



Pay for a new licence

Client, approved persons (ARC, ARE) user guide

Version 1.00 | March 2023



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Introduction

This document details the process for individual radio licence owners and [Approved Radio Certifiers and Engineers \(ARCs, ARES\)](#) to pay for new license fees for clients to make pending licences current in the Register of Radio Frequencies ([the RRF](#)).

Explanation

Clients, or an approved radio certifier or engineer assisting a client, can pay licence fees using a variety of payment methods.

This document includes information about how to add a purchase order number or reference, how to create an invoice to view, save or print and how to pay using different payment methods.

Document Steps, Images and Links

This document contains instructions (steps) to perform a process within the Register.

- Some steps are followed by an image that demonstrates the onscreen result of that step.
- Some steps include links to other sections within the document or to other user guides; these are designated using 'go to' or 'refer to'.
- Clicking the section name moves you directly to that section or user guide.

Technical Assistance

Comprehensive help is available to help clients, ARCs and ARES complete the various processes:

- Technical assistance can be found within the Public Information Brochures (PIBs); these are located within the [Resources for ARES and ARCs on the RSM website](#). The PIBs provide licensing, technical rules and other general information on a range of common radio services such as CB Radio, Amateur Radio and Maritime VHF Radio.
- Various [user guides](#) on the RSM website describe the steps to take to complete each process
- Some fields and sections in the Register of Radio Frequencies (the RRF) have help text.
 - Click or hover over the  (Information icon) to view the help text with information about what to enter in the field or information about a section.
- Please contact Radio Spectrum Management (RSM) if you require further assistance:
 - Email info@rsm.govt.nz
 - Phone the freephone number 0508 RSM INFO (0508 776463).

Approved Radio Certifiers and Engineers

You should be familiar with the following PIBs:

- Table of Radio Spectrum Usage in New Zealand (PIB 21)
- Fixed service Bands in New Zealand (PIB 22)
- Mobile service Bands in New Zealand (PIB 23)
- Radio Licence Certification Rules (PIB 38)

- Spectrum Licence Certification Rules for Crown Management Rights (PIB 39)
- Audit Procedures for Engineering Certificates issued by Approved Persons (PIB 40)
- Radio Licence Policy Rules (PIB 58)
- Policy rules for Crown Spectrum Management Rights (PIB 59).

Disclaimer

Annual fees shown in the screen shots in this document are correct at the time of publication, but fees may be subject to change in the future.

Amendment history

Version	Date	Details
0.01 0.02 0.03	June 2022 November 2022 December 2022	Draft RRF version for review
0.04	December 2022	Draft for Release 1
0.05	February 2022	Draft for Release 2
1.00	March 2023	Final version

Payment Overview

All payments are initiated from the Register of Radio Frequencies (the RRF) and made through the QuickPay portal. When you select to pay, you are automatically taken to QuickPay and when completed, you return to the RRF.

You can also add a reference or purchase order number to a payment for easy tracking and create an invoice to view or save to a file.

About paying new licence fees

A client, or an Approved Radio Certifier or Engineer assisting a client, can pay licence fees once an application for licence has been submitted, or when approved for an engineered licence.

Note: Clients must give their permission for an Approved Radio Engineer or Certifier to act on and their behalf to become a delegated user and have their name recorded under **Delegates** on the client's record. Delegated users have their own RealMe login to the RRF and can pay on behalf of their client.

The available methods of payment of Credit Card or Debit Card, Internet Banking and Direct Debit are outlined in this user guide.

About Direct Debits

Direct debit is a method of payment where you give RSM authority to take an invoiced amount of money from your nominated bank account to pay your licence fees on the 20th of the month.

You need to be a registered client to set up a direct debit payment for you or your organisation and this can be set up as any time from the **My Account** option in the Register of Radio Frequencies (RRF). For more information, refer to [Apply to be a Direct Debit Client](#) on the RSM website.

About Purchase Order Numbers

Clients can add a purchase order (PO) number to their invoice before paying for new licences:

- If you decide to create an invoice before paying for a new licence fee, you must add the PO number before you generate the invoice.
- If paying, (i.e. without creating an invoice), you enter the PO number in a reference field on the *Fee Details* screen during the payment process. This is available for all payment methods.

Pay a New Licence Fee

Fee payments for all planned licence applications in the RRF are initiated from the *Licence Summary* screen. You are automatically taken to the QuickPay portal to make the payment and when completed, you return to the *Licence Summary* screen.

A fee payment can be initiated:

- immediately after an application for licence has been submitted (i.e. for a non-engineered licence). Refer to [Make payment on behalf of your client](#).

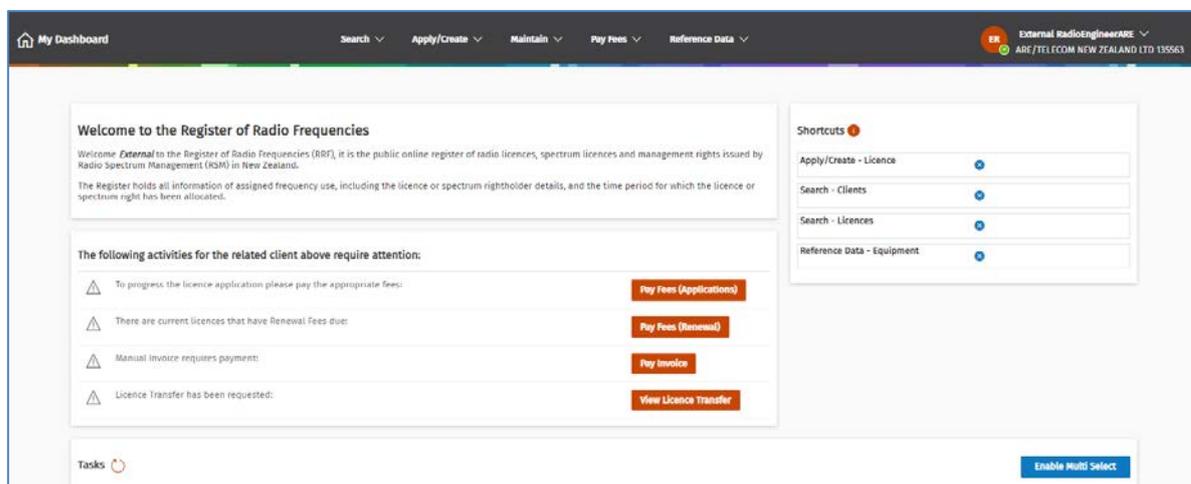
or

- later if you had to exit the screen before making payment or had to wait for the licence to be granted (i.e. to get approval for an invoice or after waiting for an engineered licence to be granted). Refer to [View the Planned Licence Application to Pay](#).

View the Planned Licence Application to Pay

If you are authorised by your client to pay fees on their behalf and you are not in the relevant planned licence application record, can go directly to the applications from your *My Dashboard* screen and pay.

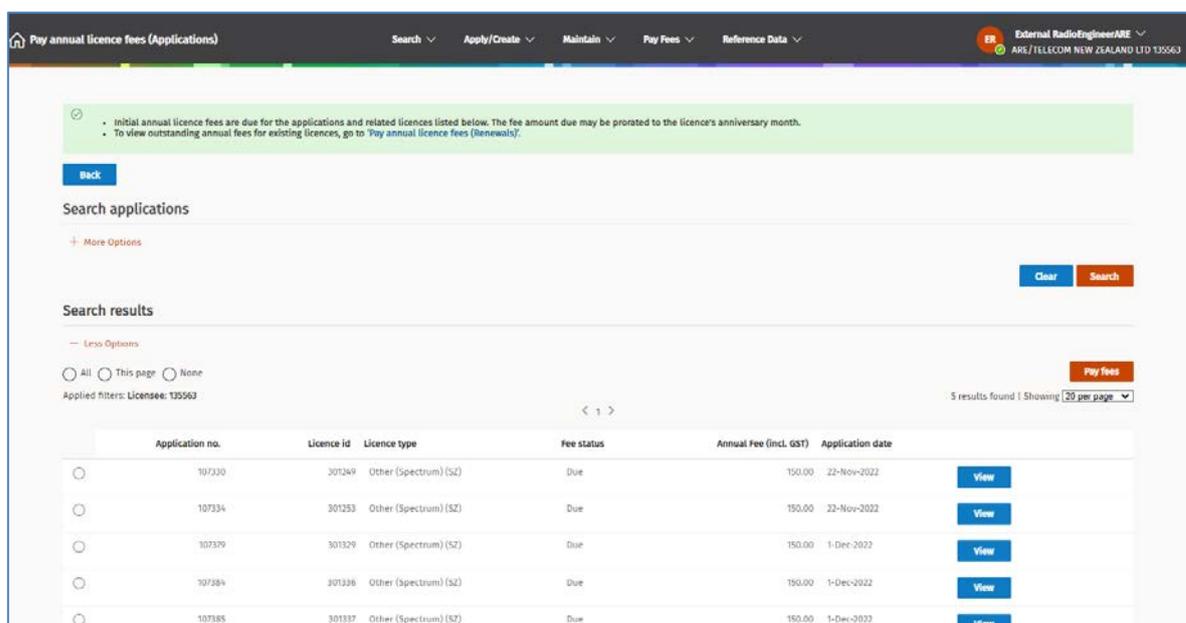
1. Display your *My Dashboard* screen in the RRF.
 - Select the role or client you represent. The **Alerts** section displays on the *My Dashboard* screen with a link to pay fees.



Note: The **Alerts** section only displays when there is an activity that requires attention.

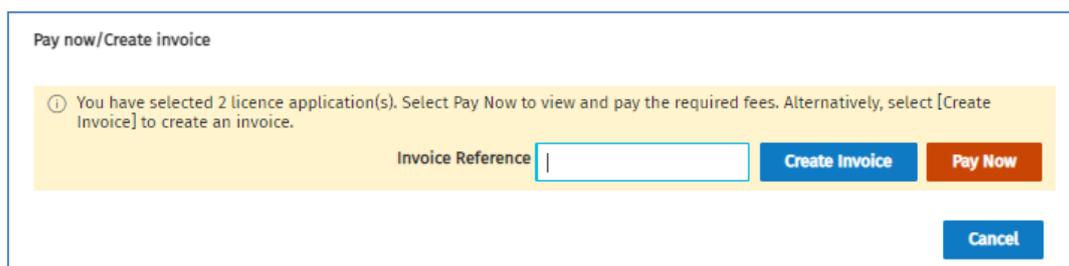
2. Click **Pay Fees (Applications)**. The list of all licence applications (for that client) currently due for payment displays in the *Pay annual licence fees (Applications)* screen.

Note: If the **Alert** was to pay a manual invoice, click **Pay Invoice** then refer to [Initiate Payment after Creating an Invoice](#).



Note: You can also display this screen from the menu by selecting **Pay Fees > Pay annual licence fees (Applications)**.

- To review details of a licence application due for payment, click **View** details. The *Licence Summary* screen displays. (You can pay the fee from there, if required.)
3. Click the **Select** check box in front of the application(s) you want to pay. (You can select to pay more than one application for the same client if applicable.)
- If you selected one application, either:
 - Click **View** to display the *Licence Summary* screen with the Fees ‘call to action’ and pay from there, or
 - Click **Pay fees** to display the Fees ‘call to action’.
 - If you selected multiple applications, click **Pay fees** to display the Fees ‘call to action’.



Note: The same Fees ‘call to action’ displays in the top of the *Licence Summary* screen (below) if actioned from there.

[Back](#)
[Show on map](#) [Withdraw Application](#)

ⓘ This is a planned licence on the register. Select [Pay Now] to pay the required fees to complete the registration process. Alternatively, select [Create Invoice] to create an invoice.

Invoice Reference: [Create Invoice](#) [Pay Now](#)

Client details -

Client number	Client name	Email address
367223	Benjamin Smart	benjaminmart@homeip.co.uk

[More](#)

Application details -

Application number	Application status	Application date
300011	Planned	16-Mar-2022

Licence type
 Aeronautical/Nitcraft/Nitcraft (AT)

[More](#)

Basic licence details -

Licence ID	Licence number	Licence status	Licence reference
300011	-	Planned	-

Licence type
 Aeronautical/Nitcraft/Nitcraft (AT)

Flight term
 No

Commencement date	Expiry date	Cancellation date	Issued date
16-Mar-2022	-	-	-

Note: If your client's default method of payment is Direct Debit, the only option in this screen will be **Pay Now**.

- Go to [Make payment on behalf of your client](#).

Make payment on behalf of your client

Once a planned radio or spectrum licence application has been submitted and/or granted it only becomes current on the Register after payment has been made.

If you are an ARC or ARE and authorised by their client to pay the licence fee on their behalf, the actions you perform are:

- For a submitted radio licence application, (i.e. non-engineered licence), you can complete payment immediately after submission.
- For a certified and granted radio or spectrum licence application, (i.e. an engineered licence), you will receive an email from the Licensing Team to advise the licence has been granted and a request for payment.

Complete these steps to make the payment on behalf of your client so the licence will display as current on the Register.

1. Display the granted licence for the client in the *Licence Summary* screen with the Fees 'call to action'.

Note: If you had to exit the *Licence Summary* screen before paying, ensure you select the client's name in the top right of the *My Dashboard* screen before continuing.

2. Click **Pay Licence (Applications)** in the **Alerts** section of *My Dashboard*. Refer to [View a Planned Licence Application and Pay](#).

The screenshot displays the 'Licence Summary' page for a client named Benjamin Smart. The page is divided into several sections: Client details, Application details, and Basic licence details. The client details section shows the client number (507223), name (Benjamin Smart), and email address (benjaminmart@someisp.co.nz). The application details section shows the application number (100031), status (Planned), and application date (16-Mar-2022). The basic licence details section shows the licence ID (300031), status (Planned), type (Aeronautical/Aircraft/Aircraft (A1)), callsign (ZKANG), and fixed term (No). The page also includes a navigation bar at the top with various menu items and a user profile for Jeremy Logan. A notification banner at the top states 'The Licence Application has been submitted'. Below the notification, there are buttons for 'Back', 'Show on map', and 'Withdraw Application'. A yellow banner contains instructions and buttons for 'Create Invoice' and 'Pay Now'.

Note: If your client's default method of payment is Direct Debit, the only option in this screen will be **Pay Now**.

3. To pay the fee without creating an invoice, go to [Initiate Payment from Pay Now](#).
4. To create an invoice before paying, go to [Create an Invoice before the Paying Fee](#).

Note: The option to create an invoice will not display if Direct Debit is the client's default method of payment.

5. To pay the fee after creating an invoice, go to [Initiate Payment after Creating an Invoice](#).

Initiate Payment from Pay Now

Use this process to initiate payment from the *Licence Summary* screen without creating an invoice first.

Note: If you created an invoice, refer to [Initiate Payment after creating an Invoice](#).



1. Click **Pay Now**. The QuickPay portal opens the *Fee Details* screen displays.

RADIO SPECTRUM MANAGEMENT System Administrator

RRF TERENCE JAMES (139474)

A breakdown of your fees is shown below ?

xxPlease complete your invoice details and make your payment.
You will receive confirmation and a receipt of payment by email after the payment has been submitted.
If you wish to go back and edit any details, click on the Cancel button below and return to the fee details section without making a payment.
A reference of your choice can be entered to help you identify this payment when you receive your invoice. Reference is optional.

Fee Details [Hide 1 fee](#)

Number	Name	Description	Qty	Unit Fee	GST	Total
-	300028	ZKAAE	1	\$65.22	\$9.78	\$75.00
Total					\$9.78	\$75.00

Choose Payment Option

Payment Option: Credit or Debit Card Internet Banking

Retain Card for Future Payment

Your Reference:

Tax Invoice Details [Change Details](#)

Name TERENCE JAMES
Address P O BOX 100-028
NORTH SHORE MAIL CENTRE
AUCKLAND
New Zealand
Email Tax Invoice To sys.admin1@fostermoooreoasis.onmicrosoft.com

Note: The payment options you can select are **Credit or Debit Card** and **Internet Banking**.

- The following is an example of the *Fee Details* screen when the client's default method of payment is Direct Debit.

Jeremy Logan

RADIO SPECTRUM MANAGEMENT

RRF PORT TARANAKI LTD (1526)

A breakdown of your fees is shown below ?

xxPlease complete your invoice details and make your payment. You will receive confirmation and a receipt of payment by email after the payment has been submitted. If you wish to go back and edit any details, click on the Cancel button below and return to the fee details section without making a payment. A reference of your choice can be entered to help you identify this payment when you receive your invoice. Reference is optional.

Fee Details Hide 1 fee

Number	Name	Description	Qty	Unit Fee	GST	Total
-	300031	ZKAAG	1	\$108.70	\$16.30	\$125.00
Total					\$16.30	\$125.00

Choose Payment Option

Payment Option: Credit or Debit Card Internet Banking Direct Debit

Your Reference:

Tax Invoice Details

Name: PORT TARANAKI LTD
 Address: PO Box 348
 New Plymouth
 New Zealand
 Email Tax Invoice To: Jeremy.Logan@fostermooreoasis.onmicrosoft.com

Note: The **Direct Debit** payment option defaults, but you can change this to one of the other options, if required.

2. Enter the reference or purchase order number in the **Your Reference** field, if required. This can help identify the payment when you receive your invoice.
3. Accept the default method to pay or select the alternative method.
 - If paying by **Credit or Debit Card** and you want to save the card information for future payments, tick the **Retain card for future payments** check box.
 - If paying by **Direct Debit** and you are ready to continue, go Step 5.
4. Check the Tax Invoice Details.
 - To make changes to tax invoice details, click **Change Details**. The *Change Tax Invoice Details* screen displays.

Change Tax Invoice Details ×

Name*

Address*

Email Tax Invoice To*

Note: Any changes made in this screen will only apply to the invoice for this transaction.

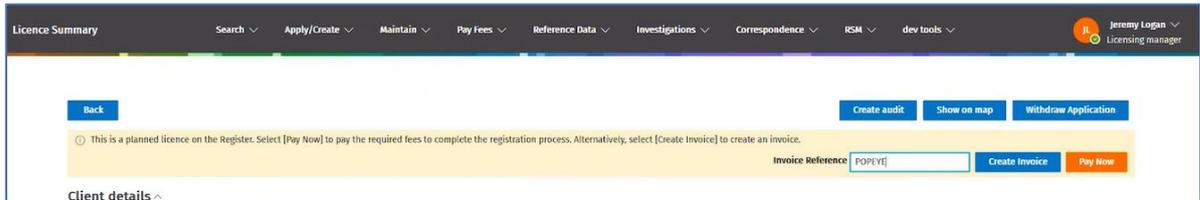
- Edit details in the name and address fields, and/or change the email address or add another email address (separated with a comma).
 - Click **Save**. You return to the *Fee Details* screen and the updated tax invoiced details display.
 - To cancel out of the payment at this stage, click **Cancel**. Any updates you made will not be saved and you are returned to the previous screen, (e.g. *Licence Summary* screen).
5. To complete your payment now, follow the steps for the appropriate method:
- [Pay by Credit or Debit Card](#)
 - [Pay by Internet Banking](#)

Create an Invoice before Paying the Fee

Before paying your licence fee you can create an invoice from the Fees 'call to action', (e.g. to get approval for payment). Once created you can then view, download and print the invoice for your records.

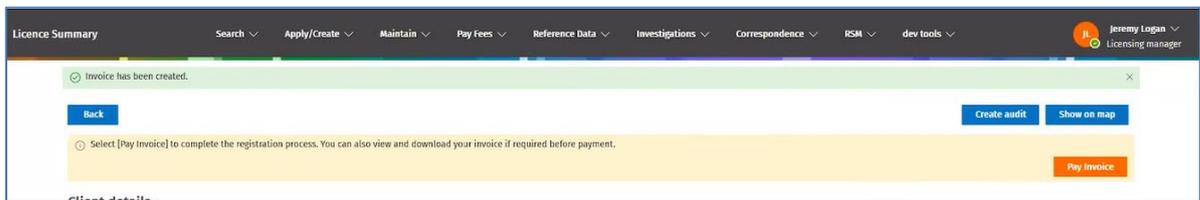
Note: If your client's default payment option is **Direct Debit**, you cannot create an invoice. They will be sent an invoice at the end of the month.

1. In the Fees 'call to action', enter a reference or purchase order number in the **Invoice reference** field, (if required). This will display on the invoice you create.



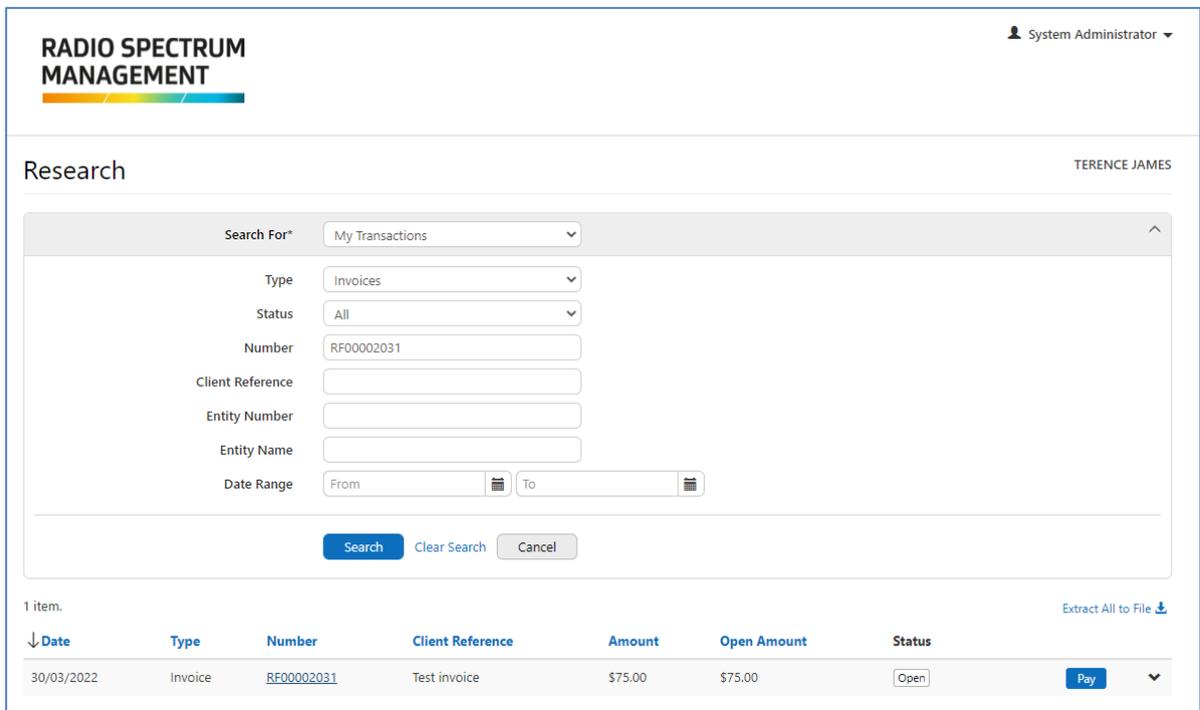
The screenshot shows the 'Licence Summary' page with a navigation bar at the top. Below the navigation bar, there are several buttons: 'Back', 'Create audit', 'Show on map', and 'Withdraw Application'. A message box states: 'This is a planned licence on the Register. Select [Pay Now] to pay the required fees to complete the registration process. Alternatively, select [Create Invoice] to create an invoice.' Below this message, there is an 'Invoice Reference' field containing the text 'POPEY'. To the right of this field are two buttons: 'Create Invoice' and 'Pay Now'. At the bottom left, there is a 'Client details' link.

2. Click **Create Invoice**. A message displays at the top of the screen to advise the invoice has been created. The **Pay Now** button changes to **Pay Invoice** and the reference field no longer displays.



The screenshot shows the 'Licence Summary' page after the 'Create Invoice' action. A green message box at the top of the page says 'Invoice has been created.' Below this message, there are buttons for 'Back', 'Create audit', and 'Show on map'. The message box below states: 'Select [Pay Invoice] to complete the registration process. You can also view and download your invoice if required before payment.' The 'Pay Invoice' button is now visible. The 'Invoice Reference' field is no longer present.

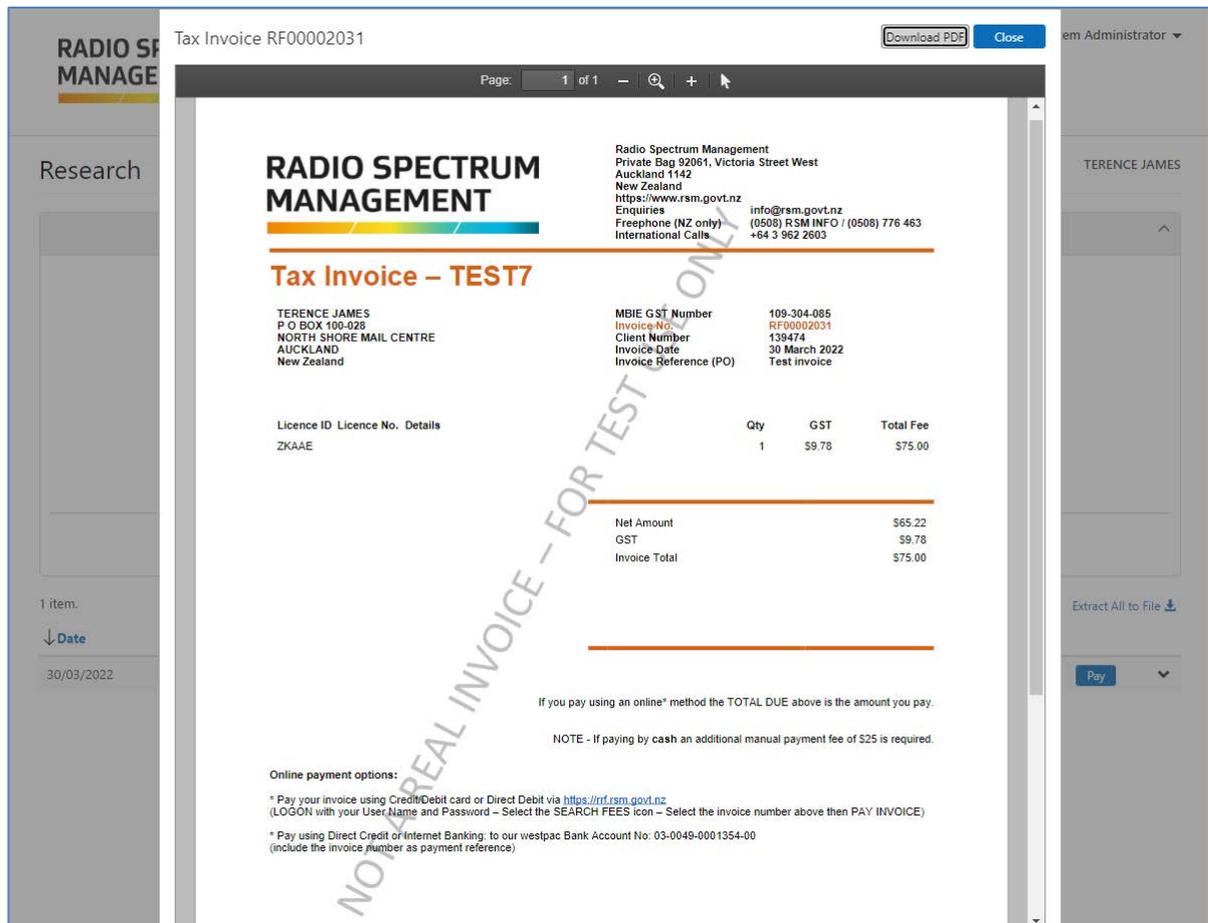
3. To view the invoice created and download, if required:
 - Click **Pay Invoice**. The QuickPay portal opens and the *Research – My Transactions* screen displays with the invoice listed at the bottom of the screen.



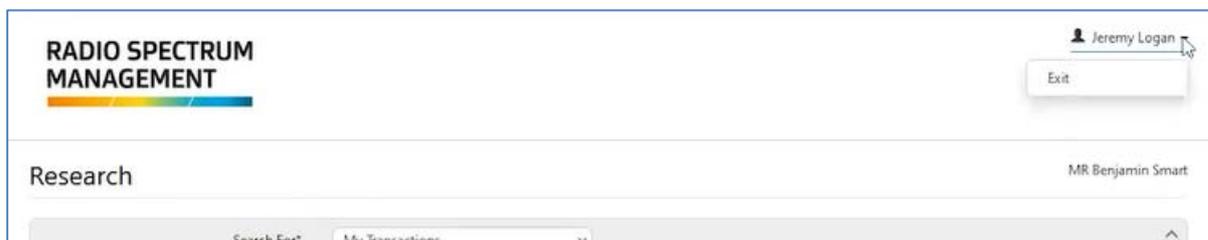
The screenshot shows the 'RADIO SPECTRUM MANAGEMENT' system interface. The user is logged in as 'System Administrator'. The main heading is 'Research' and the user's name 'TERENCE JAMES' is displayed. Below the heading, there is a search filter section with the following fields: 'Search For*' (My Transactions), 'Type' (Invoices), 'Status' (All), 'Number' (RF00002031), 'Client Reference', 'Entity Number', 'Entity Name', and 'Date Range' (From and To). Below the search filters, there are buttons for 'Search', 'Clear Search', and 'Cancel'. Below the search results, there is a table with one item. The table has columns: Date, Type, Number, Client Reference, Amount, Open Amount, and Status. The item is: 30/03/2022, Invoice, RF00002031, Test invoice, \$75.00, \$75.00, Open. There is a 'Pay' button next to the 'Open' status. At the bottom right of the table, there is a link 'Extract All to File'.

↓ Date	Type	Number	Client Reference	Amount	Open Amount	Status
30/03/2022	Invoice	RF00002031	Test invoice	\$75.00	\$75.00	Open Pay

- Click the invoice number link in the **Number** column. The PDF of the Tax Invoice displays.



- Click **Download PDF** and save it to a selected location. From there you can print the invoice, if required.
 - To close the PDF Tax Invoice view, click **Close**. You return to the *Research – My Transactions* screen (in QuickPay).
4. Determine your next step:
- To continue and pay the fees invoice, go to [Initiate Payment after creating an invoice](#).
 - If you want to cancel out of payment at this stage:
 - Click your login name in the top right of the screen and select **Exit**. You return to the previous screen, (e.g. *Licence Summary* screen).



Note: When you are ready to pay the licence fee you can click **Pay Invoice** from the **Alerts** section on *My Dashboard* screen. Refer to [Initiate Payment after creating an invoice](#).

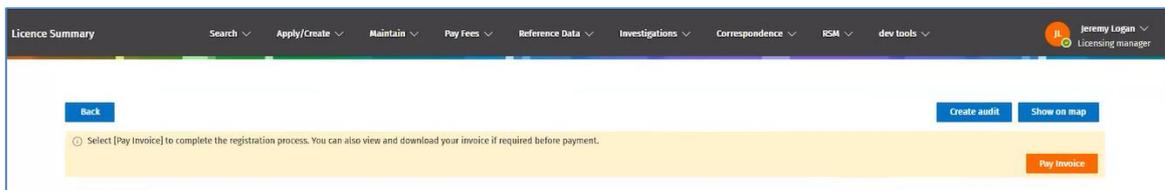
Initiate Payment after Creating an Invoice

Use this process to initiate payment after you create an invoice for licence application fees. The steps you take will depend on whether you continue to pay the fees after creating the invoice or if you need to find the licence application again.

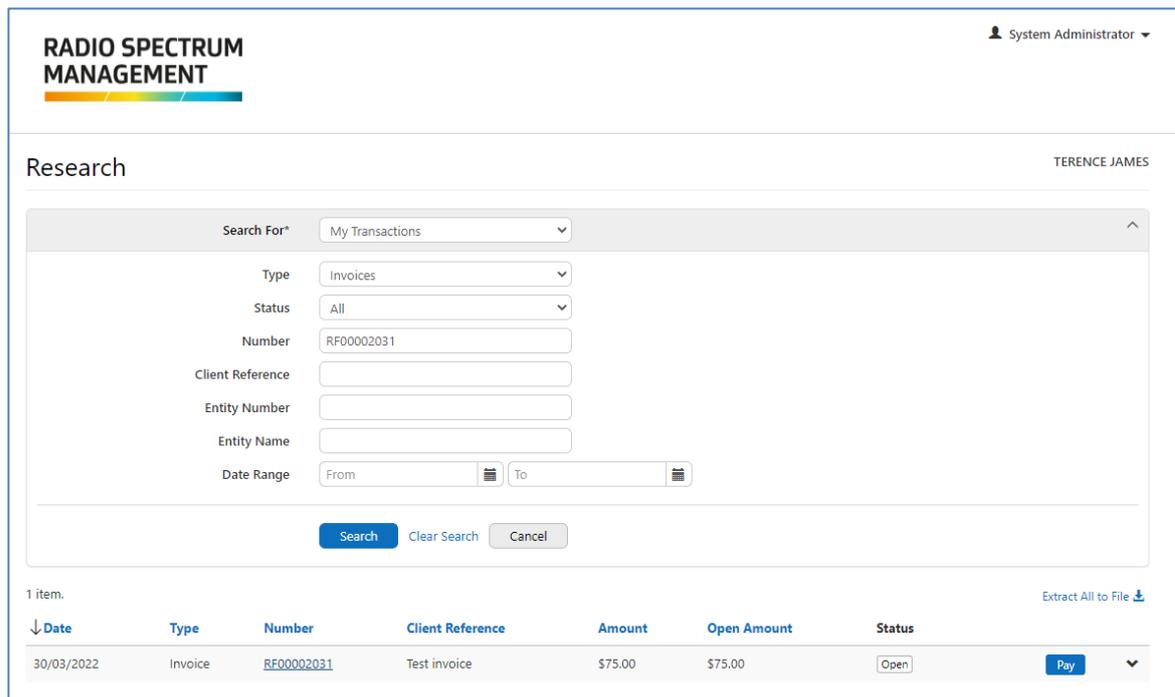
1. Determine your first step:

- If you are currently in the *Licence Summary* screen (with Fees 'call to action' displayed), go to step 2.
- If you are in the *Research – My Transactions* screen (in QuickPay), go to step 3.
- If you are in the *My Dashboard* screen, an **Alerts** section displays:
 - Click **Pay Invoice**. The *Research – My Transactions* screen (in QuickPay), go to step 3.

2. In the *Licence Summary* screen and/or Fees 'call to action':



- Click **Pay Invoice**. The QuickPay portal opens and the *Research – My Transactions* screen displays.



Note: You can also use this screen to search for other transactions you need to pay.

3. In the *Research – My Transactions* screen (in QuickPay):

- Click **Pay** (on the right of the invoice row at the bottom of the screen) to display the *Fee Details* screen.

RADIO SPECTRUM MANAGEMENT Jeremy Logan

RRF MR Benjamin Smart (507223)

A breakdown of your fees is shown below 📄

xxPlease complete your invoice details and make your payment. You will receive confirmation and a receipt of payment by email after the payment has been submitted. If you wish to go back and edit any details, click on the Cancel button below and return to the fee details section without making a payment. A reference of your choice can be entered to help you identify this payment when you receive your invoice. Reference is optional.

Fee Details [Hide 1 fee](#)

Number	Name	Description	Qty	Unit Fee	GST	Total
-	300032	ZMG2245 POPEYE	1	\$119.57	\$17.93	\$137.50
Total					\$17.93	\$137.50

Choose Payment Option

Payment Option: Credit or Debit Card Internet Banking

Retain Card for Future Payment

Your Reference: POPEYE

Tax Invoice Details

Name: MR Benjamin Smart
Address: 26 Some Street
 Another Suburb
 Major City
 New Zealand
Email Tax Invoice To: Jeremy.Logan@fostermooreoasis.onmicrosoft.com

Process Payment
Cancel

Note: The invoice has already been created so you cannot change the reference or tax invoice details.

- To cancel out of the payment at this stage, click **Cancel**. You return to the *Research – My Transactions* screen:

RADIO SPECTRUM MANAGEMENT Jeremy Logan

Exit

Research MR Benjamin Smart

Search For* My Transactions

- Click your login name in the top right of the screen and select **Exit**. You return to the previous screen, (e.g. *Licence Summary* screen).
4. Select your **Payment option**, then follow the steps for the selected method:
- [Pay by Credit or Debit Card](#)
 - [Pay by Internet Banking](#)

Pay by Credit or Debit Card

You selected **Credit or Debit Card** as your payment option in the *Fee Details* screen. These steps will direct you to Windcave where you create the payment from your credit or debit card.

RADIO SPECTRUM MANAGEMENT Three Phase

RRF ELECTRICITY ASHBURTON LIMITED (58)

A breakdown of your fees is shown below

xxPlease complete your invoice details and make your payment. You will receive confirmation and a receipt of payment by email after the payment has been submitted. If you wish to go back and edit any details, click on the Cancel button below and return to the fee details section without making a payment. A reference of your choice can be entered to help you identify this payment when you receive your invoice. Reference is optional.

Fee Details [Hide 1 fee](#)

Number	Name	Description	Qty	Unit Fee	GST	Total
-	300034	Multiple Freqs @ ALL NEW ZEALAND	1	\$32.61	\$4.89	\$37.50
Total					\$4.89	\$37.50

Choose Payment Option

Payment Option: Credit or Debit Card Internet Banking

Retain Card for Future Payment

Your Reference:

Tax Invoice Details [Change Details](#)

Name: ELECTRICITY ASHBURTON LIMITED
Address: 18 Kermode Street, Ashburton, New Zealand
Email Tax Invoice To: tester56@fostermooore.com

1. Click **Process Payment**. The *Windcave* screen displays.

RADIO SPECTRUM MANAGEMENT

RRF ELECTRICITY ASHBURTON LIMITED (58)

A breakdown of your fees is shown below

xxPlease complete your invoice details and make your payment. You will receive confirmation and a receipt of payment by email after the payment has been submitted. If you wish to go back and edit any details, click on the Cancel button below and return to the fee details section without making a payment. A reference of your choice can be entered to help you identify this payment when you receive your invoice. Reference is optional.

Fee Details [Hide 1 fee](#)

Number	Name	Description	Qty	Unit Fee	GST	Total
-	300034	Multiple Freqs @ ALL NEW ZEALAND	1	\$32.61	\$4.89	\$37.50
Total					\$4.89	\$37.50

Choose Payment Option

Payment Option: Credit or Debit Card Internet Banking

Retain Card for Future Payment

Your Reference:

Tax Invoice Details [Change Details](#)

Name: ELECTRICITY ASHBURTON LIMITED
Address: 18 Kermode Street, Ashburton, New Zealand
Email Tax Invoice To: tester56@fostermooore.com

Payment Checkout
Amount: **\$37.50 (NZD)**

Credit Card Payment

Card Number*: 4111 1111 1111 1111
Name on Card*: Peter Pan
Expiry Date*: 03 / 24
CVC*: 123 What is this?

2. Enter the details of your card: **Card Number**, **Name on Card**, **Expiry Date** and **CVC**.

Pay by Internet Banking

You selected **Internet Banking** as your payment option in the *Fee Details* screen. These steps will direct you to Windcave where you create a payment from your own (or client's) bank account.

RADIO SPECTRUM MANAGEMENT Jeremy Logan

RRF MR Benjamin Smart (507223)

A breakdown of your fees is shown below 📄

xxPlease complete your invoice details and make your payment. ✕

You will receive confirmation and a receipt of payment by email after the payment has been submitted.

If you wish to go back and edit any details, click on the Cancel button below and return to the fee details section without making a payment.

A reference of your choice can be entered to help you identify this payment when you receive your invoice. Reference is optional.

Fee Details Hide 1 fee

Number	Name	Description	Qty	Unit Fee	GST	Total
-	300032	ZMG2245 POPEYE	1	\$119.57	\$17.93	\$137.50
Total					\$17.93	\$137.50

Choose Payment Option

Payment Option: Credit or Debit Card **Internet Banking**

If you choose to pay by internet banking you will need to login to your internet banking account using your login credentials via a secure page hosted by Payment Express application.

If you have set up a business account that has multiple signatories, due to a bank security feature you will be unable to pay by internet banking.

Payment Express accepts payment from the following banks:

- ANZ
- ASB
- BNZ
- KiwiBank
- TSB
- Westpac

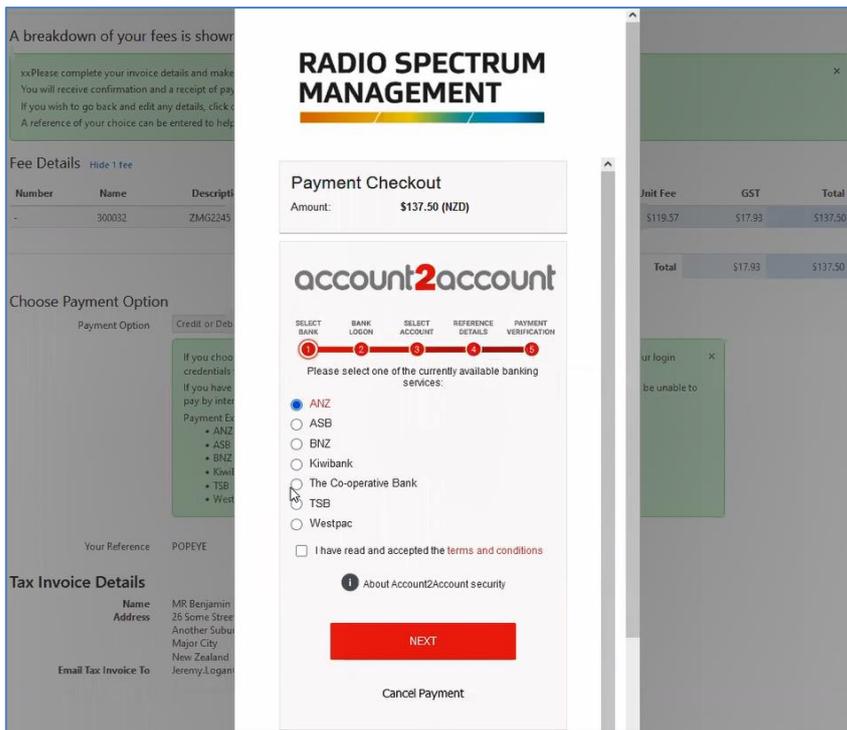
Your Reference: POPEYE

Tax Invoice Details

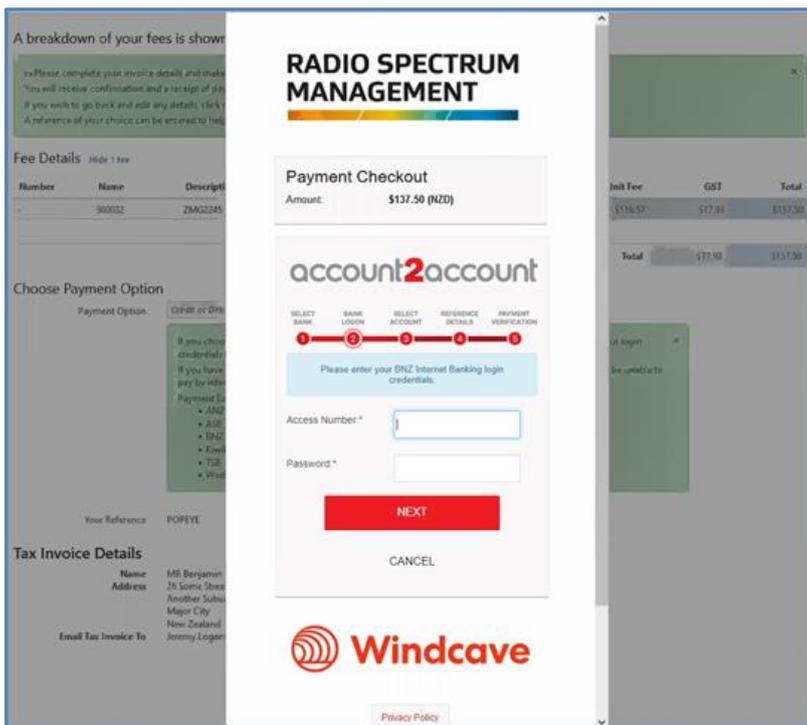
Name: MR Benjamin Smart
Address: 26 Some Street
Another Suburb

Note: If this was not your default option, a list of approved banks display in a window. Click **X** to close.

1. Click **Process Payment**. The Windcave *Payment checkout* window displays.

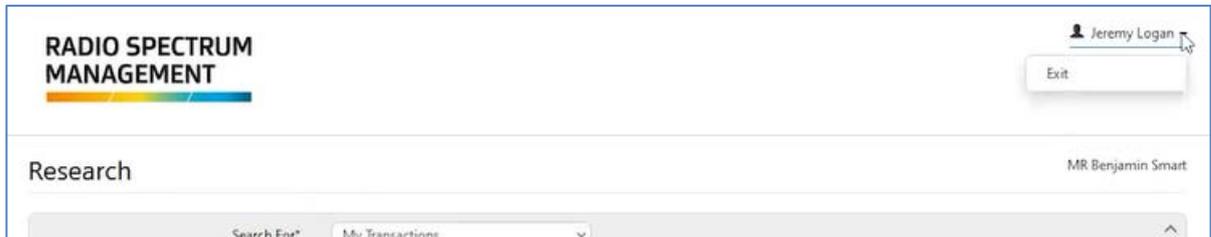


2. Select your bank, review the Terms and Conditions, tick the check box to indicate you have read them and click **Next**.



3. Login to your bank account:
 - Enter your **Access number** and **Password**.
 - Click **Next**.
4. Select the bank account to deduct from and click **Next**.
 - The *Verify Payment* screen displays the **Particulars**, **Code** and **Reference** details relating to the transaction.

- Click **Next**.
5. Verify the payment:
- Enter the bank security codes, (e.g. from your Netguard card) and click **Next**.
 - Confirm the payment to process and complete the transaction. When completed, the *Transaction Details* screen displays.
6. Click **Complete Transaction**. You return to the previous screen.
- If you created an invoice before paying you will return to the *Research – My Transactions* screen:



- Click your login name in the top right of the screen and select **Exit**. You return to the previous screen, (e.g. *Licence Summary* screen).
7. Refresh the *Licence Summary* screen. The licence status displays as **Current**.
- Then process ends.

Pay by Direct Debit

Your client must be set up and approved to be a Direct Debit client.

1. The **Payment option** defaults to **Direct Debit** in the *Fee Details* screen.

RADIO SPECTRUM MANAGEMENT Jeremy Logan

RRF PORT TARANAKI LTD (1526)

A breakdown of your fees is shown below

xxPlease complete your invoice details and make your payment.
You will receive confirmation and a receipt of payment by email after the payment has been submitted.
If you wish to go back and edit any details, click on the Cancel button below and return to the fee details section without making a payment.
A reference of your choice can be entered to help you identify this payment when you receive your invoice. Reference is optional.

Fee Details Hide 1 fee

Number	Name	Description	Qty	Unit Fee	GST	Total
-	300031	ZKAAG	1	\$108.70	\$16.30	\$125.00
					Total	\$16.30 \$125.00

Choose Payment Option

Payment Option:

Your Reference:

Tax Invoice Details

Name: PORT TARANAKI LTD
Address: PO Box 348
New Plymouth
New Zealand
Email Tax Invoice To: Jeremy.Logan@fostermooeroasis.onmicrosoft.com

2. Enter a reference in **Your Reference**, (if required or not entered previously).
3. Click **Process Payment**. A message displays.

Direct Debit Payment ×

Are you sure you want to pay by direct debit?

4. Click **Pay by Direct Debit**. The Transaction Details screen displays.

Transaction Details

Your fees have been added to your direct debit account.
A tax invoice will be emailed at the end of the month.

Transaction ID: 0000694071

5. Click **Complete Transaction**. You return to the *Licence Summary* screen.
 - The transaction has been processed and a tax invoice will be emailed to you at the end of the month. This will state that it has been paid.

6. Refresh the *Licence Summary* screen. The licence status displays as **Current**.
Then process ends.