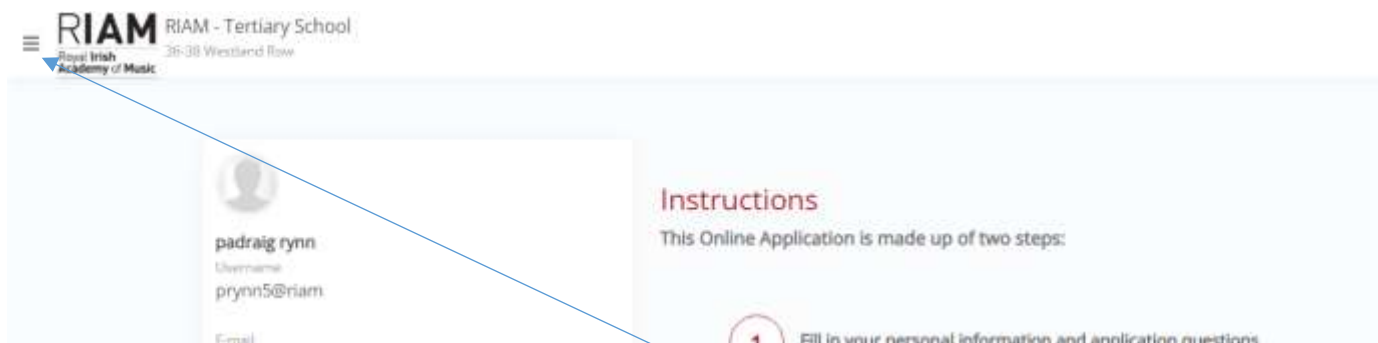
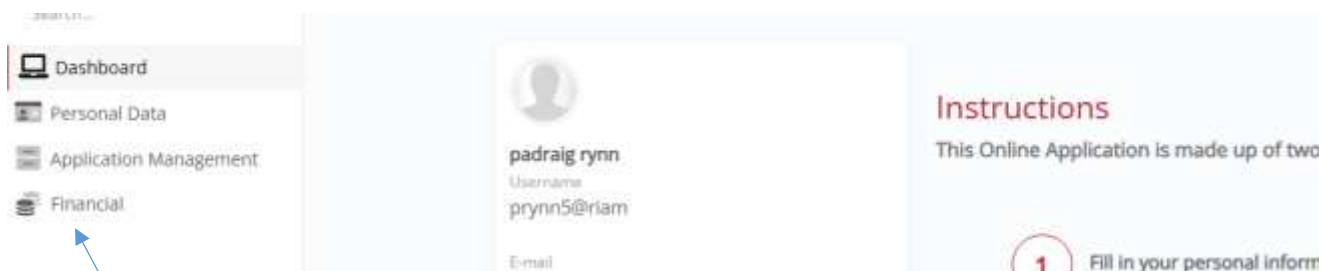


Steps to pay fees via RIAM/Classter account



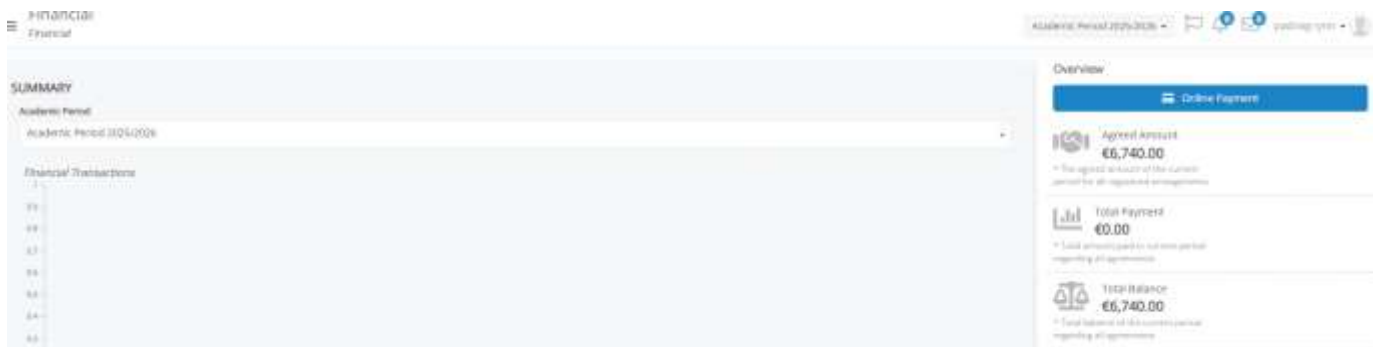
Step one Log into the account, click on the left corner of the account called the **dashboard**.



Step two dashboard opens up three dropdown options

1. Personal Data
2. Application Management
3. **Financial**

Click on **financial** this will bring you to the finance page



The fee balance can be found on the financial page, plus if **instalments per arrangement** are set up on the account, i.e. payment date of the once-off material fee and the deposit payment date can be found here.

Instalment per Arrangements are visible at the bottom of the financial page

Installments per Arrangement		Invoices and Payment Receipts			
#	Academic Year	Payer	Agreed Date	Agreed Amount	Paid Amount
▼ Access					
1	Academic Period 2025/2026	padraig rynn	06/02/2025	€1,000.00	€0.00
2	Academic Period 2025/2026	padraig rynn	23/05/2025	€5,500.00	€0.00
			€6,500.00	€0.00	€6,500.00
▼ Administrative fee					
2	Academic Period 2025/2026	padraig rynn	01/03/2024	€0.00	€0.00
1	Academic Period 2025/2026	padraig rynn	14/02/2025	€240.00	€0.00
			€240.00	€0.00	€240.00

Text in **red** shows the date the **instalment per arrangement** is to be paid.

The screenshot shows a blue button labeled 'Online Payment' at the top. Below it, a summary section displays the following information:

- Agreed Amount:** €6,740.00
- * The agreed amount of the current period for all registered arrangements
- Total Payment:** €0.00
- * Total amount paid in current period regarding all agreements
- Total Balance:** €6,740.00

Step four to pay fees-owing, click **Online payment**. This will open up a new page where you can select which **instalment per arrangement** to pay.

The screenshot shows a payment selection interface. At the top, there are filters for 'Academic Period' (set to 'Academic Period 2025/2026') and 'Arrangement' (with checkboxes for 'Access' and 'Administrative fee'). Below these filters is a table with columns: '#', 'Agreed Amount', 'Paid Amount', 'Balance', 'Agreed Date', and 'Select Payment'.

#	Agreed Amount	Paid Amount	Balance	Agreed Date	Select Payment
▼ Access					
1	1,000.00	0.00	1,000.00	06/02/2025	<input data-bbox="1157 1713 1401 1747" type="button" value="+"/>
2	5,500.00	0.00	5,500.00	23/05/2025	<input data-bbox="1157 1758 1401 1792" type="button" value="+"/>
▼ Administrative fee					
1	240.00	0.00	240.00	14/02/2025	<input data-bbox="1157 1848 1401 1881" type="button" value="+"/>

On the right side of the interface, there is a sidebar with fields for 'Email' (padraigrynn@yahoo.com), 'Total Amount' (€), and checkboxes for 'Terms & Conditions' and 'Payment Terms'.

Step five Select the payment you wish to pay, for once of material fee, click **Administrative fee**

Academic Period: Academic Period 2025/2026

Arrangement: Account Administrative Fee

#	Agreed Amount	Paid Amount	Balance	Agreed Date	Select Payment
1	1,000.00	0.00	1,000.00	06/02/2025	<input type="button" value="+"/>
2	5,500.00	0.00	5,500.00	23/05/2025	<input type="button" value="+"/>
3	240.00	0.00	240.00	14/03/2025	<input checked="" type="button" value="✓"/>

Email: padraigym@yahoo.ie

Total Amount: € 240.00

Terms & Conditions and Privacy Policy

Payment Terms

Please confirm that you agree on provided "the terms of use" by checking the relevant box below

☒ Agree to terms & conditions

Step six- Once you select you will see the box goes green with a tick.

To make a payment then click **Off** so to agree to payment Terms

Please confirm that you agree on provided "the terms of use" by checking the relevant box below
Agree to terms & conditions

Arrangement: Account Administrative Fee

#	Paid Amount	Balance	Agreed Date	Select Payment
1	0.00	1,000.00	06/02/2025	<input type="button" value="+"/>
2	0.00	5,500.00	23/05/2025	<input type="button" value="+"/>
3	0.00	240.00	14/03/2025	<input checked="" type="button" value="✓"/>

Email: padraigym@yahoo.ie

Total Amount: € 240.00

Terms & Conditions and Privacy Policy

Payment Terms

Please confirm that you agree on provided "the terms of use" by checking the relevant box below

☒ Agree to terms & conditions

Step seven, once you accept the terms you can then click to pay fees (**Proceed to Payment**) a pop up box will appear to add credit card details

Payment

RIAM
Royal Irish Academy of Music

240
Amount

Name: Cardholder Name

Card: 0000 0000 0000 0000

Expiry: MMYY

CVC: 123