

A Guide to Paying the Authorisation Fee



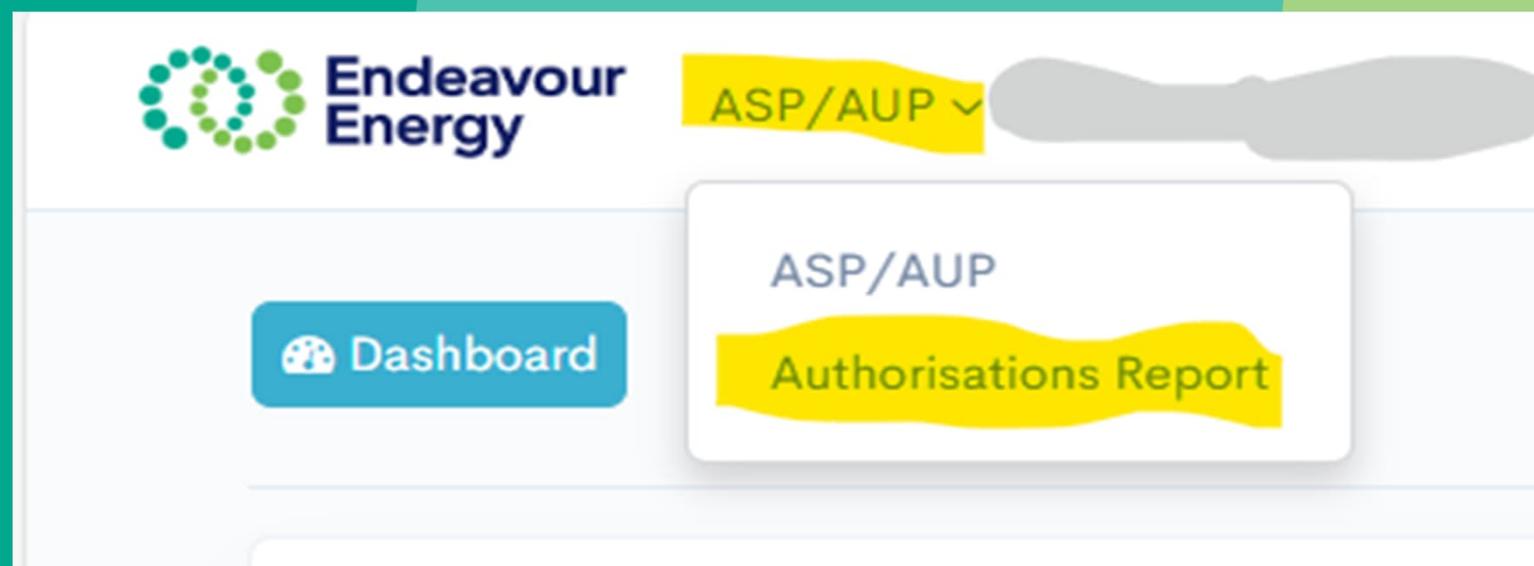
New and Renewal Fees – some housekeeping notes

- Beakon will only accept Credit or Debit Card payments, We do not accept AMEX at this time
- Notification from Beakon will be emailed 15 days prior to expiry
- Payment is to be made prior to the expiry renewal date to avoid authorised person becoming Non-Compliant for all authorisations
- If you are going to process more than one person, please allow 5 minutes between processing another authorised person, or either close Beakon, to ensure the link to the Bank will close, and log back in before making another payment

Please note:

The Reference number is NOT a mandatory field however, it is helpful for accounting purposes and it can be used to enter a reference name or number for large companies

To pay the Fee you must be in the Authorisations Report Page, please hover your mouse over the ASP/AUP tab, and go to the Authorisations Report and click, this will take you to the area you need to pay the fee



**Sample of Some screen shots that will suggest payment is needed
There is only one fee per Authorised Person Annually**

Sample 1 – Compliant authorisations payment due date, pay by expiry date

6/6	Renewal Due: 19/04/2024 Pay Now	Compliant
8/8	Renewal Due: 19/04/2024 Pay Now	Compliant
7/7	Renewal Due: 19/04/2024 Pay Now	Compliant

Sample 2 – Authorisation has become Non-Compliant due to renewal expiry, needs to be paid, Click on Submit for Authorisation

9/9	Expired	Non-Compliant
10/10	Expired	Non-Compliant
9/9	Expired	Non-Compliant
12/12	Expired	Non-Compliant

Sample 3 – Authorisation has become Non-Compliant due to :

- Payment expired
- Authorisation requirements also expired, need updating

3/10	Expired	Non-Compliant
3/7	Expired	Non-Compliant
3/10	Expired	Non-Compliant

How to Submit Payment When Authorisation is Compliant— Payment can only be made in the Authorisations Report Page

- Click Pay Now
- If you have more than one worker, enter the purchase order no or Name of the authorised person, tick box, then Pay Now



Amount Paid	\$0.00
Balance Due	\$530.29
Purchase Order Number	<input type="text" value="Jacob Smith"/>
<input checked="" type="checkbox"/> I declare that I am the employer, or nominated representative, of the applicant and the submitted persons for who authorisation is applied; are competent to carry out the noted; and have met all requirements to maintain competency.	
<input type="button" value="Pay Now"/>	

- Follow the prompts until payment is made
- If compliant, once payment is made, all the authorisations will become Compliant



<input type="button" value="6/6"/>	Paid	Compliant
<input type="button" value="8/8"/>	Paid	Compliant
<input type="button" value="7/7"/>	Paid	Compliant
<input type="button" value="8/8"/>	Paid	Compliant

How to Submit Payment when Authorisations Expired and Non-compliant

- Update Training and expiry date and attach documents



Add Edit	UETDRMP006 Perform pole top rescue	06/03/2023	06/03/2024	<input type="text"/>	Expired	Beakon Admin
Add Edit	UETDRMP007 Perform rescue from a live LV panel	06/03/2024	06/03/2025	View	Pending Approval	

- Once Training updated, Submit for Authorisation



7/7	Expired	Non-Compliant	Submit For Authorization
8/8	Expired	Non-Compliant	Submit For Authorization
7/7	Expired	Non-Compliant	Submit For Authorization

How to Submit Payment when Authorisations Expired and Non-compliant (Continued)

- Once payment is made then Submit each authorisation for approval, payment only needs to be made once, but authorisations need to be resubmitted for approval



7/7	Paid	Approval Pending	
8/8	Paid	Non-Compliant	Submit For Authorization
7/7	Paid	Non-Compliant	Submit For Authorization

- Fee has been paid, and all authorisations have been submitted for approval



7/7	Paid	Approval Pending
8/8	Paid	Approval Pending
7/7	Paid	Approval Pending



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