



## A Guide to Using Online Environmental Health Inspections and Renewal Payments

### PAYMENT REFERENCE NUMBER

Your Payment Reference number will be located on the invoice you receive from Council (as shown below).



### APPLICATION PAYMENT


- To get started, type in your Payment Reference Number in the text field (as marked out below)
- Once your Payment Reference Number has been typed in, select [Next >](#)

#### Application Payment

This payment facility allows payments for the following invoice types:

- Development Application fees
- Environmental Health Inspections and Renewals charges
- Permit fees

**NB:** Development Application assessment will proceed once payment has been confirmed by our bank.



Payment Reference

[Next >](#)

## APPLICATION PAYMENT DETAILS

Details of the application will populate on the following page. Please check that the details are correct before continuing with your payment.

If you find that the application details are incorrect, please contact the Charles Sturt Customer Service Centre on **(08) 8408 1111** and they will handle the issue for you.

- If the application details are correct, proceed with payment by selecting [Next >](#)

### Application Payment Details

#### Invoice Details

Application Reference No	FM123
Payment Reference No	12345678
Description	Food Manufacturing Sector
Amount	\$88.00

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Amount To Pay

[Cancel](#) [< Previous](#) [Next >](#)

## SHOPPING CART

To proceed with payment without saving item to cart:

- Select [Proceed](#) to continue with payment

### Shopping Cart

To process an item in your shopping cart select it using the Take to Checkout box and click the Proceed button. Items can be removed or edited before proceeding.

If an application is incomplete, you must click on the word 'Application' to complete this application by filling out all of the required information before being able to check the Take to Checkout box.

#### Shopping Cart Retrieval

To retrieve existing shopping cart items, enter the unique reference number that you received and click the Search button.

Reference No  [Search](#)

#### Shopping Cart

Type	Description	Amount	Remove	Take to Checkout
Application Payment	Food Manufacturing Sector	\$88.00	✘	✔

[Remove All](#) [Check All / Uncheck All](#)

[Save Cart](#) [Proceed](#)

**To save your payment to the cart and proceed with payment:**

- Select [Save Cart](#) to generate a Reference Number. **Please record the Reference Number** so you will be able to refer to this payment in the future if you wish to do so.

### Shopping Cart

To process an item in your shopping cart select it using the Take to Checkout box and click the Proceed button. Items can be removed or edited before proceeding.

If an application is incomplete, you must click on the word 'Application' to complete this application by filling out all of the required information before being able to check the Take to Checkout box.

#### Reference Number

Keep a copy of this reference number and use it to retrieve your shopping cart items at a later time.

Reference No

#### Shopping Cart

Type	Description	Amount	Remove	Take to Checkout
Application Payment	Food Manufacturing Sector	\$88.00	X	<input checked="" type="checkbox"/>

[Remove All](#)   [Check All / Uncheck All](#)

[Save Cart](#)   [Proceed](#)

- Select [Proceed](#) to continue with your payment

**To look up a past payment:**

- Enter your Reference Number in the **Reference No** field and select [Search](#) and the saved payment will display above your current payment. You will be able to view any kind of past payment (for example Animals, Infringements, Applications, Rates etc) if desired.

### Shopping Cart

To process an item in your shopping cart select it using the Take to Checkout box and click the Proceed button. Items can be removed or edited before proceeding.

If an application is incomplete, you must click on the word 'Application' to complete this application by filling out all of the required information before being able to check the Take to Checkout box.

#### Shopping Cart Retrieval

To retrieve existing shopping cart items, enter the unique reference number that you received and click the Search button.

Reference No  [Search](#)

**To remove your payment/ discontinue with your payment:**

- To remove your payment, select the red X to remove one item or **Remove All** to remove all items (as marked out below)
- Alternatively, you can simply close the browser or navigate away from the page

Shopping Cart				
Type	Description	Amount	Remove	Take to Checkout
Application Payment	Food Manufacturing Sector	\$88.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<a href="#">Remove All</a>	<a href="#">Check All / Uncheck All</a>
<a href="#">Save Cart</a> <a href="#">Proceed</a>				

## CHECKOUT

Enter your credit card details in the fields (as demonstrated below):

- Choose your credit card type (**Master Card / Visa**) in the drop down list
- Select the **Month** and the **Year** for your Expiry Date
- Enter your **Credit Card Number** (no spaces)
- **CVV (Card Verification Value)** –A three digit number on the back of your credit card (as demonstrated below)



- Select [Next >](#) to proceed with payment

### Checkout

Enter all required information before proceeding to the payment summary page.  
Clicking Next on this page will not make a payment.

#### Payment Information

Shopping Cart Total      \$88.00

#### Credit Card Details

Credit Card Type     

Credit Card Expiry     

Credit Card Number\*     

CWV\*     


[< Previous](#)

[Next >](#)

## COMPLETE YOUR PAYMENT

- To complete your payment, make sure all your details are correct and select [Complete](#)

### Payment Summary

 Confirm that all of the information on this page is correct before proceeding. Clicking the Complete button will cause a payment to be made if this application has an amount due.  
Please note that it may take up to a few minutes to complete your payment.

#### Purchase Details

Type	Description	Amount
Application Payment	Food Manufacturing Sector	\$88.00

#### Totals

Credit Card Surcharge	\$0.00
Amount Due	\$88.00

#### Payment Details

Credit Card Type	Visa
Credit Card Number	*****4444
Credit Card Expiry	06/13

[< Previous](#) [Complete](#)

- A payment confirmation screen will appear which allows you to print a copy if desired

### Payment Confirmation

 You have successfully completed the checkout process. Please print a copy of the information on this page for future reference or enquiries.

#### Transaction Details

Transaction Date	24-Aug-2011
Payment Reference	96209
Transaction Amount	\$88.00

#### Charge Details

Reference	Application	Charge Description	Charge	Charge Tax	Charge Total
Application Payment	Food Manufacturing Sector	Amount Paid	\$88.00		\$88.00
		Credit Card Surcharge	\$0.00	\$0.00	\$0.00
		<b>Total</b>			\$88.00

[Print](#)

You have now completed your payment.