

Paying an outstanding duty transaction assessment

1. All **Accounts** are displayed on the home screen as follows:

Accounts

1234567 - Duty Transactions: TEST PTY LTD

7654321 - Payroll Tax: EXAMPLE PTY LTD

2. Click on your duty transactions account.
3. Click on the **Summary** menu item as follows:

Summary

Manage users

4. The outstanding assessments are displayed as follows:

Outstanding assessments

You have one or more outstanding assessments.

SRO No.	Type	Status	Balance	Due date	Options
5192	Property transfer	Issued	\$0.00	12/07/2017	PDF Pay

5. Click on the **Pay** button of the required assessment as follows:

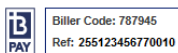
Outstanding assessments

You have one or more outstanding assessments.

SRO No.	Type	Status	Balance	Due date	Options
5192	Property transfer	Issued	\$45,000.00	12/07/2017	PDF Pay

6. To pay by **Electronic Payment Authorisation**, click on the **here** link as follows:
Pay SRO No 5192

Payment Amount \$45,000.00



Billor Code: 787945
Ref: 255123456770010

Telephone & Internet Banking - BPAY

Call your bank, credit union or building society to make this payment from your cheque or savings account. More info: <http://www.bpay.com.au/>

Electronic Funds Transfer:

B.S.B.: 037-001 (Westpac)
Acc No: 1234567
Acc Name: Revenue EFT
Ref No: 25512345677001



Click [here](#) to pay by Electronic Payment Authorisation (formerly Direct Debit).

7. The **Pay Now** screen is displayed as follows:

Pay Now

Reference Number 255 1234567 7003

Payment Amount \$ 45,000.00

Submit

8. Amend the **Payment Amount** if required.
9. Click on the **Submit** button.

10. The payment scheduled screen is displayed as follows:

Payment Scheduled



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

Close

11. Click on the **Close** button.