

How do I pay for an order in instalments?

25/11/2025 12:43 pm AEDT

Overview

Passport offers a flexible payment by instalments option, allowing members to spread the cost of their fees over several payments. This guide outlines the steps for participants to pay for orders using the instalments option during checkout on registration forms.



Please note:

- Instalment plans are enabled at the discretion of each organisation that offers a registration form. If the instalment option is not available on your form, please contact the organisation or sport to whom you are registering
- All instalment schedules are broken down in two-week intervals, beginning at the time of registration
- Once an instalment plan is active, members will be automatically charged on the scheduled dates
- Instalment breakdown is calculated by the total order amount, comprising all selected products and members included in the registration

Step-by-Step

Step 1: Select your member profile

First, login to the form select which member you are registering to continue



Note: If you haven't registered previously, select **New Participant**

A vertical list of seven selection cards. The fourth card, 'Matthew Murray', is highlighted with a yellow circle and a hand cursor icon.

Step 2: Select your products

Continue through the form until you reach the Products page, then select the desired Membership Product and click **CONFIRM SELECTION**, then **CONFIRM**

1. Choose Type ✓ **2. Basic Info** ✓ **3. Questions** ✓ **4. Products** **5. Payment**

Name: **Matthew Murray**
DOB: **03/03/1997** Email:

Do you have a promo code?
Please enter your promo code below
Please enter... **Apply**

Products
Please check the box against any products you would like to purchase.

☐	Affiliation Fee - Juniors Details	\$50.00
☒	Affiliation Fee - Seniors Details	\$75.00

Summary

Products Total	\$75.00
Total	\$75.00

← Edit Products **Confirm**

← Back to Questions **Confirm Selection**

1. Choose Type

2. Basic Info

3. Questions

4. Products

5. Payment

Name: Matthew Murray

DOB: 03/03/1997 Email:

Products

Please check the box against any products you would like to purchase.

☐

Affiliation Fee - Juniors

\$50.00

[Details](#)

☒

Affiliation Fee - Seniors

\$75.00

[Details](#)

← Back to Questions

Confirm Selection

Do you have a promo code?

Please enter your promo code below

Please enter...

Apply

Summary

Products Total

\$75.00

Total

\$75.00

← Edit Products

Confirm

Step 3: Choose to pay by instalments

To pay for your order in instalment payments, click the Stripe option, then click **PAY IN INSTALMENTS**

Products Selected

Order Item ID	Product	Name	Price
1182210494	Affiliation Fees - Affiliation Fee - Seniors	Matthew Murray	\$75.00
Total			\$75.00

Pay Now: Select a Payment Method

stripe

Stripe - Pay with Credit/Debit Card, Apple Pay or Google Pay

Products Selected

Order Item ID	Product	Name	Price
1182210494	Affiliation Fees - Affiliation Fee - Seniors	Matthew Murray	\$75.00
			Total \$75.00

Pay Now: Select a Payment Method

stripe

Stripe - Pay with Credit/Debit Card, Apple Pay or Google Pay

Pay



Pay in Instalments ⓘ

Step 4: Review and pay

The schedule for your instalment payments will be displayed, including:

- The amount payable today
- The amounts payable on each instalment in the future
- The date of each future instalment payment
- The total payable after today's payment

stripe

Stripe - Pay with Credit/Debit Card, Apple Pay or Google Pay

Pay



Pay in Instalments ⓘ

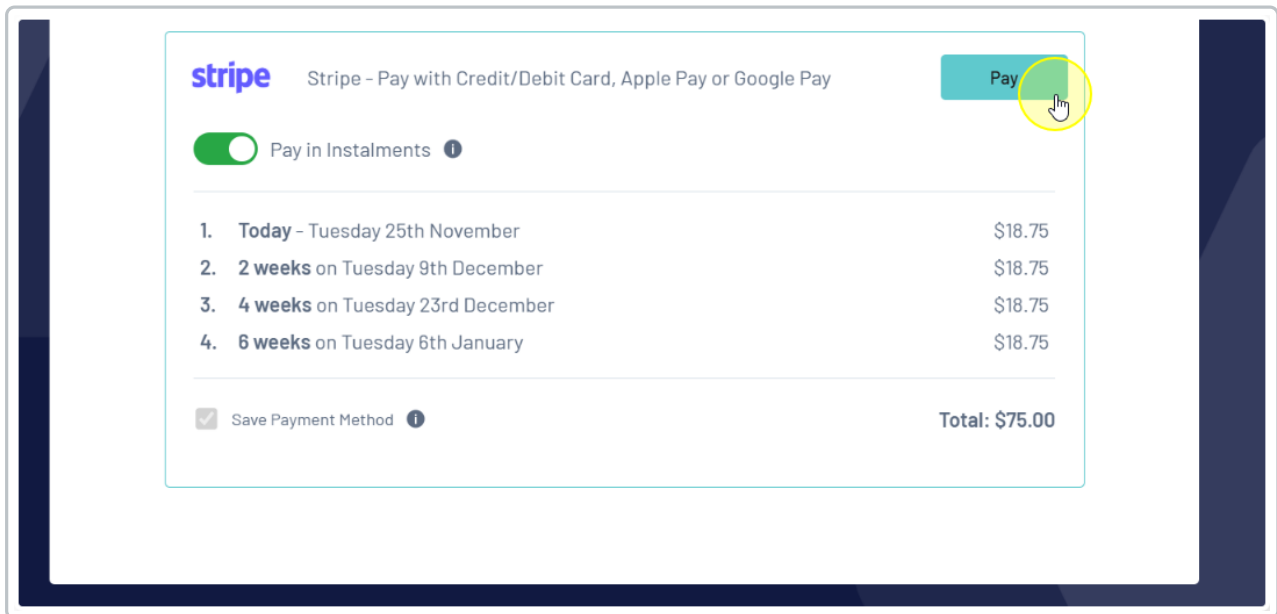
1.	Today - Tuesday 25th November	\$18.75
2.	2 weeks on Tuesday 9th December	\$18.75
3.	4 weeks on Tuesday 23rd December	\$18.75
4.	6 weeks on Tuesday 6th January	\$18.75



Save Payment Method ⓘ

Total: \$75.00

If you're happy to proceed, click **PAY**

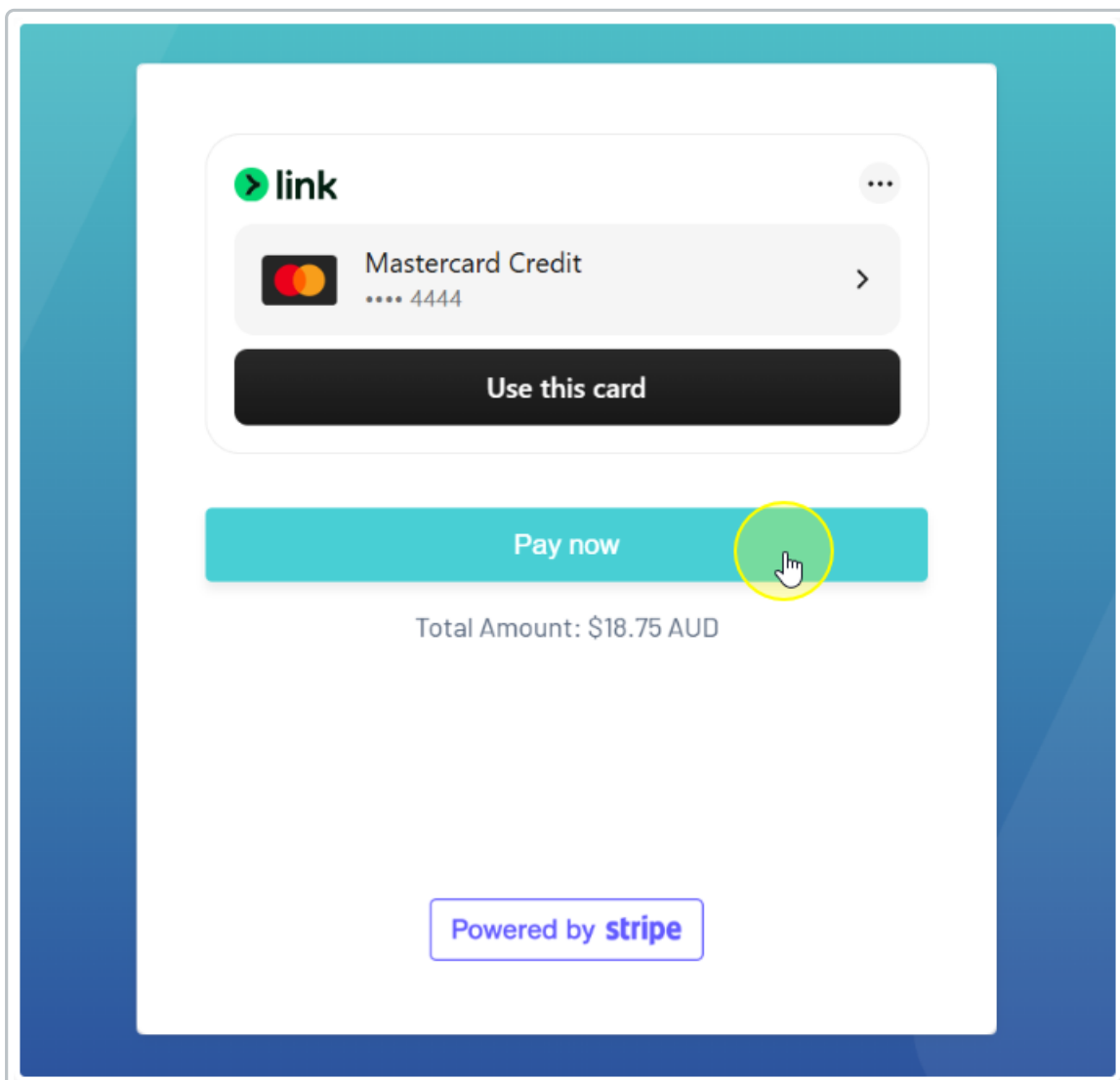


The image shows a Stripe payment summary screen. At the top left is the Stripe logo. Next to it is the text "Stripe - Pay with Credit/Debit Card, Apple Pay or Google Pay". In the top right corner, there is a teal button labeled "Pay" with a hand cursor icon pointing to it. Below the header, there is a toggle switch for "Pay in Instalments" which is currently turned on. Underneath, there is a list of four payment instalments:

Instalment	Amount
1. Today - Tuesday 25th November	\$18.75
2. 2 weeks on Tuesday 9th December	\$18.75
3. 4 weeks on Tuesday 23rd December	\$18.75
4. 6 weeks on Tuesday 6th January	\$18.75

At the bottom left, there is a checkbox labeled "Save Payment Method" which is checked. At the bottom right, the text "Total: \$75.00" is displayed.

Then, select or enter your payment details and click **PAY NOW**



The image shows a Link payment screen. At the top, there is a "link" logo. Below it, a Mastercard Credit card is displayed with the number "**** 4444". A teal button labeled "Use this card" is positioned below the card. Further down, there is a large teal button labeled "Pay now" with a hand cursor icon pointing to it. Below the "Pay now" button, the text "Total Amount: \$18.75 AUD" is displayed. At the bottom of the screen, there is a button labeled "Powered by stripe".

You will see a confirmation message with the breakdown of the schedule on the following page, which will also be included in your registration confirmation email

Products				
Order Item ID	Product	Qty	Price	Payment From
1182210494	Affiliation Fee - Seniors	1	\$75.00	Matthew Murray
Instalment Payment Plan				
Payment Schedule using saved payment method: Visa Credit ending in 0006				
1st Instalment: Paid Today on 25th November 2025				\$18.75
2nd Instalment: Due 9th December 2025				\$18.75
3rd Instalment: Due 23rd December 2025				\$18.75
4th Instalment: Due 6th January 2026				\$18.75
				Total: \$75.00
				Balance Remaining: \$56.25