



Pay for a licence renewal

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 annual administration fees for the current licences held in the [Register of Radio Frequencies \(the RRF\)](#) for Radio Spectrum Management (RSM) licence holders (clients).

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 to your renewal invoice and pay for your renewal fees using different payment methods. It also outlines how you can create an invoice prior to paying to view or to download.

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 or step number 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	August 2022 December 2022 December 2022	Draft RRF version for review
0.04	December 2022	Draft for Release 1
0.05	February 2023	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 before paying and download it for your records.

About paying renewals

A client, or an Approved Radio Certifier or Engineer assisting a client, will receive advice and can pay renewal fees from a link in their *My dashboard* screen or from the menu option.

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 the own RealMe login to the RRF and can pay on behalf of their client.

This user guide outlines how to pay renewals using the payment methods of Credit or Debit Card or Internet Banking.

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. It will be up to you to keep track of your renewals.

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.

Paying Licence Renewals

Licence holders can log into the Register of Radio Frequencies (the RRF) using their RealMe login and pay annual licence fees online as:

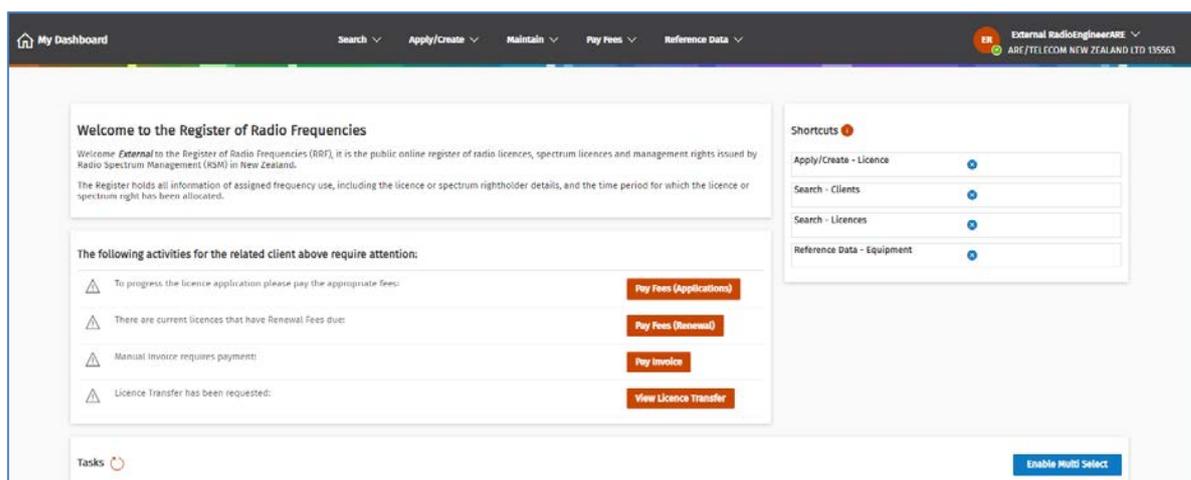
- The licence holder (client), refer to [View Renewals due - Licence Holder \(Client\)](#)
- An approved radio engineer or certifier assisting a client to make a payment, after the client has given permission to pay on their behalf. Refer to [View renewals due – ARE or ARC \(Delegated user\)](#).

Note: Clients must give their permission for approved radio engineers or certifiers to act on their behalf. Payment is taken from the client using this login method.

View Renewals due - Licence Holder (Client)

When your renewal invoice is due for payment you will receive an alert and there will be a link that displays in your *My Dashboard* screen.

1. Login to the RRF using your RealMe login details. The *My Dashboard* displays with an **Alerts** section for renewal fees due.



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

2. Click **Pay Fees (Renewal)**. The *Pay annual licence fees (Renewal)* screen displays with a list of renewals due for payment.

Pay annual licence fees (Renewal) Search Apply/Create Maintain Pay Fees Correspondence RSM Bugatti Veyron (Ext Eng) Client/Smarty Pants Ltd 506766

Your licence(s) that are due their annual licence fee are displayed below. Please select the licence(s) you wish to renew and click 'Select' or 'Pay invoice' to proceed.
 To view outstanding fees for new licence, go to 'Pay annual licence fees (Applications)'.
 To cancel licence(s) you do not wish to renew, go to 'Cancel licence(s)'.

Back

Search fees

+ More Options

Clear Search

Search results

- Less Options

All This page None

Applied filters: Licensee: 506766, Fee status: Due,Invoiced,Being modified

27 results found | Showing 300 per page

	Client no.	Letter no. ↑	Licence no.	Channel	Net Freq. (MHz)	TX/RX	Location	Grid ref	Licence type	Annual Fee (incl. GST)	Fee status
<input type="radio"/>	506766	211065	220056	FM321	100.0...	TX	PENINSULA HILL	2173200 556540 0	VHF FM	150.00	Due
<input type="radio"/>	506766	213077	217161		941.9...	TX	PANMURE (AKL-007-039-A)	2675500 647650 0	Other (Spectrum)	112.50	Due
<input type="radio"/>	506766	214370	156774		4470...	TX	GRAMPIANS	253340 0 598980	Fixed >=1 GHz (Bi-directional)	150.00	Due

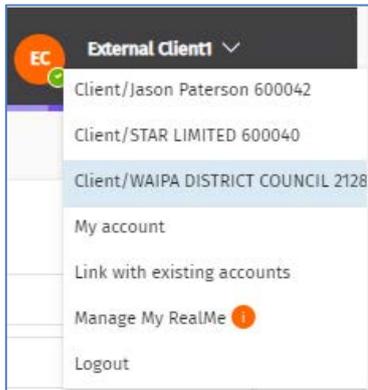
Note: You can have multiple licence renewals due or only one licence.

- You can also display the *Pay annual licence fees (Renewal)* screen by selecting **Pay Fees > Pay annual licence fees (Renewal)** from the menu.
 - To search for other transactions for a client from the **Pay Fees** menu. Refer **View client transactions** in the [Pay new licence](#) guide on the RSM website.
3. Go to [Check licence renewals due and select what to pay.](#)

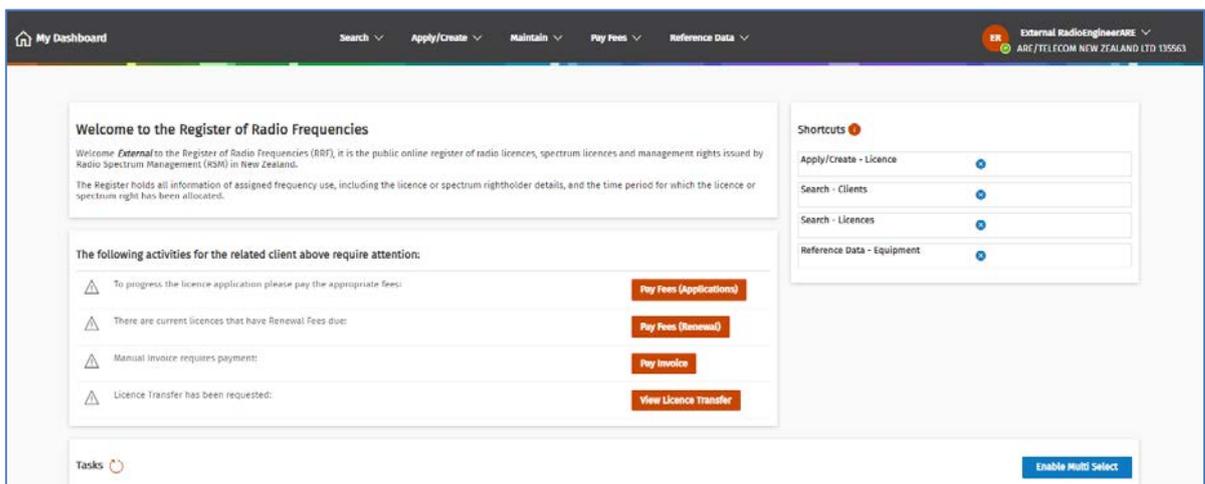
View renewals due – ARE or ARC (Delegated user)

If you are an ARC or ARE and authorised by their client to pay the licence fee on their behalf, you will need to change select the profile of your client to pay the renewal fee, otherwise payment details will default to you as an ARE or ARC.

1. Login to the RRF using your RealMe login details. The *My Dashboard* displays.
2. Click your name in the top right of the screen and select the name of your client from the list.



3. The screen refreshes and displays the *My Dashboard* screen for the selected client with an **Alerts** section for renewal fees due.



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

4. Click **Pay Fees (Renewal)**. The *Pay annual licence fees (Renewal)* screen displays with all licences (i.e. radio and spectrum licences) currently due for payment.

Note: You can have multiple licence renewals due or only one.

5. Go to [Check licence renewals due and select what to pay](#).

Check licence renewals due and select what to pay

The *Pay annual licence fees (Renewal)* screen will display the list of all licence renewals due. This can range from one or two licences to multiple licences listed over more than one page.

Renewals are grouped so that any associated licences display below the primary licence.

If you have multiple licences due for renewal you can select whether to pay all renewals on one invoice, some renewals on an invoice, or pay them individually. Some fees may be pro-rata based.

You can also select whether to create an invoice prior to paying or not. When you create an invoice before paying, the status changes to **Invoiced**.

Note: If you are a direct debit customer you cannot select to create an invoice prior to paying.

1. Scroll through the list of licences to review what is due.

Pay annual licence fees (Renewal) Search Apply/Create Maintain Pay Fees External Client Client/WAIPA DISTRICT COUNCIL 2128

Your licence(s) that are due their annual licence fee are displayed below. Please select the licence(s) you wish to renew and click 'Select' or 'Pay invoice' to proceed.
To view outstanding fees for new licence, go to 'Pay annual licence fees (Applications)'.
To cancel licence(s) you do not wish to renew, go to 'Cancel licence(s)'.

Back

Search fees

+ More Options

Clear Search

Search results

- Less Options

All This page None

Applied filters: Licensee: 2128

405 results found | Showing 20 per page

Letter no.	Licence id	Licence no.	Channel	Ref Freq. (MHz)	TX/RX	Location	Grid ref	Licence type	Licence fee (incl.)	Fee status
195946	19222	51023	1665#	429.025000	TX	RANGITOTO	BF34-110510	Fixed Bi-directional Point-to-Multipoint	150.00	Due
195946	20215	53633	1665	424.112500	TX	CHURCH STREET KIHIKIHI	BE34-60871	Fixed Bi-directional Point-to-Multipoint	150.00	Due
195946	20217	53635	1665	424.112500	TX	HALL STREET KIHIKIHI	BE34-66869	Fixed Bi-directional Point-to-Multipoint	150.00	Due
195946	20218	53636	1665	424.112500	TX	JARY ROAD OHAUPO	BE33-40966	Fixed Bi-directional Point-to-Multipoint	150.00	Due
195946	20222	53641	1665	424.112500	TX	ROLLESTON STREET KIHIKIHI	BE34-63877	Fixed Bi-directional Point-to-Multipoint	150.00	Due

Note: This screen displays all licenses due for renewal for the selected client.

- The **Select** options above the search results list allow you to:
 - **All:** select all the items in the current result set
 - **Page:** select all the items in the current page
 - **None:** clear all the selected items
 - A **Select** check box displays only in front of each primary licence with the associated licences listed below. You use this to select the licence(s) to pay.
2. To view any licence in the list, click the link to a licence in the **Licence no.** column to display the selected licence. Scroll to view the details then click **Back** to return to the renewals list.

- If you find a licence you no longer require, you can cancel the licence before paying the renewal fee. Take a note of the licence number then refer to [Cancel a licence](#) on the RSM website.
- To select the renewal(s) to pay, click the **Select** check box in front of the licence(es) you want to pay.
 - If you have many licences due, you can select each individually or use the **All** or **This page** options (above the renewals list) to select which licences to pay and/or create an invoice for those selected prior to paying.
 - To clear all selections, select the **None** option.
 - Determine your next step:
 - To create an invoice before paying, go to [Create an invoice before paying renewal](#). **Note:** This option is not available for a direct debit customer.
 - To initiate payment now, go to [Pay renewal without creating an invoice](#).

Create an invoice before paying renewal

You must have selected at least one licence to renew before you create an invoice to pay in the *Pay annual licence fees (Renewal)* screen. (This option is not available to direct debit customers.)

Search results

— Less Options

All This page None

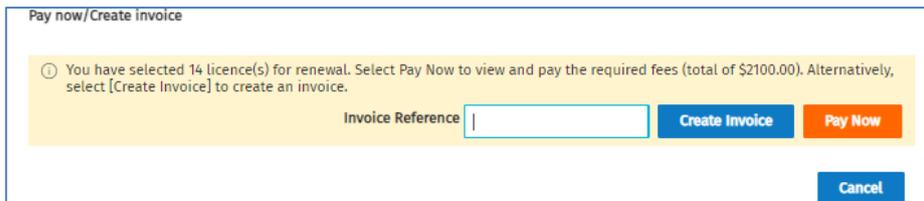
Applied filters: Licensee: 2128, Fee status: Due

405 results found | Showing 20 per page

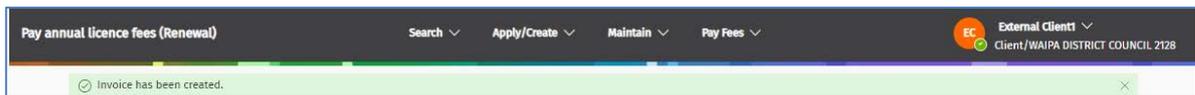
Letter no. ↑	Licence id	Licence no. ↑	Channel	Ref Freq. (MHz)	TX/RX	Location	Grid ref	Licence type	Licence fee (incl.)	Fee status
<input type="radio"/>	195946	19222	51023	16658	429.125000	TX	RANGITOTO	BE34 110570	Fixed Bi-directional Point-to-Multipoint	150.00 Due
<input type="radio"/>	195946	20275	53633	1665	424.112500	TX	CHURCH STREET KIHIKIHI	BE34 60871	Fixed Bi-directional Point-to-Multipoint	150.00 Due
<input type="radio"/>	195946	20217	53635	1665	424.112500	TX	HALL STREET KIHIKIHI	BE34 66869	Fixed Bi-directional Point-to-Multipoint	150.00 Due
<input type="radio"/>	195946	20218	53636	1665	424.112500	TX	JARY ROAD OHAUPO	BE33 40966	Fixed Bi-directional Point-to-Multipoint	150.00 Due
<input type="radio"/>	195946	20222	53641	1665	424.112500	TX	ROLLSTON STREET KIHIKIHI	BE34 63877	Fixed Bi-directional Point-to-Multipoint	150.00 Due
<input type="radio"/>	195946	20223	53642	1665	424.112500	TX	COX ROAD ROTOORANGI	BE34 144935	Fixed Bi-directional Point-to-Multipoint	150.00 Due
<input type="radio"/>	195946	16855	93096	158C	450.112500	TX	OHAUPO	BE33 3520	Fixed <1 GHz; BW <=50 kHz (Unidirectional)	150.00 Due
<input checked="" type="radio"/>	195946	17408	93098	158C	450.112500	TX	PARALLEL RD CAMBRIDGE	BE34 129999	Fixed <1 GHz; BW <=50 kHz (Unidirectional)	150.00 Due
<input type="radio"/>	195946	64930	167066	1665	424.112500	TX	DOUGLAS AVE TE AWAMUTU	BE33 36901	Fixed Bi-directional Point-to-Multipoint	150.00 Due
<input type="radio"/>	195946	64932	167067	1665	424.112500	TX	MAHANA	BE33 22913	Fixed Bi-directional Point-to-Multipoint	150.00 Due
<input type="radio"/>	195946	67566	169044	1665	424.112500	TX	PUNUI ROAD PUMP	BE33 13850	Fixed Bi-	150.00 Due

Note: You can select one or multiple licences to renew.

1. Click **Pay Fees**. The *Pay now/Create invoice* screen displays.



2. Enter the PO number or a reference in the **Invoice Reference** field (if required).
3. Click **Create Invoice**. When the invoice has been generated, a message displays at the top of the screen to advise.

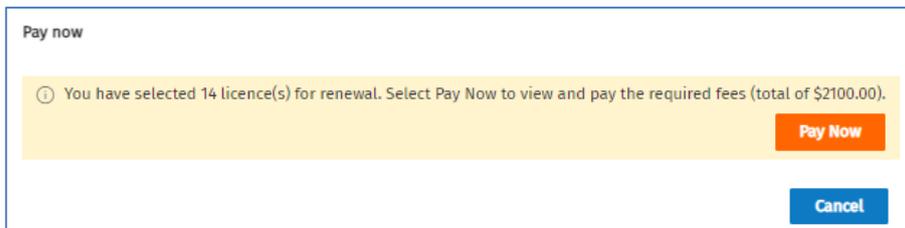


4. If required, to display only **Invoiced** transactions:
 - Click **More options to expand the search fields above** in the **Search Fees** area.
 - In the **Fee Status** field, remove **Due** and **Being modified** (leaving only **Invoiced**).
 - Click **Search**. The list of licences included in each invoice you created displays in the Search Results area.

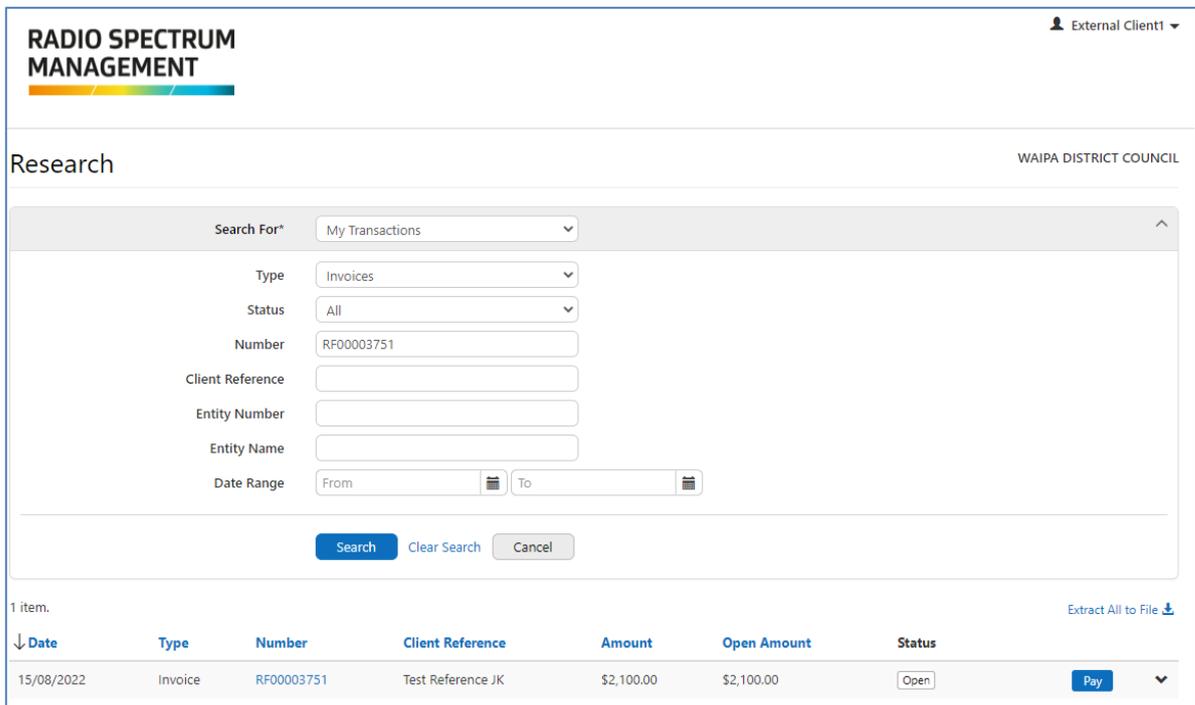
Letter no.	Licence ID	Licence no.	Channel	Ref Freq. (MHz)	TX/RX	Location	Grid ref	Licence type	Licence fee (incl. GST)	Fee status	
199946	19222	51023	16858	424.712500	TX	BAWGITIRO	BE34 110510	Fixed Bi-directional Point-to-Multipoint	150.00	Due	
199946	20276	52632	1665	424.712500	TX	CHURCH STREET KIKIKIM	BE34 60871	Fixed Bi-directional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (0970000375)
199946	20217	53635	1665	424.712500	TX	HALL STREET KIKIKIM	BE34 68889	Fixed Bi-directional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (0970000375)
199946	20218	53636	1665	424.712500	TX	LARY ROAD OHAIPO	BE33 40968	Fixed Bi-directional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (0970000375)
199946	20222	53641	1665	424.712500	TX	BOLLESTON STREET KIKIKIM	BE34 63877	Fixed Bi-directional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (0970000375)
199946	20223	53642	1665	424.712500	TX	COX ROAD ROTORANGI	BE34 144935	Fixed Bi-directional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (0970000375)
199946	19855	83096	158C	450.712500	TX	OHAIPO	BE33 3520	Fixed +1 GHz BW +-50 kHz (100-directional)	150.00	Due	
199946	17428	83098	158C	450.712500	TX	PARALLEL RD CAMBRIDGE	BE34 129999	Fixed +1 GHz BW +-50 kHz (100-directional)	150.00	Invoiced	Pay Invoice (0970000375)
199946	64930	167568	1665	424.712500	TX	DOUGLAS AVE TE AWARU TU	BE33 36905	Fixed Bi-directional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (0970000375)
199946	64932	167567	1665	424.712500	TX	MAHANA	BE33 22913	Fixed Bi-directional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (0970000375)
199946	67566	169044	1665	424.712500	TX	PUNUI ROAD PUMP STATION	BE33 33882	Fixed Bi-directional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (0970000375)
199946	67567	169045	1665	424.712500	TX	SHARL PLACE PUMP STATION	BE34 42951	Fixed Bi-directional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (0970000375)
199946	67568	169046	1665	424.712500	TX	RACECOURSE ROAD PUMP STATION	BE34 47919	Fixed Bi-directional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (0970000375)
199946	71189	170803	16388	444.243750	TX	TE AWARU TU WWP	BE33 19922	Fixed +1 GHz BW +-50	150.00	Due	

Note: If you included more than one licence in the invoice the **Pay Invoice (invoice number)** button displays for each licence.

5. To pay one invoice, click **Pay Invoice (invoice number)** on the right of the licence. The *Research – My Transactions* screen displays with the invoice listed at the bottom of the screen. Go to step 7.
 - To pay multiple invoices:
 - Click the **Select** check box in front of each invoiced renewal to pay.
 - Click **Pay Fees**. The *Pay now* screen displays.



- Click **Pay Now**. The QuickPay portal opens and the *Research – My Transactions* screen displays with the invoice listed at the bottom of the screen.



- To view or download the invoice to print and save, click the invoice number link in the **Number** column. The PDF of the Tax Invoice displays.

Tax Invoice RF00003751 Download PDF Close

Page: 1 of 1

RADIO SPECTRUM MANAGEMENT

Tax Invoice – TEST7

Radio Spectrum Management
Private Bag 92061, Victoria Street West
Auckland 1142
New Zealand
<https://www.rsm.govt.nz>
Enquiries info@rsm.govt.nz
Freephone (NZ only) (0508) RSM INFO / (0508) 776 463
International Calls +64 3 962 2603

WAIPA DISTRICT COUNCIL
PRIVATE BAG 2402
TE AWAMUTU
New Zealand

MBIE GST Number 109-304-085
Invoice No. RF00003751
Client Number 2128
Invoice Date 15 August 2022
Invoice Reference (PO) Test Reference JK

Licence ID	Licence No.	Details	Qty	GST	Total Fee
I665 424.112500 MHz	CHURCH STREET	KIHIKIHI	1	\$19.57	\$150.00
I665 424.112500 MHz	HALL STREET	KIHIKIHI	1	\$19.57	\$150.00
I665 424.112500 MHz	JARY ROAD	OHAUPO	1	\$19.57	\$150.00
I665 424.112500 MHz	ROLLESTON STREET	KIHIKIHI	1	\$19.57	\$150.00
I665 424.112500 MHz	COX ROAD	ROTOORANGI	1	\$19.57	\$150.00
J58C 450.112500 MHz	PARALLEL RD	CAMBRIDGE	1	\$19.57	\$150.00
I665 424.112500 MHz	DOUGLAS AVE	TE AWAMUTU	1	\$19.57	\$150.00
I665 424.112500 MHz	MAHANA		1	\$19.57	\$150.00
I665 424.112500 MHz	PUNIUI ROAD	PUMP STATION	1	\$19.57	\$150.00
I665 424.112500 MHz	SHANEL PLACE	PUMP STATION	1	\$19.57	\$150.00
I665 424.112500 MHz	RACECOURSE ROAD	PUMP STATION	1	\$19.57	\$150.00
I665 424.112500 MHz	ALEXANDRA STREET	FLOW METERS	1	\$19.57	\$150.00
I665 424.112500 MHz	TURERE LANE	SP	1	\$19.57	\$150.00
I665 424.112500 MHz	FRONTIER ROAD	FLOW METER	1	\$19.57	\$150.00

Net Amount	\$1,826.09
GST	\$273.91
Invoice Total	\$2,100.00

- 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).
8. Determine your next step in the *Research – My Transactions* screen:
- To continue and pay the fees invoice, go to Step 9.
 - 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, (i.e. *Pay annual licence fees (Renewal)* screen).

RADIO SPECTRUM MANAGEMENT

External Client1 ▾

Exit

Research

WAIPA DISTRICT COUNCIL

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

RRF WAIPA DISTRICT COUNCIL (2128)

A breakdown of your fees is shown below [?](#)

Fee Details [Hide 14 fees](#)

Number	Name	Description	Qty	Unit Fee	GST	Total
53633	20215	I665 424.112500 MHz CHURCH STREET KIHIKIHI	1	\$130.43	\$19.57	\$150.00
53635	20217	I665 424.112500 MHz HALL STREET KIHIKIHI	1	\$130.43	\$19.57	\$150.00
53636	20218	I665 424.112500 MHz JARY ROAD OHAUPO	1	\$130.43	\$19.57	\$150.00
53641	20222	I665 424.112500 MHz ROLLESTON STREET KIHIKIHI	1	\$130.43	\$19.57	\$150.00
53642	20223	I665 424.112500 MHz COX ROAD ROTOORANGI	1	\$130.43	\$19.57	\$150.00
93098	17408	J58C 450.112500 MHz PARALLEL RD CAMBRIDGE	1	\$130.43	\$19.57	\$150.00
167086	64930	I665 424.112500 MHz DOUGLAS AVE TE AWAMUTU	1	\$130.43	\$19.57	\$150.00
167067	64932	I665 424.112500 MHz MAHANA	1	\$130.43	\$19.57	\$150.00
169044	67566	I665 424.112500 MHz PUNIU ROAD PUMP STATION	1	\$130.43	\$19.57	\$150.00
169045	67567	I665 424.112500 MHz SHANEL PLACE PUMP STATION	1	\$130.43	\$19.57	\$150.00
169046	67568	I665 424.112500 MHz RACECOURSE ROAD PUMP STATION	1	\$130.43	\$19.57	\$150.00
172523	74508	I665 424.112500 MHz ALEXANDRA STREET FLOW METERS	1	\$130.43	\$19.57	\$150.00
172524	74510	I665 424.112500 MHz TURERE LANE SP	1	\$130.43	\$19.57	\$150.00
172525	74511	I665 424.112500 MHz FRONTIER ROAD FLOW METER	1	\$130.43	\$19.57	\$150.00
Total					\$273.91	\$2,100.00

Choose Payment Option

Payment Option Credit or Debit Card Internet Banking

Retain Card for Future Payment

Your Reference Test Reference JK

Tax Invoice Details

Name WAIPA DISTRICT COUNCIL
Address PRIVATE BAG 2402
 TE AWAMUTU
 New Zealand
Email Tax Invoice To tester55@fostermoore.com

Note: You cannot change the reference or tax invoice detail because the invoice has already been created.

- If you decide to cancel out of the payment before completing:
 - Click **Cancel**, then **Cancel Payment** to confirm. You return to the *Research – My Transactions* screen.
 - Click your name in the top right of the screen and select **Exit** to return to the *Pay annual licence fees (Renewal)* screen.

10. To continue to pay, select your payment option, then follow the steps for the selected method:

- [Pay by Credit or Debit Card](#)
- [Pay by Internet Banking](#)

Pay renewal without creating an invoice

You must have selected at least one licence to renew in the *Pay annual licence fees (Renewal)* screen before you can pay the renewal fee due.

Pay annual licence fees (Renewal)

Search Apply/Create Maintain Pay Fees

Extended Client Client/NAIPA DISTRICT COUNCIL 208

Your licence(s) that are due their annual licence fee are displayed below. Please select the licence(s) you wish to renew and click 'Select' or 'Pay Invoice' to proceed.

- To view outstanding fees for new licence, go to 'Pay annual licence fees (Applications)'.
- To cancel licence(s) you do not wish to renew, go to 'Cancel licence(s)'.

Back

Search fees

More Options

Clear Search

Search results

Less Options

All This page None

Applied filters: Licensee: 208, Fee status: Due

391 results found | Showing 25 per page

Letter no.	License id	License no.	Channel	Ref Freq (MHz)	TX/RX	Location	Grid ref	License type	License fee (incl GST)	Fee status
195945	19222	51023	4658R	429.125000	TX	RANGITOTO	8F74 192910	Fixed 8i-directional Point-to-Multipoint	150.00	Due
195946	16555	83096	250C	450.725000	TX	OHAKUPO	8E33 3520	Fixed +1 GHz 800 ++50 kHz (Bi-directional)	150.00	Due
195946	71619	170602	3L34R	445.043750	TX	TE AOKAMUTU RIMP CONTROL OFFICE	8E33 10922	Fixed +1 GHz 800 ++50 kHz (Bi-directional)	150.00	Due
195945	71711	170604	3L3A	445.037500	TX	TE AOKAMUTU RIMP ABRATORS	8E33 10925	Fixed +1 GHz 800 ++50 kHz (Bi-directional)	150.00	Due
195946	71804	171991	256A3	462.243750	TX	KARAPORO RESERVOIR	8E24 220403	Land Repeater	150.00	Due

Note: You can select one or multiple licences to renew.

1. Click **Pay Fees**. The *Pay now/Create invoice* screen displays.

Pay now/Create invoice

You have selected 2 licence(s) for renewal. Select Pay Now to view and pay the required fees (total of \$300.00). Alternatively, select [Create Invoice] to create an invoice.

Invoice Reference

Create Invoice Pay Now

Cancel

2. Click **Pay Now**. The QuickPay portal opens and the *Fee Details* screen displays detailing the renewal fees.

RRF WAIPA DISTRICT COUNCIL (2128)

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 2 fees](#)

Number	Name	Description	Qty	Unit Fee	GST	Total
170803	71169	JL3A# 445.043750 MHz TE AWAMUTU WWP CONTROL OFFICE	1	\$130.43	\$19.57	\$150.00
170804	71171	JL3A 440.037500 MHz TE AWAMUTU WWP AERATORS	1	\$130.43	\$19.57	\$150.00
Total					\$39.13	\$300.00

Choose Payment Option

Payment Option: Credit or Debit Card Internet Banking

Retain Card for Future Payment

Your Reference:

Tax Invoice Details [Change Details](#)

Name WAIPA DISTRICT COUNCIL
Address PRIVATE BAG 2402
 TE AWAMUTU
 New Zealand
Email Tax Invoice To tester55@fostermoore.com

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

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.
4. Enter the reference or purchase order number in the **Your Reference** field, if required.
5. 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.

- If you decide to cancel out of the payment before completing:
 - Click **Cancel**, then **Cancel Payment** to confirm. Any updates you made will not be saved and you return to the *Pay annual licence fees (Renewal)* screen.
- 6. To continue to pay, follow the steps for the selected payment method:
 - [Pay by Credit or Debit Card](#)
 - [Pay by Internet Banking](#)

Pay by Credit or Debit Card

Note: The following screens are examples only and do not relate to the previous screens shown in this guide.

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@fostermoore.com

Process Payment
Cancel

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@fostermoore.com

RADIO SPECTRUM MANAGEMENT

Payment Checkout

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

Credit Card Payment

Card Number*

Name On Card*

Expiry Date*

CVC* What is this?

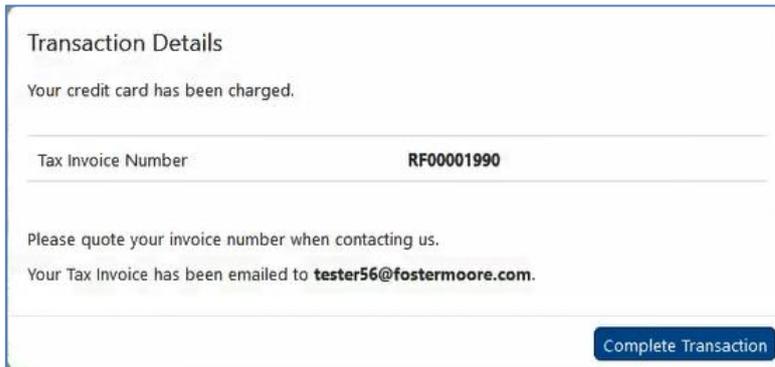
Submit

Cancel Payment

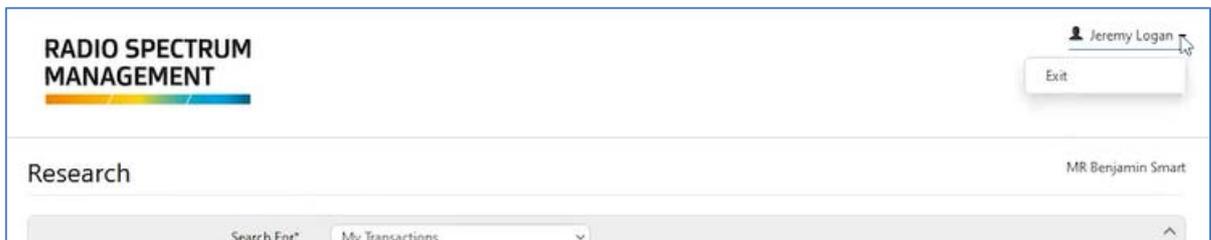
Windcave

Unit Fee	GST	Total
\$32.61	\$4.89	\$37.50
Total		\$4.89 \$37.50

2. Enter the details of your card: **Card Number, Name on Card, Expiry Date** and **CVC**.
3. Click **Submit**. The *Transaction Details* screen displays to advise your credit card has been charged and the tax invoice emailed to you.



4. 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, (i.e. *Pay annual licence fees (Renewal)* screen).
5. Refresh the *Pay annual licence fees (Renewal)* screen. The status of the licence renewal(s) changes to **Paid**.

The process ends.

Pay by Internet Banking

Note: The following screens are examples only and do not relate to the previous screens shown in this guide

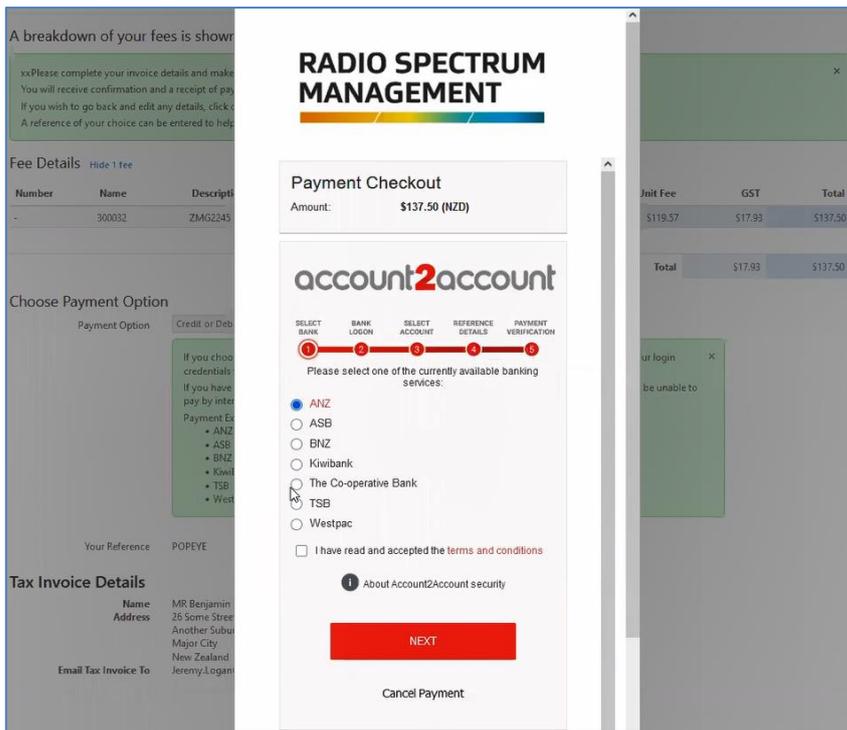
You selected **Internet Banking** as your payment option in the *Fee Details* screen. These steps will direct you to Windcave where you create a payment from your own (or client's) bank account.

The screenshot displays the 'RADIO SPECTRUM MANAGEMENT' interface. At the top right, the user's name 'Jeremy Logan' is visible. The main heading is 'RRF MR Benjamin Smart (507223)'. Below this, a message states 'A breakdown of your fees is shown below' with a help icon. A green notification box contains instructions: 'Please 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.' Below the notification is the 'Fee Details' section, which includes a table with columns for Number, Name, Description, Qty, Unit Fee, GST, and Total. The table shows one fee item: '300032 ZMG2245 POPEYE' with a quantity of 1, a unit fee of \$119.57, a GST of \$17.93, and a total of \$137.50. A 'Total' row at the bottom of the table shows a GST of \$17.93 and a total of \$137.50. The 'Choose Payment Option' section has two radio buttons: 'Credit or Debit Card' and 'Internet Banking', with 'Internet Banking' selected. A green notification box provides instructions for 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.' Below the notification, the 'Your Reference' is 'POPEYE'. The 'Tax Invoice Details' section shows the name 'MR Benjamin Smart' and the address '26 Some Street, Another Suburb'.

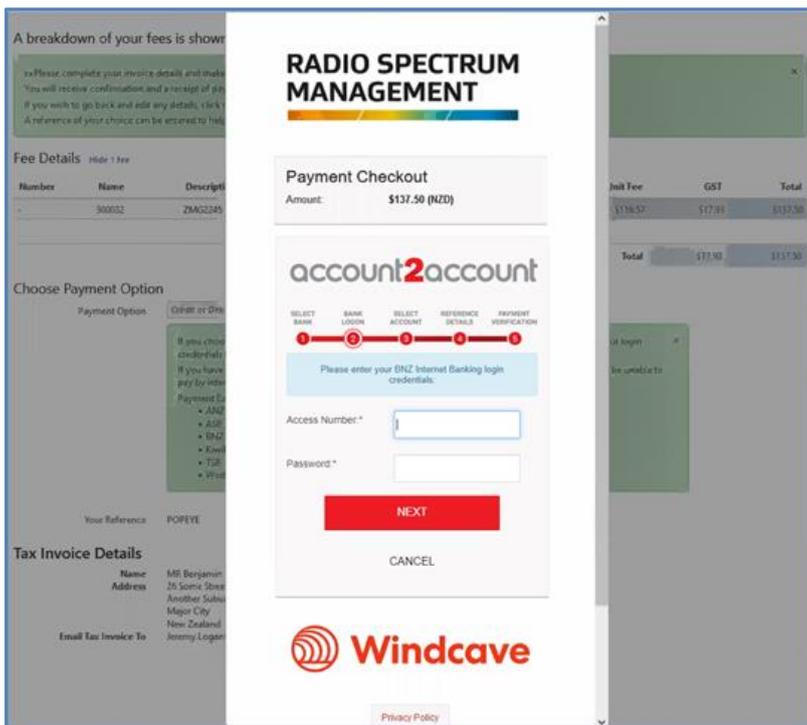
Number	Name	Description	Qty	Unit Fee	GST	Total
-	300032	ZMG2245 POPEYE	1	\$119.57	\$17.93	\$137.50
Total					\$17.93	\$137.50

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.

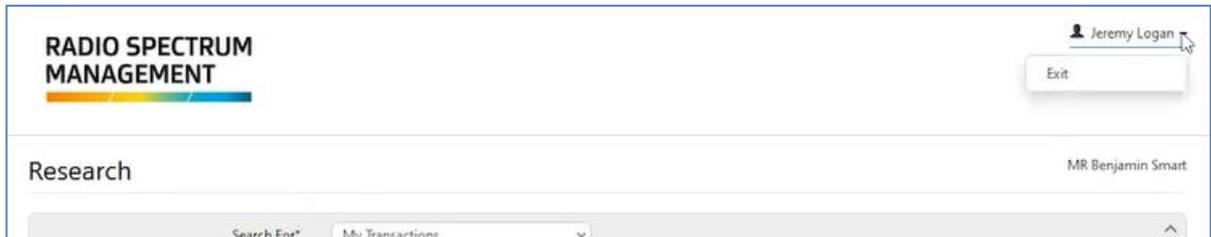


2. Select your bank, review the Terms and Conditions, tick the check box to indicate you have read them and click **Next**.



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, (i.e. *Pay annual licence fees (Renewal)* screen).
7. Refresh the *Pay annual licence fees (Renewal)* screen. The status of the licence renewal(s) changes to **Paid**.

Then process ends.