Endeavour Energy

This guide details the steps to make a payment for application or project fees via credit card, BPAY or EFT. It also includes instructions on pending payments, how to combine fees into one invoice and where to see your tax invoice.





IT IS IMPORTANT TO NOTE THAT **ENDEAVOUR ENERGY STAFF DO NOT HAVE ACCESS** IN THE CONNECTIONS PORTAL TO MAKE PAYMENTS OR ISSUE TAX INVOICES ON BEHALF OF CUSTOMERS

When you will receive the tax invoice



BPAY or EFT

If you choose to pay via BPAY or EFT, you will be emailed an unpaid tax invoice generally within 10 minutes of completing the payment transaction.

A PDF **copy** of the tax invoice will also be **available for download** from the Connections Portal **almost immediately** after completing the payment transaction (see below and next page for instructions).

The tax invoice will provide all necessary details to complete the BPAY or EFT payment via your preferred online banking service.

Once payment has been successfully made and funds cleared, an updated PDF copy of the tax invoice will also be available for download from the Connections Portal – this will be the paid version and will display when the fees were paid and a \$0.00 'Balance Due'.



Credit Card

If you choose to pay via credit card, you will be **emailed** a **paid tax invoice** generally **within 10 minutes** of completing the payment transaction.

A PDF **copy** of the tax invoice will also be **available for download** from the Connections Portal **almost immediately** after successfully completing the payment.

(see below and next page for instructions)

Where to find / how to access the tax invoice



You are always sent a copy of the tax invoice **via email** if you are the **billing party**, i.e., you paid via credit card or you selected to pay via BPAY (and did not nominate another billing party in the **Bill to Details** section).

Your issued PDF tax invoices can also be found in a few different locations in the Connections Portal, depending on the **status of the payment**:

- UNPAID TAX INVOICE (triggered via BPAY/EFT request) via Payments > Pending payments
- PAID TAX INVOICE (credit card or BPAY/EFT) via Payments > Payment history OR via My Projects > click Project ID to display project details > Fee details tab.



TAX INVOICE continued

QUICK TIPS!

Where to find / how to access the tax invoice continued

> UNPAID TAX INVOICE (triggered via BPAY/EFT request)





1. On the Connections Portal Home page, select **Payments** > **Pending payments**

2. Click Download

> PAID TAX INVOICE (Credit card or BPAY/ EFT)



| 0 | Endeavour Energy | | | | | | Home Sav | ed appli | ations P | ayments My cart Co | infact us | Pro | 2 | ۹ (|
|--------|---------------------|---------------|------------|---------------------------------|-------------------|---|------------------|----------|----------|--------------------|-----------|-----|----------------|-----|
| Paymer | nt history | | | | | | | | | | | | Ţ | |
| | Project ID | - Order numbe | r - 5150 a | oddress | Issued date | - | Payment date | | Status | - Total amount | | | | |
| > | ARP5379 | ARP5379A1 | 34 0 | RLEANS WAY, CASTLE HILL 2154 | 17 August 2023 | | 17 August 2023 | | Paid | \$310.02 | | 0 | ± Download | |
| > | UR\$28758 | URS28758A | 2 78 S | ALAMAUA ROAD, WHALAN 2770 | 15 September 2023 | | 15 September 202 | 3 | Paid | \$1.00 | | | ± Download | |
| > | NRL 16783 | NRL16783A | 1 1 NO | RTHWOOD PLACE, CASTLE HILL 2154 | 16 August 2023 | | 16 August 2023 | | Paid | \$310.02 | | | ± Download | |
| > | NRL16783 | NRL16783A | 2 1 NO | RTHWOOD PLACE, CASTLE HLL 2154 | 16 August 2023 | | 16 August 2023 | | Paid | \$2.00 | | | \pm Download | |

OPTION 1

1. On the Connections Portal Home page, select **Payments** > **Payment history**

2. Click Download

| Active Projects Auto app | proved PTCs | | | | |
|--|----------------------------|-------------------|---|---------|--|
| My Projects | | | | | From |
| | | | | | |
| Project | Project | : | Project | : | Project |
| SCI 5125 | 56 SOMEDSET STDE | ЕТ | SUBURD STANHOPE CAPDENS | • | Application Acknowledged |
| SCI 5123 | 72 HUNTINGWOOD I | | | | Application Acknowledged |
| Project Information Project ID Street SCL5125 SOMERSET STREE | Suburb STANHOPE GARDENS | | Project Contact Name Role Zahid Syed Senior Customer Network Ei | ngineer | Email address Zahid.Syed@endeavourenergy.com.au |
| P Milestone Status | 2 Or Application Ackno | wledged Sup | ply Offer issued Request for Connection Receiv | ed | |
| Project Details Project Contacts Fee | Details | | | | 3 |
| Proforma Invoice Number | Total Amount | Date Issued | Contact Name | Sta | tus Download |
| > SCL5125A1 | \$1,100.00 | 20/11/24 11:00 AM | Nicola UAT | Pai | 1 上 Download |

OPTION 2

1. Click your project number in your My Projects list on the Connections Portal Home page

- 2. Select the Fee Details tab
- 3. Click Download



Endeavour Energy

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Do you have a NMI? 0*

If your site is within a

Is the Application for Temporary Builder Supply?

What is the address of the property you want us to provide a service to?

please select the most adjacent private property to pro

HOW TO PAY WHEN SUBMIT SINGLE APPLICATION

Q 🗵

-6

Return to page 1

Complete Application (1 – 6)



Home Saved applications Payr

Yes

ts My cart Contact us

To submit your application:

1. Select the type of application and then select the service category

2. Complete the required information for steps / screens 1 to 6 (Site Details, Application Details, Supporting Documents, Contact Details, Review and Legal Disclaimer) and click Submit

Note: If you save on any of these steps / pages (1-6), your application can be edited and completed via Saved Applications

Payment Lodgement

Cancel

Payment Lodgement Tank you for your Application Submission. To progress your application to assessment, please complete your payment for Standard Connection Offer. Once payment is completed, we will assess your application and we will provide you with an appropriate response which will address your requirements. Image: Complete in the details of your saved application will no longer be editable. Endeavour Energy will not call you directly or ask for your bank account details. Image: Contact Details Image: Site Details Application Details Image: Edit Application Image: Proceed To Payment Cancel Detete Application

Note: This is the **last step where you are still able to edit your application**. Once you click Proceed to Payment you can no longer make any changes to your application.



Review Cart

| Rev | iew C | art | | | | | |
|-----|--------|---------------------|--------------|--|--------------|---------------------------------|------------------------|
| | | Ref ID | Project ID | Site address | Issued date | Payment status | Amount due(\$) |
| | > | N103023 | - | 51 HUNTINGWOOD DRIVE, HUNTINGWOOD, 2148 | 11 June 2024 | Payment | s : 💼 |
| | | | | | | | |
| | | | | | | | |
| 1 | otal a | mount to be paid in | ncluding GST | | | | 4 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | Add Additional Items Clear Cart | Confirm & Make Payment |
| | | | | | | | |

Click > to expand the row if you want to display additional details



Next steps - differ depending on the payment method you want to select



| Endeavour Energy | |
|---------------------|--|
|---------------------|--|

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HOW TO PAY BY CREDIT CARD

| Payment I | Details | | | | | |
|--|--|--|------------------------------|--------------------------------------|--------------------------------------|--|
| Payment Details | | | | | 1. Click | Credit Card |
| Order ID N-10302 | Site Address 3 51 HUNTINGWOOD DRIVE, HU | UNTINGWOOD, 2148 | Amount | Total amount to be paid (Inc GST) | Only the | account holder of the |
| Payment Method | | | | \$2 | Connect credit ca Note the | ions Portal account can pay via rd. Participant email address on |
| First Name Nicola Customer Purchase Or | der Ref. Number 🕜 | Last Name Participant email @gmail.com | Comp NA Addre 8 Par | any Name 58 ramata Square | this scree are sent project fe | en. All payment notifications to the email address that the ee has been issued to. |
| Suburb Parramatta Cancel | | Post Code 2150 | | Save Procee | 2. Click | Proceed |

Note: If you Save at this step, the application will be available under Payments > Pending Payments on the Home page.

Thank you for choosing Credit Card as your payment option

| Thank you for choosing Credit Card as your payment option. | |
|---|-------|
| When you click the Pay button you will be redirected to the ANZ Secure Gateway powered by CyberSource® to securely complete your online credit card payment. | |
| Following successful payment, you will receive a receipt via email from CyberSource to confirm your payment. Shorthy after that, we will issue your tax invoice and email it to you for your records. Please note, if any fee included within this payment is related to an application lodgement, the application will now progress to assessment unless all required documents have not been received. | 3 |
| Back To Review | ⊖ Pay |



(or click Back To Review if you want to select a different payment method)

Non Refundable Fee

| Non Refundable Fee | × |
|---|-------------------|
| You are about to proceed to make a payment. Any payments made as part of the application submission are non-refundable. Please ensure that: | |
| The application has not already been submitted and paid. All submitted projects wi shown in your dashboard. It may take up to 24 hours for the payment to be reflected the dashboard. The type of application you are about to submit is correct. If you are unsure or nee further information, please contact us at cwadmin@endeavourenergy.com.au or on 0 9853 7977. | ill be in d |
| Cancel | • |



Payment Details



5. Select the Card Type, enter your Card Number, select the Expiry Month, Expiry Year and enter the CVN.

Note: If you click **Cancel** at this step, the application will be available under Payments > Pending Payments on the Home page.



steps / instructions are continued on the next page



HOW TO PAY BY CREDIT CARD (continued)

| Payment Details | | |
|--|---|---|
| Endeavour Energy | Home Saved applications Payments My cart Contact us Project Number Q | |
| Thank you for your Payment. Payment reference details are provided bel Once the payment is hilly processed way additional; if you fee included within the p will also provide a copy of the unsubmitted ap of follow the progress of your submitted ap of follow the progress of your submitted ap of payment Successful Payment Successful Payment Successful Castomer Network Solidions P 02 5953 7377 Castomer Televoner Castomer Payment Castomer Patternover Payment | ow In Reffy you via email confirming details of the individual Endeavour Energy reference numbers associated with this payment and provide your Tax Involoe with details of fees paid. asyment related to a connection application logement, the application will now progress to assessment unless all required documents have not been received. The email referred to above typication / connection project, please visit the Endeavour Energy Connections Portal. Data of Payment 2507/23 6:30 PM Payment Receipt No. 3502dee6-5151-942ca-4013410857/dbbab Amount Paid S | 7. Click Close You are returned to the Connections Portal Home page. Your application is listed in the My Projects section (it may take a few minutes for it to be listed). |

Email Notifications and Tax Invoices

You will receive three emails (example screenshots below):

• an email confirming your credit card payment with the tax invoice attached

A 12

- an email with your **receipt** for the credit card payment
- an email with your **reference number** for your application submission. A copy of the submitted application form is attached to the email

Note: You will receive a fourth email if you are also the site contact.

RECEIPT FOR CREDIT CARD PAYMENT:

Fades and Faces Develop Defenses Datally D 115002

CONFIRMATION OF CREDIT CARD PAYMENT (WITH TAX INVOICE ATTACHED)

| support@c | ybersource.com | 17:30 (5 r | ninutes ago) 📩 🕤 | 1 | cwadmin_sit@er | ndeavourenergy.com.au | , | 🕮 17-33 (5 minutes ago) 🛧 🥎 |
|---------------------|---|--|------------------|---|---|--|--|---|
| | Endeavou Energy | r | | | Thank you for your of all the individual | payment of fees relating to the below listed stan fees included in the payment. | ndard connection service(s) - your Tax Invoice is | attached for your records and provides further deta |
| | | | | | Reference | Description | | |
| Re | eceipt | Date: 25-07-2023 Order Number: P-115003 | | | S-126002 51 HU | NTINGWOOD DRIVE, HUNTINGWOOD, New S | South Wales. | |
| | | | | | Please quote the re | alevant Endeavour Energy reference number in f | future communications with us. | |
| Nicol | la Evans | | | | If any fee included have not been rece | within this payment is related to a connection ap eived. | oplication lodgement, the application will now pro | gress to assessment unless all required document |
| | | | | | For a status update | on your project(s) please Click here, on the line | k. | |
| Billi | ing Information | | | | Alternatively you c | an navioate to our Connections Portal from the P | Endeavour Energy Home page using the following | on nath: Home > Connections > Connect online a |
| Nicol | a Evans | | | | Standard Connect | tions | | |
| Acco Invoi AU | kunt number: 10007172 ice number: P-115003 | | | | If you have any end | quiries, please do not hesitate to contact us. | | |
| | | | | | With Thanks, | | | |
| - | @omail.com | | | | Customer Network | Solutions | | |
| | | | | | P 02 9853 7977 | | | |
| Pay | ment | Order Total | | | C Civatorining/errorea | avourenter gy com au | | TAX INVOICE |
| Det | tails | Subtotal | AUD 2 | | We have moved: L | Level 40-42, 8 Parramatta Square, 10 Darcy Stre 150, Dhanna Causton | eet | TAX INVOICE |
| Visa | | GST | AUD 2 | | Panamatta Novy 2 | 150. Dharog Country | | 010000 |
| 10000 | 0000000001111 | Total amount | AUD | | endeavourenergy.c. | omau 0 9 9 | | TAX INVOICE |
| Pleas | se keep a copy of this receipt for your | records | | | - | | | TaxInvoicePDF.pdf |

REFERENCE NUMBER FOR APPLICATION SUBMISSION AND COPY OF SUBMITTED APPLICATION FORM

| | If you have any enquiri | es, please do not hesitate to contact us. | | | |
|---|--|---|---|---------------------------|-----------|
| | For a status update on Alternatively, you can n | your project(s) please click on the link <u>Click here</u> avigate to our Connections Portal from the Endeavour Energy H | lome page using the following path: Home > Connections > Co | nnect online > Standard C | onnection |
| | Your application will no | w progress to assessment unless all required documents have r | tot been received. | S-126002_2023-0. | - 🔽 |
| | Please quote the releva | ant Endeavour Energy reference number in future communicatio | ns with us. | Robust | _ |
| | UCS0614A1 | 51 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales, | | C Interpr | No. |
| | Reference | Description | ſ | | |
| | Thank you for your pay | ment of fees relating to the below listed standard connection ser | rvice – a copy of the submitted Application form is attached for yo | ur reference | |
| - | cwadmin_sit@ende to me 👻 | avourenergy.com.au | | | |
| | [UCS0614] - T | hank you for your Application Submis | sion > Inbox × | | |
| | | | | | |





<u>ش</u>و

1. Click

HOW TO PAY BY BPAY / EFT

Payment Details



Payments > Pending Payments on the Home page.

2. Bill To Details (Invoice) – your details default. If another party is going to pay the application fee via BPAY or EFT, enter their details. Ensure the email address is accurate

BPAY/EFT

Customer Purchase Order Ref Number is an optional field if you want us to include your own Purchase Order number on the tax invoice. Leave blank if this is not applicable.



| BPAY Payment Details | Your Order | |
|--|-----------------------------|--|
| BPXY Payments can take up to 3 business days to process. If you wish to select an alternate payment method, please click the Back button to change your chosen payment option. | Sub Total \$ 4 | |
| If you proceed with this request, we will email the billing party a Tax Invoice that will include BPA// payment details for the payment to be completed. | GST \$;3 | 4 Click |
| If any fee included within this invoice relates to a new application lodgement, the application will not progress to assessment until payment is received and all required documents provided. | Total Amount S | |
| If any fee relates to an active project, any further action on our project will remain on hold until payment is successfully completed. | 4 | |
| | | |
| Cancel Back | Save | |
| | | |
| Non Refundable Fee | | |
| | | |
| Non Refundable Fee | × | |
| You are about to proceed to make a payment. Any payments made as par | t of the | |
| application submission are non-refundable. Please ensure that: | | |
| 1. The application has not already been submitted and paid. All submitted | projects will be | |
| shown in your dashboard. It may take up to 24 hours for the payment to be | e reflected in | |
| The type of application you are about to submit is correct. If you are uns | sure or need | |
| further information, please contact us at cwadmin@endeavourenergy.com | au or on 02 | Proceed |
| 9853 7977. | | 5. Click I f you are nappy |
| | | to continue |
| Cancel | Proceed 5 | |
| | | |
| | | |
| We have confirmed BPAY as your payment option – Thank yo | u! | |
| E Contraction of the second | | |
| We have confirmed BBAY as your payment ention - Thank you! | | 6. Click |
| we have commed BFAT as your payment option - mank you: | | |
| We will shortly email the billing party a Tax Invoice that will include BPAY payment details for the | he payment to be completed. | |
| | | An email will be sent to the nominated |
| To make a BPAY payment you need to complete the payment process from your online bankin | g account. | billing party with the BPAY and EFI |
| For any enquiries, please don't hesitate to contact us, | | details to use for the payment. |
| | | |
| Customer Network Solutions | | You are returned to the Connections Portal |
| P: 02 9853 7977 | | Home page. Your application is not listed |
| E: cwadmin@endeavourenergy.com.au | | in the My Projects section as the fee has |
| | | not vet been paid. |
| | | |
| Close 6 | | |
| | | steps / instructions are continued on the next |
| | | page |



HOW TO PAY BY BPAY / EFT (continued)

Email Notifications and Tax Invoices

The billing party receives the BPAY Payment Pending email notification. The tax invoice is attached.

Note: If another party is going to pay the application fee via BPAY or EFT, they do not need access to the Connections Portal to complete the payment. The tax invoice in the email has the Biller code and Reference number for them to complete the BPAY payment.





Complete your application:

for steps / screens 1 to 6

and click Submit

1. Select the type of application and then select the service category

2. Complete the required information

(Site Details etc. through to Disclaimer)

HOW TO LODGE APPLICATIONS(S) & PAY OTHER FEES

Complete Application (1 - 6)

| CO Energy | | | Home | Saved applications Payments My cart | Contact us Project Number | a 🔕 |
|--|--|---|--------------------------------|--|--|--|
| | | (O) Energy | | - | Home Several applications Programm My c | en Centerl et Propiet Norther Q |
| | | C. C. | | - AND - NO | | |
| reate New and the type of application that you want to submit | | Connect supply or move asse Sets to release across for processes 0 | rts | Y | 4 | 11 |
| Connect supply or move assets Connect to a report of a new or existing supply. You can she apply to relocate electropy assets or attach third party assets | Work near infrastructure Research support when working on or near our systeally for building or construction size. | Cancerdage of Load New consistence in increases in last, including admitted in comparison prof. appendix is for to applying a property | nen rom it press Sanct + | Notice of the first sectors with the sector of Converse Sectors Sector | Convex of inclusion generator space last as only and tampy \$ | Electric de las meteoses asset To notices en auror a meteo possión ankay desenvato si desanado en ou nome a de las mesos en malíficas eferenciados Electric |
| Select + | | "] Convert public lighting assets Projekt your lighting work | | E Tapecial basist Services (Facilities Access For proceed paging of Discontrolled in participance of sequences is able for party exemption to indicate of 48 access | Connect an exited bed antwork Connect an exited to place the ponection of undepend contents by an exceeded annual particle | |
| | | | 1.000 | | | |



Note: If you save on any of these steps / pages (1-6), your application can be edited and completed via Saved Applications

Payment Lodgement

Payment Lodgement

Thank you for your Application Submission.

To progress your application to assessment, please complete your payment for Standard Connection Offer . Once payment is completed, we will assess your application and we will provide you with an appropriate response which will address your requirements.



Note: This is the last step where you are still able to edit your application. Once you click Proceed to Payment you can no longer make any changes to your application.



Review Cart

| Rev | view C | art | | | | | | | |
|-----|---------|---------------------|--------------|--|--------------|----------------------|------------|----------------------|-----|
| | | Ref ID | Project ID | Site address | Issued date | Payment status | | Amount due(\$) | |
| | > | N103023 | - | 51 HUNTINGWOOD DRIVE, HUNTINGWOOD, 2148 | 11 June 2024 | Payment | | \$? 🗑 | |
| | | | | | | | | | |
| ľ | Total a | mount to be paid in | ncluding GST | | | | 4 | | |
| | | | | | [| Add Additional Items | Clear Cart | Confirm & Make Payme | ent |

4. The next step differs depending on whether:

 this is your last application, and the <u>other applications are already</u> <u>in your Pending Payments</u>

OR

 you are going to lodge more applications (and want to combine in one invoice)



Return to page 1

HOW TO LODGE APPLICATIONS(S) & PAY OTHER FEES (continued) OTHER APPLICATIONS OR FEES ARE ALREADY IN PENDING PAYMENTS **Review Cart** Review Cart Add Additional Items Ref ID Site address Issued date 4. Click if this is > N103023 51 HUNTINGWOOD DRIVE 11 June 2024 \$ 2 0 Daument HUNTINGWOOD 2148 your last application and the other applications are already in your Pending Total amount to be paid including GST **Payments** Pending payment CO Endeavour ۹ 🕥 🍟 Add to Cart 5. Click for each application Pending payment or project fee you want to include in > N129005 26 July 202 \$310.0 your payment > N132010 3E STREET PARRAMATTA, NSW, 2150 25 July 2023 In progres 17 July 200 5 Checkout > N129001 5 July 2023 6. Click when you have selected all the pending payments you want to pay now **Review Cart** Review Cart Confirm & Make Payment 7. Click 43 HOLBECHE ROAD, ARNDELL PARK. 17 July 2023 \$310.02 Payment NSW 2148 72 HUNTINGWOOD DRIVE, EASTERN CREEK, NSW, 2766 26 July 2023 \$310.02 (then follow steps to pay by credit card, BPAY or EFT) Total amount to be paid including GST BPAY/EFT Credit Card 童ら OR YOU ARE GOING TO LODGE MORE APPLICATIONS AND WANT TO COMBINE IN ONE INVOICE **Review Cart** Review Cart Ref ID Project ID Site address Confirm & Make Payment 51 HUNTINGWOOD DRIVE, HUNTINGWOOD, 2148 > N103023 11 June 2024 \$ 2 4. Click if you are going to lodge more applications and want to combine in Δ one invoice Total amount to be paid including GST Payment details Save 5. Click (the application is then in Pending Payment Details Payments) Order ID fotal amount to be paid (Inc GST) > N-103023 51 HUNTINGWOOD DRIVE, HUNTINGWOOD, 2148 : 2 \$; 2 You then return to the Home screen and can Payment Method complete your next application. Repeat these steps Credit Card BPAY/EFT for every application you want to lodge (and combine Bill To Details (Invoice) in one invoice)

When you are lodging the last application, use the Add Additional Items button to view your pending

payments and add them to your cart * then follow steps 5 - 7 at the top of this page

NA

Last Name

Participant emai

- 10

Post Cod 2150

Nicola

Parramatta

Cancel

mer Purchase Order Ref. Number 😰

HOW TO PAY FEES VIA PENDING PAYMENTS

Return to page 1

Home



1. Click Payments > Pending Payments to view all application and project fees or payments which are Pending or In progress (see table for explanation of Pending vs In progress)

Pending payment

Endeavour

Energy

| 0 | Ende | eavour '9y | | | | | | Home | Saved applications | Payments | My cart Contact us | Project Number | Q | NE |
|--------|--------|---------------|------------|--|---|--------------|----------------|------|--------------------|----------|--------------------|----------------|-----------|----|
| Pendir | ng pay | ment | | | | | | | | | | | Filter by | T |
| | Re | ef ID | Project ID | Site address | • | Issued date | Payment status | | | Amo | unt | | | |
| > | N | 129005 | | 72 HUNTINGWOOD DRIVE, EASTERN CREEK, NSW, 2766 | | 26 July 2023 | Pending | | | | 2 - | Add to Cart | | |
| > | S | 126002 | | 51 HUNTINGWOOD DRIVE, HUNTINGWOOD, NSW, | | 25 July 2023 | In progress | | | | 5 | 🛓 Download | | |
| > | N | 132010 | | 100 GEORGE STREET, PARRAMATTA, NSW, 2150 | | 25 July 2023 | In progress | | | | \$ | ± Download | | |
| > | N | 132002 | | 43 HOLBECHE ROAD, ARNDELL PARK, NSW, 2148 | | 17 July 2023 | Pending | | | | s: | TAdd to Cart | | |
| > | N | 129001 | | 51 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales, 2148 | | 5 July 2023 | In progress | | | | \$: | ± Download | | |
| | | | | | | | | | | | | | | |



2. Click Add to Cart for each application or project fee you want to include in your invoice.

The Add to Cart button changes to (green tick) when you have added a pending payment to your cart

| Payment status | Icon / Option | Explanation |
|----------------|-------------------|---|
| Pending | ☆ Add to Cart | An application or project fee that you can add to your payment cart |
| In progress | <u>↓</u> Download | Download tax invoice for application fee or project payments you have nominated to pay via BPAY or EFT (the nominated billing party is also sent a copy of the tax invoice via email). |

| F | Ref ID - | | | | | | | | | |
|-----|----------|--------------|--|---------------|---|----------------|---|--------------|------------|---|
| | | Project ID - | Site address | - Issued date | | Payment status | • | Amount due - | | |
| 2 1 | N129005 | | 72 HUNTINGWOOD DRIVE, EASTERN CREEK, NSW, 2766 | 26 July 202 | 3 | Pending | | s | 0 | |
| > 5 | S126002 | | 51 HUNTINGWOOD DRIVE, HUNTINGWOOD, NSW, | 25 July 202 | 3 | In progress | | \$ | ± Download | |
| > 1 | N132010 | | 100 GEORGE STREET, PARRAMATTA, NSW, 2150 | 25 July 202 | 3 | In progress | | \$ | ± Download | |
| > N | N132002 | | 43 HOLBECHE ROAD, ARNDELL PARK, NSW, 2148 | 17 July 202 | 3 | Pending | | S: | 0 | |
| > • | N129001 | | 51 HUNTINGWOOD DRIVE, HUNTINGWOOD, New South Wales, 2148 | 5 July 2023 | | In progress | | \$ | ± Download | |
| | | | | | | | | | | - |

Click if you want to **deselect a fee** (i.e. remove it from your cart) and not include it in your payment. Removing it from the cart <u>does not remove it from</u> <u>the portal</u>. It will be in Pending Payments for you to add to another cart later.

3. Click Checkout when you have selected all the pending payments you want to pay now

Review Cart

| Revi | ew C | art | | | | | | | |
|------|--------|----------------------|------------|---|--------------|----------------------|------------|------------------|---------|
| | | Ref ID | Project ID | Site address | Issued date | Payment status | | Amount due(\$) | |
| | > | N132002 | | 43 HOLBECHE ROAD, ARNDELL PARK, NSW, 2148 | 17 July 2023 | Payment | | \$ | Ø |
| | > | N128005 | | 72 HUNTINGWOOD DRIVE, EASTERN CREEK, NSW, 2766 | 26 July 2023 | Payment | | \$ | ۵ |
| T | otal a | mount to be paid inc | luding GST | | | | | \$ 4 | - |
| | | | | | | | | | |
| | | | | | | Add Additional Items | Clear Cart | Confirm & Make F | Payment |

Note that you can also remove a payment from your cart at this step (click the trash icon on the right). This does not remove it from the portal – it will be in Pending Payments.



The next steps differ depending on the payment method you select

