

## Making payments through TRO

1. Before making any payments you will need to ensure you have bank details recorded and you have agreed to the Electronic Payment Authority Service Agreement. (Refer to the TRO help file [Adding bank details](#) for assistance).
2. Outstanding invoices and assessments will appear on your **Summary** page when logging into your TRO account. These are also available from the **Financial summary** page (depending on your access level).
3. Payments can be made from the Summary screen or Financial Summary screen. Locate the assessment notice or invoice you wish to pay and click the **Pay** button on the right side of the transaction (if you cannot see the **Pay** button you will need to request the **Pay invoice** access from your administrator, this can be found under **Manage users**).

\$50.00	<input type="button" value="Pay"/>
\$2,998.75	<input type="button" value="Pay"/>

4. Upon clicking pay you will be presented with the **Pay Now** screen, if you have more than one account recorded, you can choose which account to pay from. Then click **Submit**.

### Pay Now

Reference Number	123 4567890 1234
Bank account	<input type="text" value="Account"/> <input type="button" value="v"/> <input type="button" value="🔗"/> <input type="button" value="*"/>
Payment Amount	<input type="text" value="\$ 50.00"/> <input type="button" value="🔗"/> <input type="button" value="*"/>
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

5. Your payment will now be processed. Close the "Payment Scheduled" window.

Payment Scheduled ✕

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Thank you - Your payment will be processed within the next 72 hours. You can view your pending payments in the banking details section.

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6. The invoice will now appear with the amount recorded in the Payments field in *italic* until the payment is processed.

- <i>\$88.25</i>	\$0.00	\$38.25	\$0.00
<i>-\$50.00</i>	\$0.00	\$0.00	\$0.00

7. You can view and cancel your pending payments from the **Banking details** page.

Pending Payments

There are outstanding scheduled payments for this account. Changing the banking details will affect the scheduled payments.

	Nickname	Status	Reference Number	Payment Date	Amount
<input type="button" value="Cancel"/>	Account	Pending	XXXXXXXXXXXXXX	27/10/2017	\$50.00