



How do I manage payments for Permits?

This task card demonstrates how to manage payments for Import Permit Applications. You can pay for your application online at the time of submission or request an invoice to pay at a later date.

1. View Applications and Invoices

1.1 Applications

When applying for a permit you can pay for your application online [Pay Online](#). You may, however choose to [Submit Without Payment](#), an invoice will be generated and your application will be submitted. You will be able to view the submitted permit application in your **Manage Permits** tab of your **My Permit Workspace**.

Your application will not be processed until payment is received.

The screenshot shows the 'Manage Permits' interface. At the top, there are tabs for 'Permit Type / Commodity Search', 'Manage Permits' (highlighted), 'Correspondence', and 'Invoices'. Below the tabs, there are filters for 'Are you looking for a Permit, Application or Variation Request?' (set to 'Application'), 'Identification Number', 'Permit Type', 'Commodity', 'Application Type', 'Program', 'Action Required Only', 'Owing Fees Only', 'Status', 'Importer', 'Importer Contact', 'Applicant', and 'Created or Submitted'. A table below lists applications with columns: Application ID, Created, Importer, Applicant, Application Type, Status, and Permit Type(s). Two rows are highlighted with a red box: Application ID 0000149119 and 0000149131, both with a status of 'Submitted'.

Application ID	Created	Importer	Applicant	Application Type	Status	Permit Type(s)
0000148106	26/02/2015	Brown, Zac	Gates, Bill	New Permit	Accepted	Live animals
0000148121	26/02/2015	Brown, Zac	Gates, Bill	New Permit	Accepted	Machinery and Military (Standard goods)
0000148504	27/02/2015	Brown, Zac	Gates, Bill	New Permit	Accepted	Plant and Plant Products (Non-standard goods)
0000149016	02/03/2015	Brown, Zac	Gates, Bill	New Permit	Submitted	Plant and Plant Products (Non-standard goods)
0000149119	02/03/2015	Brown, Zac	Gates, Bill	New Permit	Submitted	Plant and Plant Products (Non-standard goods)
0000149131	02/03/2015	Brown, Zac	Gates, Bill	New Permit	Submitted	Plant and Plant Products (Non-standard goods)

*You may need to wait a few moments for **My Permit Workspace** to update from Submitting to Submitted status. To refresh the screen select F5 on your keyboard.*

1.2 Invoices

You will be able to view your invoice/receipt in your **Invoices** tab of your **My Permit Workspace**. If you select an invoice from the **Invoice Number** column, or a **Receipt** from the **Receipt Number** column, you will be able to open the document, save it as a PDF, print it or email it.

You can also view the application if you select it from the **Application ID** column.



Permits
Here you can create new permits applications, track and manage current applications, review archived permit applications, respond to correspondence or view your invoices.

Permit Type / Commodity Search | Manage Permits | Correspondence | **Invoices**

Invoice Number:
 Status:
 Invoice Date Between: 31/Jan/2015 and 02/Mar/2015

Clear All

<input type="checkbox"/>	Created	Invoice Number	Due Date	Application ID	Amount	Owing	Status	Date Paid	Importer	Receipt Number
<input type="checkbox"/>	02/03/2015	BIC0001485040	30/03/2015	0000148504	\$160.00	\$0.00	Paid		Brown, Zac	506109432721
<input type="checkbox"/>	02/03/2015	BIC0001490160	30/03/2015	0000149016	\$160.00	\$0.00	Paid		Brown, Zac	506110474971
<input type="checkbox"/>	02/03/2015	BIC0001491190	30/03/2015	0000149119	\$160.00	\$160.00	Unpaid		Brown, Zac	
<input type="checkbox"/>	02/03/2015	BIC0001491310	30/03/2015	0000149131	\$160.00	\$160.00	Unpaid		Brown, Zac	
<input type="checkbox"/>	26/02/2015	BIC0001481060	26/03/2015	0000148106	\$96.00	\$0.00	Paid		Brown, Zac	505714610574

Showing 1 - 5 Results of 6 Results per page:

2. Select Multiple Invoices

Pay for multiple invoices in the same transaction by selecting the checkbox next to each invoice and selecting **Pay online by credit card**.

If you do not wish to pay online via credit card, you can pay for applications via the other payment methods specified on your invoice.

Permits
Here you can create new permits applications, track and manage current applications, review archived permit applications, respond to correspondence or view your invoices.

Permit Type / Commodity Search | Manage Permits | Correspondence | **Invoices**

Invoice Number:
 Status:
 Invoice Date Between: 31/Jan/2015 and 02/Mar/2015

Clear All

<input type="checkbox"/>	Created	Invoice Number	Due Date	Application ID	Amount	Owing	Status	Date Paid	Importer	Receipt Number
<input type="checkbox"/>	02/03/2015	BIC0001485040	30/03/2015	0000148504	\$160.00	\$0.00	Paid		Brown, Zac	506109432721
<input type="checkbox"/>	02/03/2015	BIC0001490160	30/03/2015	0000149016	\$160.00	\$0.00	Paid		Brown, Zac	506110474971
<input checked="" type="checkbox"/>	02/03/2015	BIC0001491190	30/03/2015	0000149119	\$160.00	\$160.00	Unpaid		Brown, Zac	
<input checked="" type="checkbox"/>	02/03/2015	BIC0001491310	30/03/2015	0000149131	\$160.00	\$160.00	Unpaid		Brown, Zac	
<input type="checkbox"/>	26/02/2015	BIC0001481060	26/03/2015	0000148106	\$96.00	\$0.00	Paid		Brown, Zac	505714610574

Showing 1 - 5 Results of 6 Results per page:



3. Pay Online

After you complete your application or select **Pay online by credit card** you will be presented with the BPoint payment screen to pay online via credit card.

Select your payment option.

BPOINT
Receivables Solution




Supported by the
CommonwealthBank

Make a BPOINT Payment

Biller Code: 1581065

Invoice Number/s: BIC0007053250

Amount (AUD): 480.00

Select your payment option:   

Complete your credit card details and Select **Proceed**.

BPOINT
Receivables Solution

Supported by the
CommonwealthBank

Online Payment


You have entered the following details

Biller Code: 1581065

Invoice Number/s: BIC0007053250

Payment Amount: AUD 480.00

Please enter your card details to proceed

Card Number: 

Expiry Date: MM YY

CVN:

Proceed >>

Your payment will be processed and you will return to the **Permits** tab in your account.

Your application is now with the department for processing.



4. Paid and Application Accepted

Once the invoice and payment have been reconciled, your application status will change from **Submitted** to **Accepted**, and it will be sent to an assessing officer to commence the assessment.

You will be able to view the accepted permit application in the **Manage Permits** tab within the **Permits** section of the home page.

If you pay for multiple invoices at once, you will have the same receipt number for all applications.

Permit Type / Commodity Search
Manage Permits
Correspondence
Invoices !

Invoice Number:

Status: All ▼

Invoice Date Between: 31/Jan/2015 📅 and 02/Mar/2015 📅

Clear All 🔍 Search

<input type="checkbox"/>	Created	Invoice Number	Due Date	Application ID	Amount	Owing	Status	Date Paid	Importer	Receipt Number
<input type="checkbox"/>	02/03/2015	BIC0001485040	30/03/2015	0000148504	\$160.00	\$0.00	Paid		Brown, Zac	506109432721
<input type="checkbox"/>	02/03/2015	BIC0001490160	30/03/2015	0000149016	\$160.00	\$0.00	Paid		Brown, Zac	506110474971
<input type="checkbox"/>	02/03/2015	BIC0001491190	30/03/2015	0000149119	\$160.00	\$0.00	Paid		Brown, Zac	506116531985
<input type="checkbox"/>	02/03/2015	BIC0001491310	30/03/2015	0000149131	\$160.00	\$0.00	Paid		Brown, Zac	506116531985
<input type="checkbox"/>	26/02/2015	BIC0001481060	26/03/2015	0000148106	\$96.00	\$0.00	Paid		Brown, Zac	505714610574
<input type="checkbox"/>	26/02/2015	BIC0001481210	26/03/2015	0000148121	\$240.00	\$0.00	Paid		Brown, Zac	505714613402

Pay online by credit card
Showing 1 - 6 Results of 6
Results per page: 10 ▼