

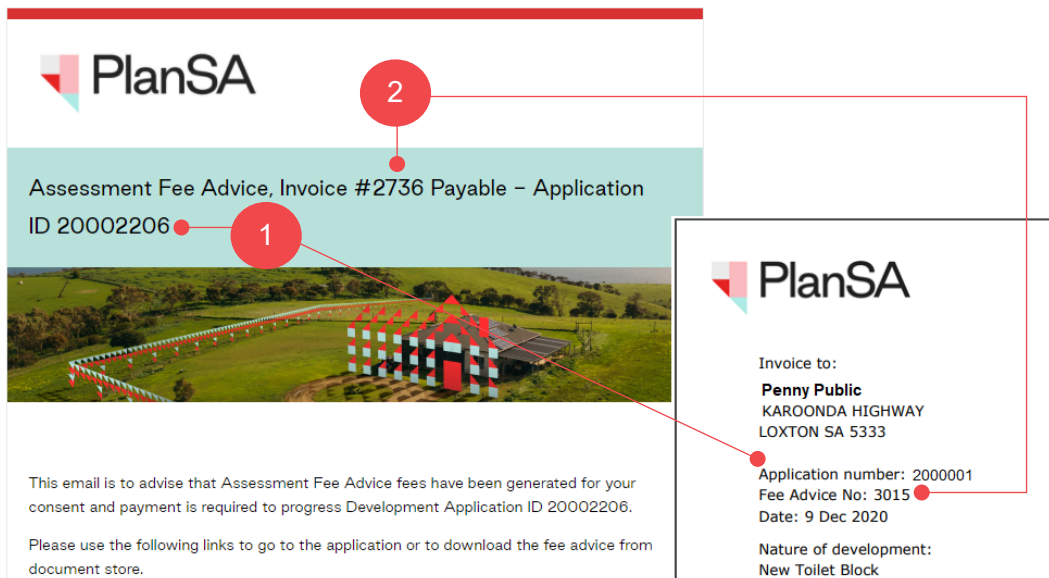
About

The PlanSA online payments option enables an individual to make a fee advice payment without having to create an online account to use the ePlanning system. All a person needs is the email notification advising a 'payment is required to progress the development application' or the paper-based 'Fee Advice'.

Supplied on the 'Fee Advice' or 'email notification' are two pieces of information:

1. The application ID, and
2. The invoice number

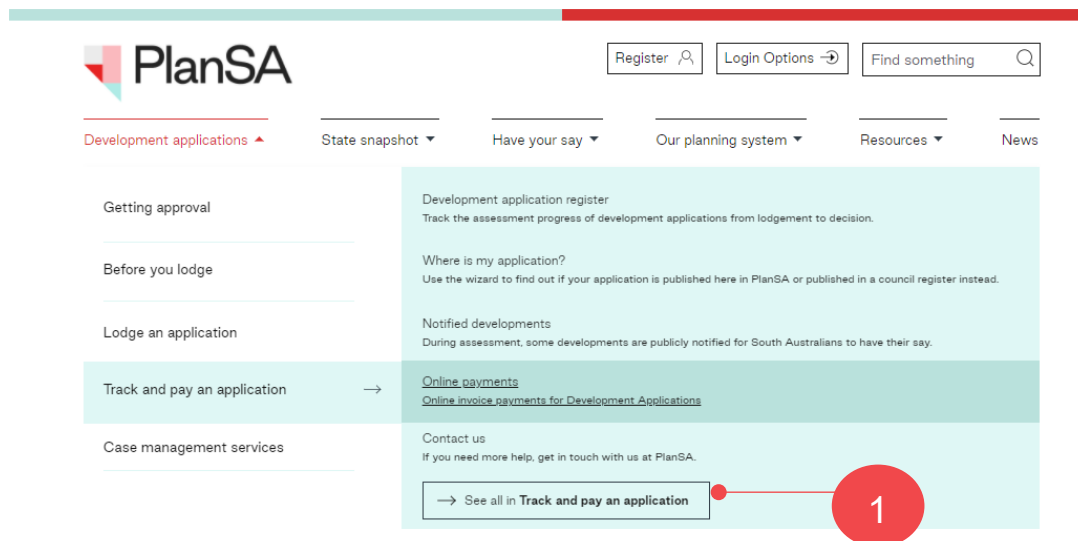
Both numbers are required to make an online payment without an account login.



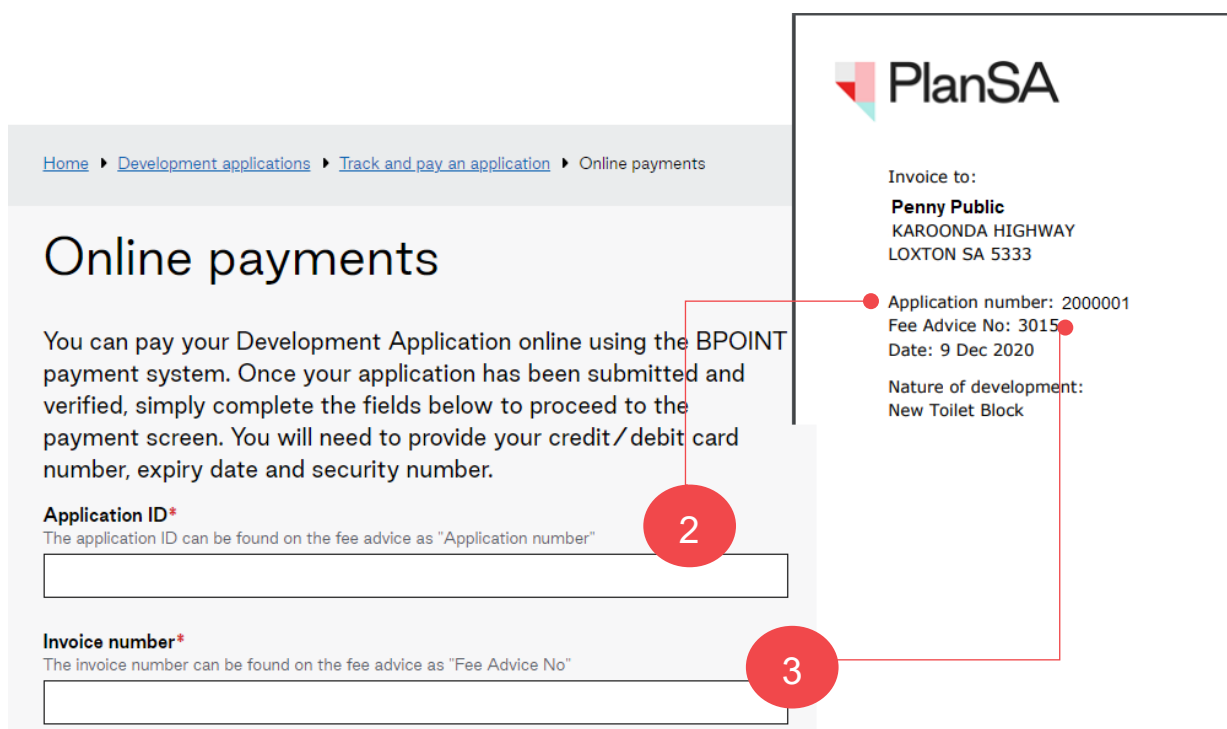
Getting Started

Open the PlanSA portal to make an online payment from the **Development applications** menu, select **Track and pay an application** and complete the following instructions to make the payment.

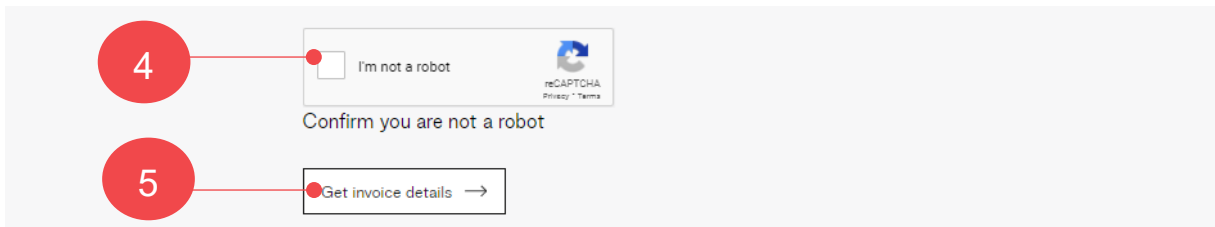
1. Click on **Online payments**.



2. Enter the **application ID** (Application number) located on the Fee Advice.
3. Enter the **invoice number** (Fee Advice No) found on the Fee Advice.



4. Confirm you are not a robot.
5. Click on **Get invoice details**.

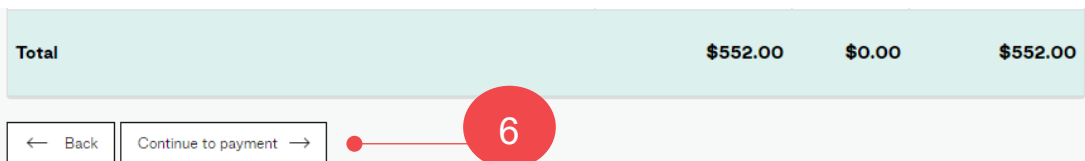


The fee advice (invoice) details and fee description will display.

Confirm invoice details and proceed to payment

Invoice #2608 – Application ID 20002213			
Fee Description	GST excl.	GST	GST incl.

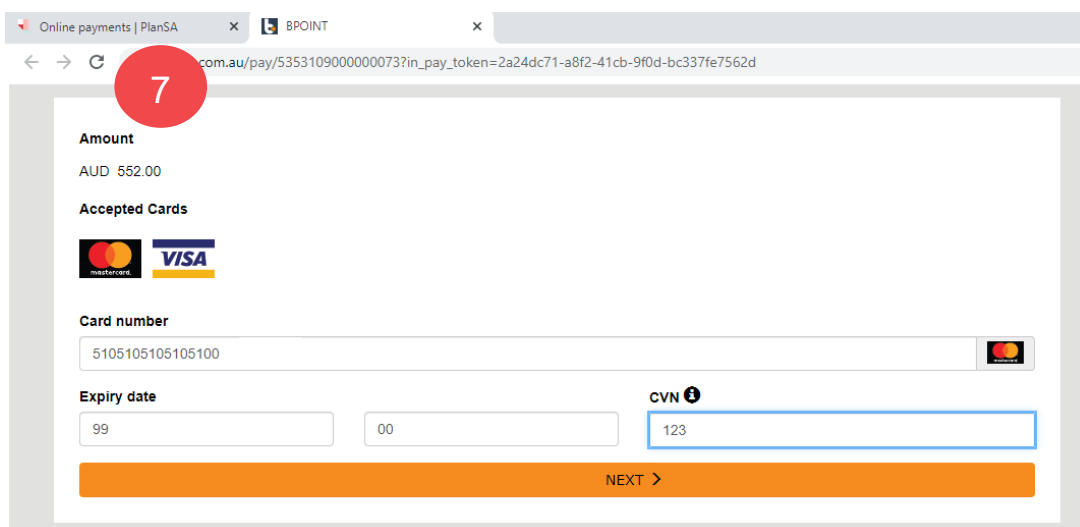
6. Click **Continue to payment** → or ← **Back** to make a correction.



7. The **BPoint** screen shows. Complete with your credit card details and then click **Next** to confirm.

Important!

Do not close the **Online Payments** tab until the fee payment is complete.



- Review the payment details and then click on **Pay** → to complete or ← **Back** to amend.

Review Details ✕

Amount	AUD 552.00
Card Number	510510...100
Expiry Date	99/00

← BACK
PAY →



On payment confirmation, the **Payment Result** will show as 'Approved' along with a prompt to print the screen for your records.

- Click on the **Google Chrome Customise** icon to show and select the **Print** option.

