

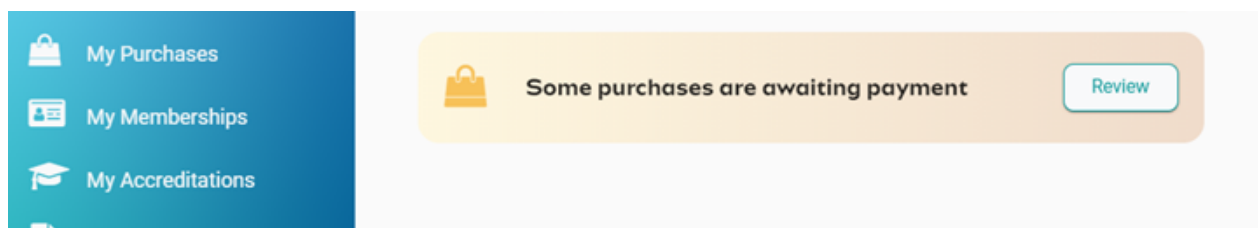
HOW DO I ACTION A PENDING PAYMENT?

Sometimes payments end up pending due to system glitches or a delay in completing the transaction in that items were put in a trolley, but payment was not processed. This help guide is for **Individual or Parent/Principal members** to action payments stalled at the pending stage in Swim Central.

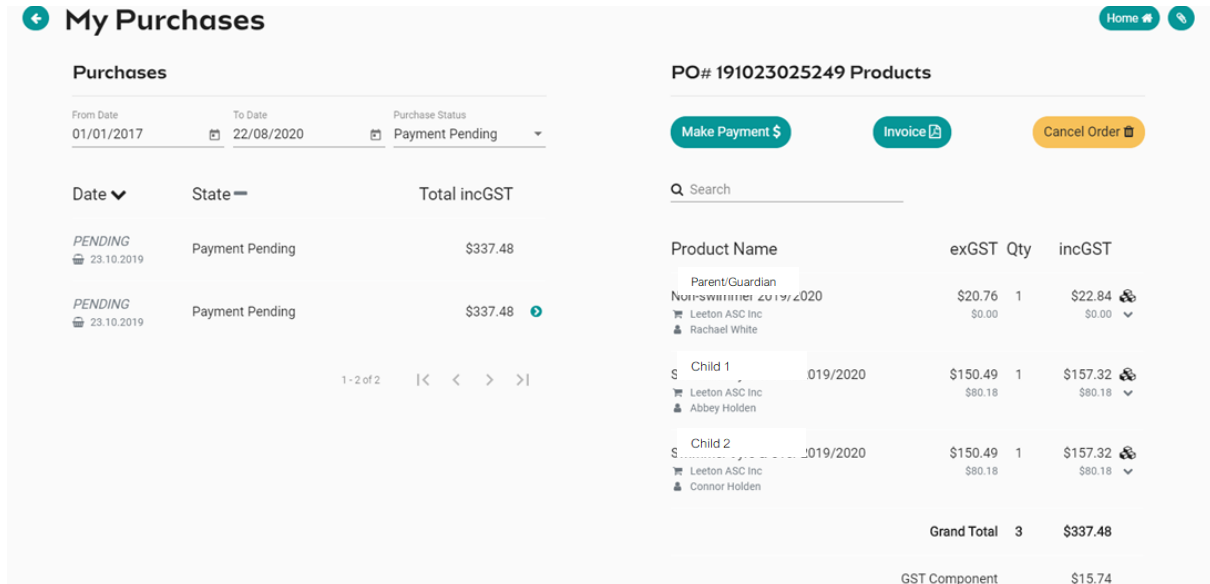
Login and **unlock** your individual profile.



On your personal dashboard a Pop Up notification will appear '**Some purchases are awaiting payment**' Click '**Review**'



To view the product breakdown click on the **'Pending Payment'**
 Select **'Make Payment'** to complete the transaction OR
 select **'Cancel Order'** if the product breakdown is incorrect



My Purchases Home

Purchases

From Date: 01/01/2017 To Date: 22/08/2020 Purchase Status: Payment Pending

Date	State	Total incGST
PENDING 23.10.2019	Payment Pending	\$337.48
PENDING 23.10.2019	Payment Pending	\$337.48

1 - 2 of 2 |< < > >|

PO# 191023025249 Products

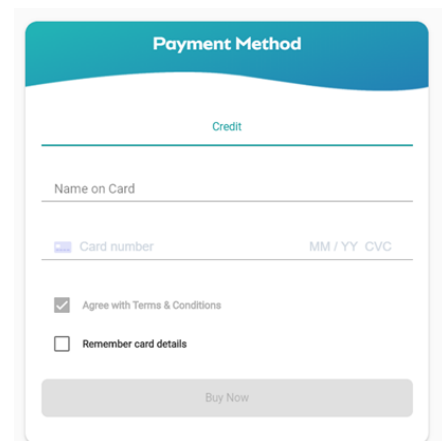
Make Payment \$ Invoice Cancel Order

Q Search

Product Name	exGST	Qty	incGST
Parent/Guardian NORTHBRIDGE 2019/2020 Leeton ASC Inc Rachael White	\$20.76 \$0.00	1	\$22.84 \$0.00
Child 1 Leeton ASC Inc Abbey Holden	\$150.49 \$80.18	1	\$157.32 \$80.18
Child 2 Leeton ASC Inc Connor Holden	\$150.49 \$80.18	1	\$157.32 \$80.18
Grand Total		3	\$337.48
GST Component			\$15.74

To complete the transaction enter Credit Card details &

Click **'Buy Now'**



Payment Method

Credit

Name on Card

Card number MM / YY CVC

Agree with Terms & Conditions

Remember card details

Buy Now