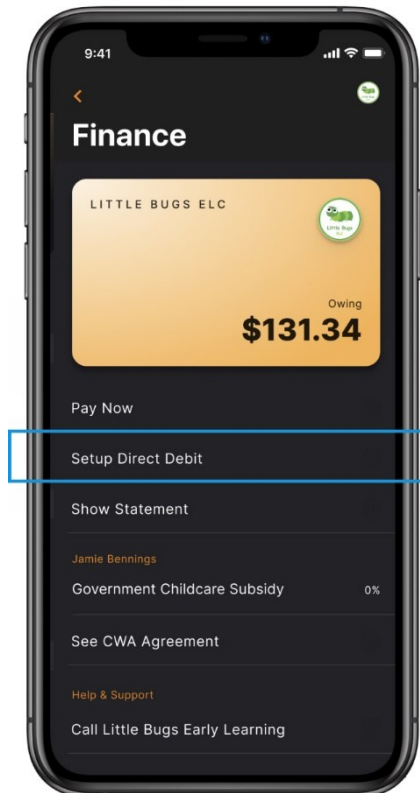


## How To Add Payment Details for Direct Debit

Please note that only **Primary Carers/Account Holder** can add and update Payment Details.



## Adding New Parent Bank details:

### Option 1 - Xplor Home App Guide

Instructions to add Payment Details via the Xplor Home App.

- 1) Open the Xplor Home App
- 2) Select Account
- 3) Select Finance
- 4) Select Setup Direct Debit
- 5) Input Payment Details > Submit

## Option 2 - Xplor Home Webpage

Instructions to add Payment Details via the Xplor Home Webpage.

- 1) Log in via this portal: <https://login.myxplor.com/?app=home-web>
- 2) Select Finance
- 3) Select Auto Debit Setup
- 4) Input Payment Details > Submit

The screenshot displays the Xplor Home Webpage interface. At the top left is the 'home.' logo. A search bar is located at the top center. On the top right, there is a circular profile icon with the initials 'SC' and the name 'Samwell Carmi'. A left-hand navigation menu lists several options: Dashboard, Observations, Documentation, Planning, Children, and Finance (which is highlighted with an orange bar). The main content area is titled 'Finance' and has two tabs: 'Statement' and 'Auto Debit Setup' (the active tab). The 'Auto Debit Setup' form includes two radio buttons: 'Credit Card Details' (selected) and 'Bank Details'. Below these are input fields for 'Enter Card Number', 'Exp Date' (with separate 'Month' and 'Year' dropdowns), 'CVV', and 'Name on Card'. At the bottom of the form is a checkbox for 'Billing Agreement' and a blue 'Submit' button.

### Please Note:

Once you have entered Payment Details the Payment will run the following week on Thursday.