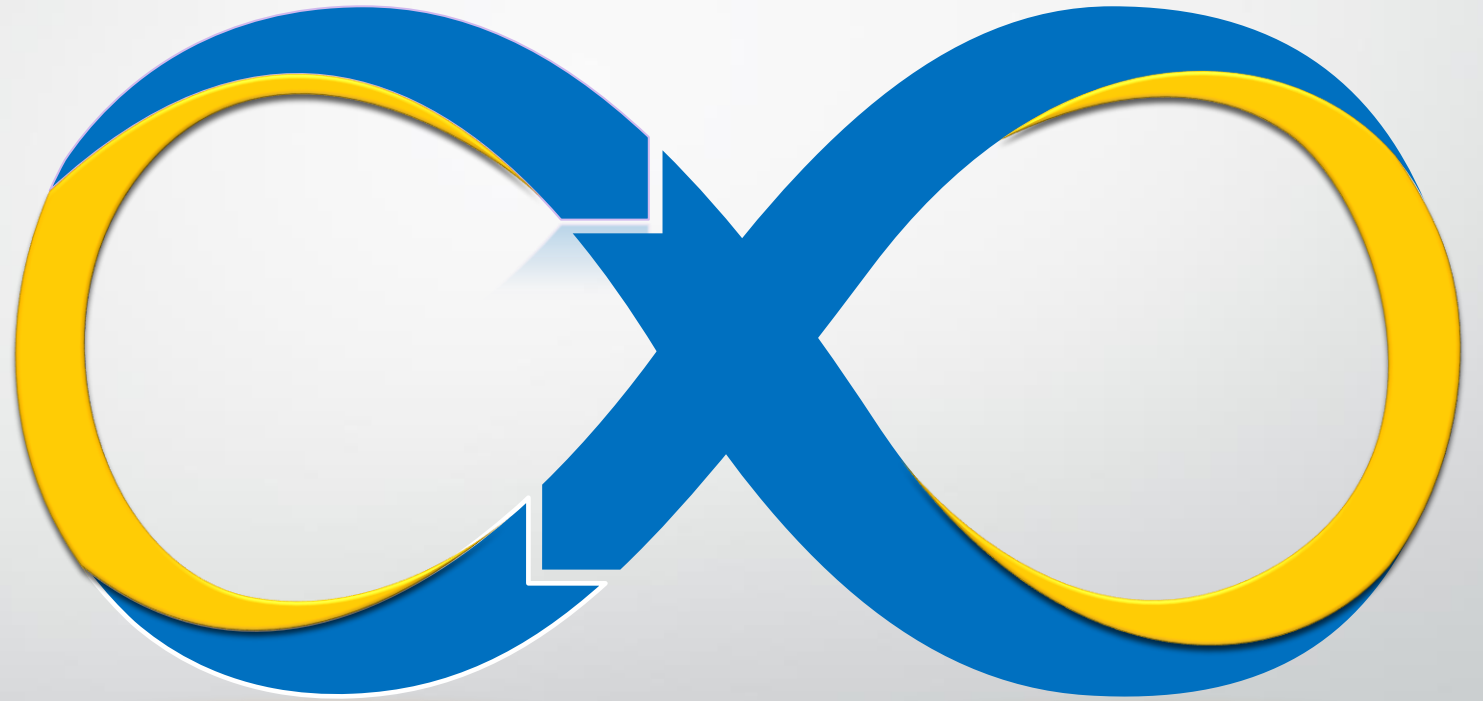


Payment Portal Handbook – VIS



Pay Fees

A Creating Accounts

D Processing Payments

- Assessment Fees
- Registration Fees
- Seat Reservation Fees
- Invoice Payment

C Adding sibling accounts
(if any)

B Adding the student account by
(Parent account / Roll number)

E Payment Confirmations

F

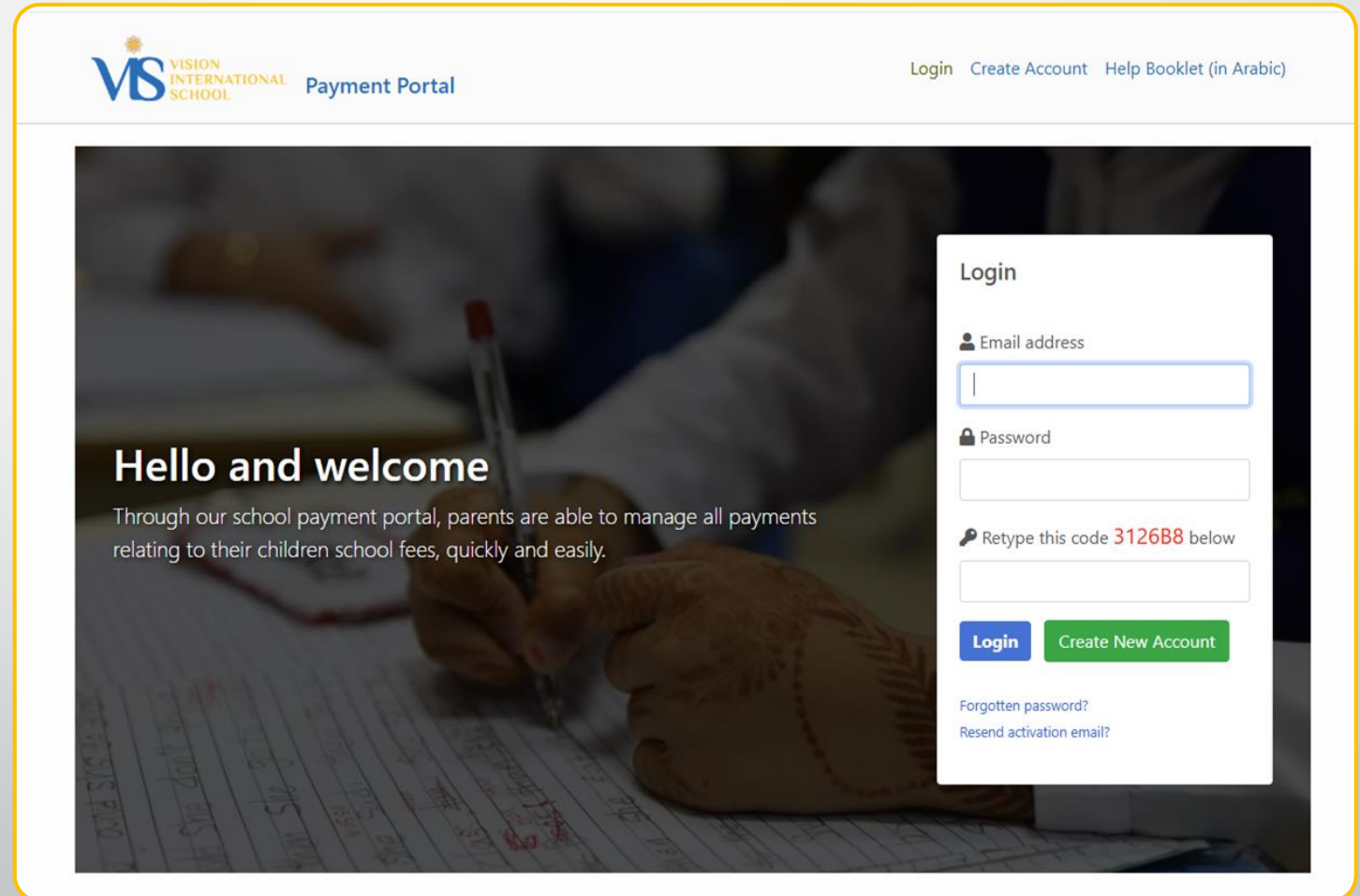
Receipt Printing



Creating an Account

To process payments via payment portal, parents should create an account by using their personal emails and mobile numbers

1. Click on “Create account”
2. Register with active emails & mobile number
3. System will send an activation emails to the registered email
4. Go to your email and activate your Payment Portal account



The screenshot shows the VISION INTERNATIONAL SCHOOL Payment Portal interface. At the top left is the school logo and name, and at the top right are links for 'Login', 'Create Account', and 'Help Booklet (in Arabic)'. The main content area features a 'Hello and welcome' message and a description of the portal's purpose. On the right side, there is a login form with fields for 'Email address', 'Password', and a retype code field (with the code 3126B8). Below the form are 'Login' and 'Create New Account' buttons, and links for 'Forgotten password?' and 'Resend activation email?'.

VISION INTERNATIONAL SCHOOL Payment Portal

Login Create Account Help Booklet (in Arabic)

Hello and welcome

Through our school payment portal, parents are able to manage all payments relating to their children school fees, quickly and easily.

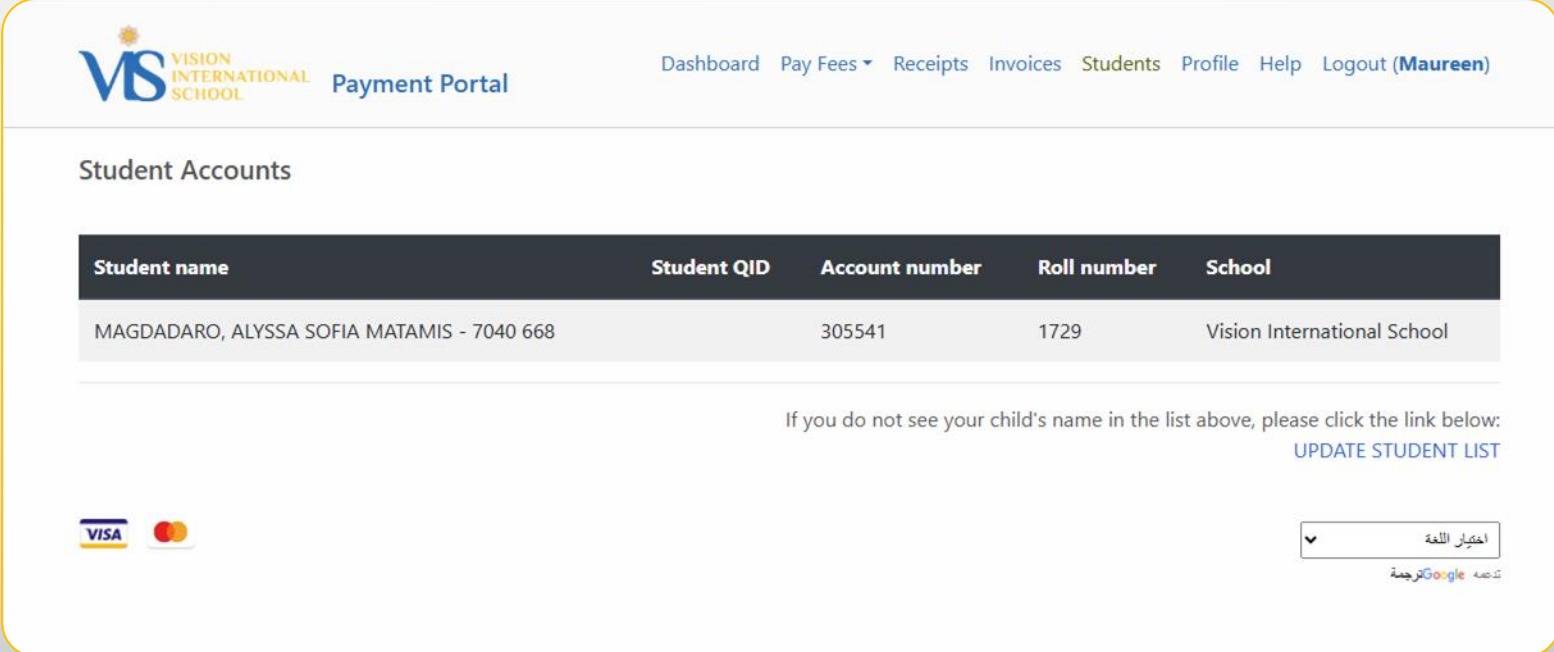
Login **Create New Account**

[Forgotten password?](#)
[Resend activation email?](#)

Adding Student to the Payment Portal

Parents can add their kids to the Payment Portal by using parents' ID & Students' roll number

1. Click on “Update List ”
2. Using Parents' ID & Roll number parents can add their kids to the Payment Portal



The screenshot displays the 'Payment Portal' interface for Vision International School. The top navigation bar includes links for Dashboard, Pay Fees, Receipts, Invoices, Students, Profile, Help, and Logout (Maureen). The main content area is titled 'Student Accounts' and features a table with the following data:

Student name	Student QID	Account number	Roll number	School
MAGDADARO, ALYSSA SOFIA MATAMIS - 7040 668		305541	1729	Vision International School

Below the table, a message states: 'If you do not see your child's name in the list above, please click the link below: [UPDATE STUDENT LIST](#)'. At the bottom left, there are logos for VISA and Mastercard. At the bottom right, there is a language selection dropdown menu labeled 'اختر اللغة' and a Google Translate widget labeled 'تصفح Google الترجمة'.

Paying Fees

Parents can pay their kids school payments via online portal

1. Click on “Pay Fees ”
2. Parents can process the payment by Clicking on Pay Fess

Dashboard Pay Fees ▾ Receipts Invoices Stud

Pay Testing
Pay Seat Reservation
Pay An Invoice

The screenshot shows the 'Payment Portal' for Vision International School. The user is logged in as Maureen. The navigation menu includes Dashboard, Pay Fees (with a dropdown), Receipts, Invoices, Students, Profile, Help, and Logout. The dropdown menu for 'Pay Fees' is open, showing options for 'Pay Testing', 'Pay Seat Reservation', and 'Pay An Invoice'. The main content area displays a greeting for Maureen Magdadaro, the current date (Tuesday 13th of January 2026), and a list of quick actions: 'Download a receipt', 'Pay an invoice', 'Pay a testing fee', 'Pay a seat reservation fee', and 'Update my profile'. Below this is a banner for 'Secure payment' with a 'pay now' button. The 'Most recent payment receipts' section contains a table with the following data:

Date	Reference	Total	
2025-10-06	PP_218_202510060929 Testing fee payment: ALYSSA MAGDADARO (1729);	1 QAR	
2025-09-18	PP_30911437940_RS Invoice payment: 2665000300015 / 1729-MAGDADARO, ALYSSA SOEIA MATAMIS	1 QAR	

Paying Fees

Type of payment Parents can process via online portal

1. Testing Fees
2. Seat Reservation Fees
3. Outstanding Invoices

payonline

Paying Test Fees

Parents can pay their kids Testing fees by using Students' roll number & Full Name

1. Click on “Pay Registration Fees ”
2. Enter the student's full name
3. Enter the student roll number
4. Pay the testing fees
5. Choose pay “Using Credit Card” or Using QPay”

VISION INTERNATIONAL SCHOOL Payment Portal

Dashboard Pay Fees ▾ Receipts Invoices Students Profile Help Logout (Maureen)

Pay Testing Fees

Vision International School

Enter student(s) information below:

1	ALYSSA MAGDADARO	1729	QAR 200.00
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Pay Testing Fee

Using Credit Card Using Qpay

VISA Mastercard


العربية اللغة
تصفح Google ترجمة

Paying Test Fees



Payment Process – Bank payment gateway

1. Enter the valid credit card/ QPay number
2. Select the card expiry month & year
3. Enter the card holder name
4. Enter the security code
5. Click “Pay Now”

Vision International School

Secure payment 

Card number *


 

Expiry month * Expiry year *

MM YY


Cardholder name *

Security code *

  3 digits on back of your card

Order details

Testing fee payment: ALYSSA MAGDADARO (1729);

TOTAL QAR: 200.00 

The next screen you see may be payment card verification through your card issuer.

[Cancel](#)

Paying Seat Reservation Fees

Parents can pay their kids' Seat Reservation fees by using Students' roll number & Full Name

1. Click on “Pay Seat Reservation”
2. Select the Student Name
3. Select the student Grade
4. Select the payment year
5. Pay the seat reservation fees


The screenshot displays the 'Payment Portal' for Vision International School. The page title is 'Pay Seat Reservation Fees'. A navigation bar at the top includes links for 'Dashboard', 'Pay Fees', 'Receipts', 'Invoices', 'Students', 'Profile', 'Help', and 'Logout (Maureen)'. Below the title, there is a sub-header 'Pay Seat Reservation Fees' and a paragraph explaining that if a parent has unpaid school fees and chooses to pay seat reservation fees first, the amount paid will be deducted from the outstanding fees. The form contains three dropdown menus: the first is for the student's name, currently showing 'MAGDADARO, ALYSSA SOFIA MATAMIS - 7040 668'; the second is for the student's grade, currently showing 'Y11'; and the third is for the payment year, currently showing '2026/2027 = QAR 3,000.00'. Below the form, there are two buttons: 'Using Credit Card' and 'Using Qpay'. At the bottom left, there are logos for 'VISA' and 'MasterCard'. At the bottom right, there is a language selection dropdown set to 'اختر اللغة' and a 'تدعمه Google ترجمة' (Supported by Google Translate) link.

Paying Seat Reservation Fees



Payment Process – Bank payment gateway

1. Enter the valid credit card/ QPay number
2. Select the card expiry month & year
3. Enter the card holder name
4. Enter the security code
5. Click “Pay Now”

Vision International School

Secure payment 

Card number *


 

Expiry month * Expiry year *

MM YY


Cardholder name *

Security code *

  3 digits on back of your card

Order details

Testing fee payment: ALYSSA MAGDADARO (1729);

TOTAL QAR: 200.00 

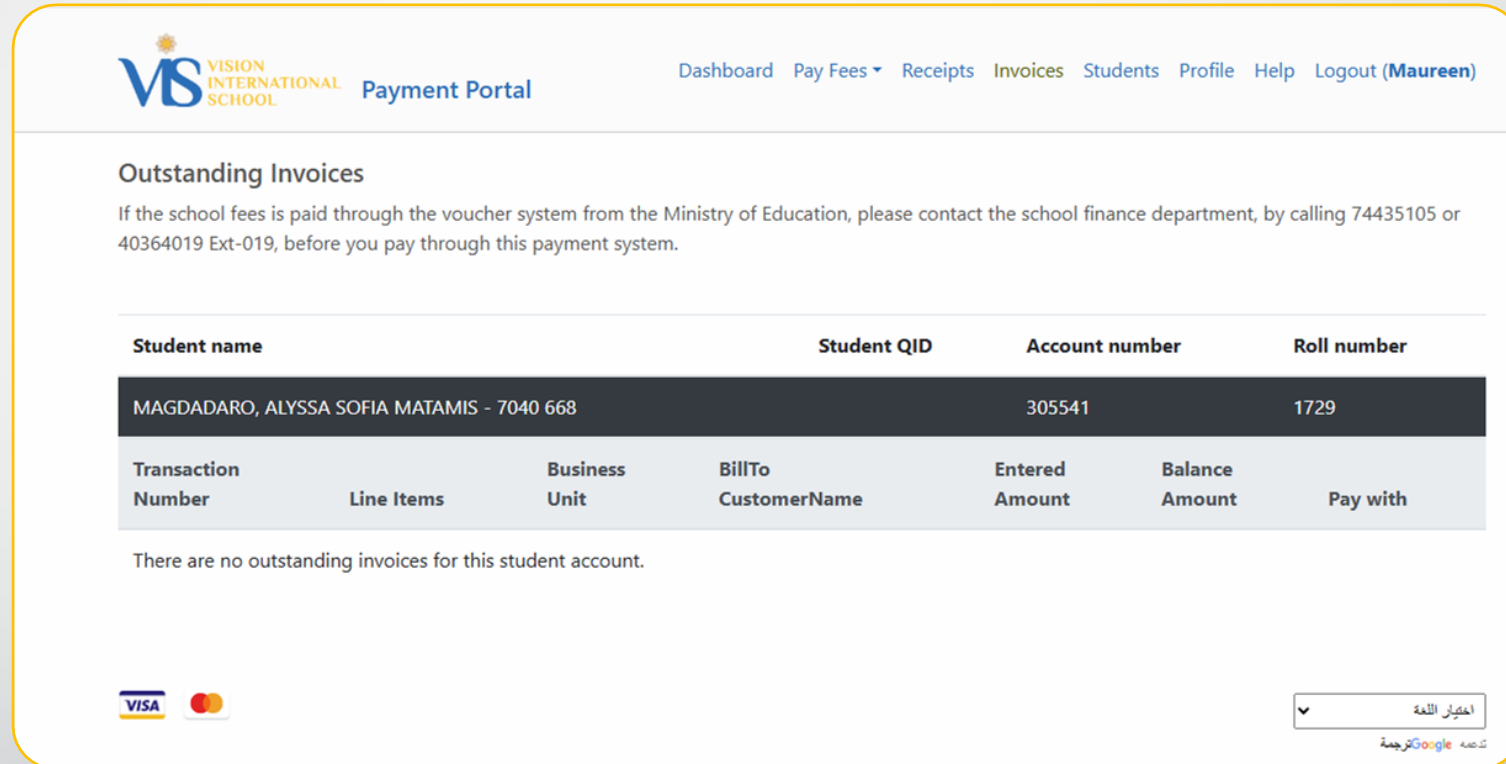
The next screen you see may be payment card verification through your card issuer.

[Cancel](#)

Paying Outstanding Fees

Parents can pay their kids outstanding invoices fees by using Students' roll number & Full Name

1. Click on “Pay an Invoice ”
2. Select the Invoice
3. Process the Payment



The screenshot shows the 'Payment Portal' for Vision International School. The page title is 'Outstanding Invoices'. Below the title, there is a note: 'If the school fees is paid through the voucher system from the Ministry of Education, please contact the school finance department, by calling 74435105 or 40364019 Ext-019, before you pay through this payment system.' A table displays student information for 'MAGDADARO, ALYSSA SOFIA MATAMIS - 7040 668'. The table has columns for Student name, Student QID, Account number, and Roll number. Below this, another table header is visible with columns: Transaction Number, Line Items, Business Unit, BillTo CustomerName, Entered Amount, Balance Amount, and Pay with. At the bottom of the page, there are logos for VISA and Mastercard, and a language selection dropdown menu set to 'العربية اللغة'.

Student name	Student QID	Account number	Roll number
MAGDADARO, ALYSSA SOFIA MATAMIS - 7040 668		305541	1729

Transaction Number	Line Items	Business Unit	BillTo CustomerName	Entered Amount	Balance Amount	Pay with
--------------------	------------	---------------	---------------------	----------------	----------------	----------

There are no outstanding invoices for this student account.

Outstanding Invoices


If the school fees is paid through the voucher system from the Ministry of Education, please contact the school finance department, by calling 5514-3899 or 40364019 Ex-019, before you pay through this payment system.

Paying Seat Outstanding Fees



Payment Process – Bank payment gateway

1. Enter the valid credit card/ QPay number
2. Select the card expiry month & year
3. Enter the card holder name
4. Enter the security code
5. Click “Pay Now”

Vision International School

Secure payment 

Card number *


 

Expiry month * Expiry year *

MM YY


Cardholder name *

Security code *

  3 digits on back of your card

Order details

Testing fee payment: ALYSSA MAGDADARO (1729);


TOTAL QAR: 200.00 

The next screen you see may be payment card verification through your card issuer.

[Cancel](#) [Pay now](#)


Profile | Payment Portal

By clicking Profile parents can updated logging name or username and passwords


 **Payment Portal**

[Dashboard](#) [Pay Fees](#) [Receipts](#) [Invoices](#) [Students](#) [Profile](#) [Help](#) [Logout \(Maureen\)](#)


Edit My Profile

 **First name**


Required

 **Last name**


Required

 **Email address**


Please provide a valid email address

 **Mobile phone**

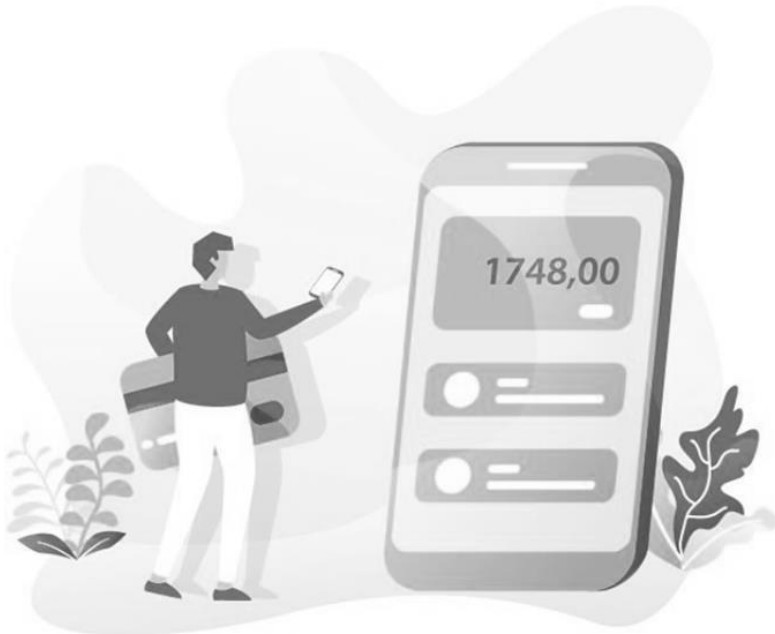
Add country code and numbers only e.g. 974 000 000 000

 **Password**

Password must be between **8** and **20** characters long


 **Confirm password**

[Update profile](#)









Dashboard | Payment Portal

By clicking Dashboard parents can see the recent activists & Printing receipt

Payment PortalDashboard Pay Fees ▾ Receipts Invoices Students Profile Help Logout (Maureen)

Payment Receipts

Date	Reference	Total	
2025-10-06	PP_218_202510060929 Testing fee payment: ALYSSA MAGDADARO (1729);	1 QAR	
2025-09-18	PP_30911437940_RS Invoice payment: 2665000300015 / 1729-MAGDADARO, ALYSSA SOFIA MATAMIS	1 QAR	
2025-09-18	PP_472_202509180737 Testing fee payment: ALYSSA MAGDADARO (1729);	1 QAR	
2025-08-28	PP_30874630830_SN Invoice payment: 2565000300036 / 1729-MAGDADARO, ALYSSA SOFIA MATAMIS	2 QAR	
2025-05-28	PP_30871783091_TS Invoice payment: 2565000300031 / 1729-MAGDADARO, ALYSSA SOFIA MATAMIS	1 QAR	
2025-05-20	PP_30837632867_HL Invoice payment: 2565000102629 / 1729-MAGDADARO, ALYSSA SOFIA MATAMIS	1 QAR	

Print
Receipt

Sample Receipt | Payment Portal



VISION INTERNATIONAL
SCHOOL

P.O.Box 8059,
Al Wakrah, Qatar.
+97444870995 /
33775521

CASH RECEIPT

Receipt No: **PP_30837632867_HL**

Student No: **1729**

Class: **Y10**

Period: **2024/25**

Receipt Date: **2025-05-20**

Received with thanks from (تم الاستلام مع الشكر من) **MAGDADARO, ALYSSA SOFIA MATAMIS**

No	Description	Qty	Amount
1	TUITION FEES 2ND TERM (الرسوم الدراسية للفصل الدراسي الثاني)	1	1
Total: One QAR			QAR 1

Payment method: Credit/Debit Card


Paid in full via the Online Payment Portal

Printed: 2026-01-13 20:03

Translated using Google machine translation tool. تمت الترجمة باستخدام أداة الترجمة الآلية من Google.

Help | Payment Portal

By clicking help parents can get guidance of payment process

Payment PortalDashboard Pay Fees ▾ Receipts Invoices Students Profile Help Logout (Maureen)

Help

Hi **Maureen Magdadaro**

[Download help booklet \(English\)](#) | [Download help booklet \(Arabic\)](#)

Quick Help

You can make the following four type of payments through this portal:

- [Invoice](#)
- [Testing fee](#)
- [Seat reservation fee](#)

To pay an invoice, a registration fee and a seat reservation fee requires that you first add your children information to the portal. You do this on the "Students" page. You will need your account number and their student roll number in order to do this. Please contact the school office for this information.

To make payment, select the type of payment you wish to make from the top navigation and follow the simple steps to complete each payment.

When you reach the step where you need to enter your debit or credit card information, you will be transferred to our bank's secure payment page; We do not receive or store your card data on our system, our bank will inform us if your payment was successfully authorised. When we receive this confirmation, we will create a receipt for the payment. You can download receipts for all payments made from the "[Receipts](#)" page.

Contact Support

If you need help or are having problems with making a payment, please contact us during school hours by emailing visfinance@vis.qa