

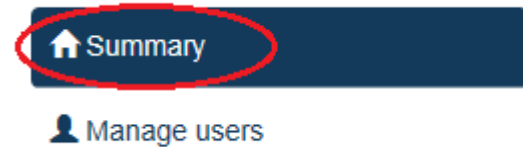
# Paying an outstanding duty transaction or land tax search invoice

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 transaction account.
3. Click on the **Summary** menu item as follows:



4. The outstanding invoices are displayed as follows:

**Outstanding invoices**

You have one or more outstanding invoices.

Invoice No.	Type	Status	Period	Balance	Due date	Options
<a href="#">109779257</a>	Duty	Overdue	Apr 17	\$62,785.00	25/05/2017	PDF Pay
<a href="#">109779486</a>	Duty	Issued	Week 48 16/17	\$445,185.00	08/06/2017	PDF Pay

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

Outstanding invoices

You have one or more outstanding invoices.

Invoice No.	Type	Status	Period	Balance	Due date	Options
<a href="#">109779257</a>	Duty	Overdue	Apr 17	\$62,785.00	25/05/2017	PDF <b>Pay</b>
<a href="#">109779486</a>	Duty	Issued	Week 48 16/17	\$445,185.00	08/06/2017	PDF Pay

6. The **Pay Now** screen will display as follows:

Pay Now

Reference Number 253 1234567 0718

Bank account

Payment Amount \$ 3,463.25

7. Amend the **Bank Account** and **Payment Amount** if required.
8. Click on the **Submit** button.
9. The payment scheduled screen is displayed as follows:

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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10. Click on the **Close** button.