



Safe Ministry Online Training Payment Instructions

To pre-pay for for **Safe Ministry Online Training**:

1. Type the following web address into your browser (or click on it).

<https://safercommunities.net.au/anglican-diocese-of-canberra-goulburn-online-training/>

2. Select your **Parish Name** from the drop down menu.

3. Enter the number of registrations required for each course and press the **CLICK HERE** button.

- If you are only enrolling for yourself, please choose 1 participant.

- If you are a Parish paying for your workers, type the number of workers who need to complete each course. You are able to return at a later date and pay for more workers.

4. Once you have registered the correct number of people, click **VIEW CART** to confirm your purchase/s.

5. Once confirmed, click **PROCEED TO CHECKOUT**.

6. Enter your billing and payment option details
BILLING DETAILS.

- If you are enrolling for yourself, use your email address.

- If you are a Parish registering, add the name and contact details of your Parish Safe Ministry Contact.

PAYMENT OPTIONS.

- **Credit card** payment provides **immediate access** to the courses - the system will send you an email (check your spam folder if you do not receive it within a few minutes).

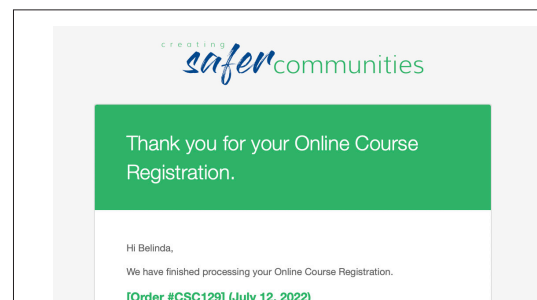
- **Direct bank transfer** is not an automated process and you will need to allow up to 3 business days once you transfer the funds to receive your access email from us.

Click **COMPLETE PAYMENT**.

7. **Registration confirmation email**

- If you have paid via credit card, you will receive an email with the hyperlink/s to your course/s.

- If you are paying by direct bank transfer, the email will arrive once we have confirmed payment.



To sign up and commence training, use the Participant Sign Up Instruction page.