Pay for a licence renewal

Client, approved persons (ARC, ARE) user guide

Version 1.00 | March 2023





MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT HĪKINA WHAKATUTUKI

Contents

Introduction	
Explanation	3
Technical Assistance	3
Approved Radio Certifiers and Engineers	3
Disclaimer	4
Amendment history	4
Payment Overview	5
About paying renewals	5
About Direct Debits	5
About Purchase Order Numbers	5
Paying Licence Renewals	6
View Renewals due - Licence Holder (Client)	6
View renewals due – ARE or ARC (Delegated user)	8
Check licence renewals due and select what to pay	9
Create an invoice before paying renewal	10
Pay renewal without creating an invoice	15
Pay by Credit or Debit Card	
Pay by Internet Banking	20

Introduction

This document details the process for individual radio licence owners and <u>Approved Radio Certifiers and</u> <u>Engineers (ARCs, AREs)</u> to pay for annual administration fees for the current licences held in the <u>Register of</u> <u>Radio Frequencies (the RRF)</u> 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 <u>Resources for AREs and ARCs on the RSM website</u>. 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 <u>Apply to be a Direct Debit Client</u> 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 <u>View renewals due – ARE or ARC (Delegated</u> <u>user</u>).

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.

Nashboard	Search V Apply/Create V Maintai	n 🗸 Pay Fees 🗸 Reference Data 🗸		External RadioEngineerARE V ARE/TELECOM NEW ZEALAND LTD 1
Welcome to the Register of Ra Welcome External to the Register of Radio F Radio Spectrum Management (IASM) in New 2 The Register holds all information of assigne spectrum right has been allocated.	dio Frequencies equencies (887), it is the public anline register of radio licences, seand. estand.	spectrum licences and management rights issued by ttalks, and the time period for which the licence or	Shortcuts Apply/Creats - Licence Search - Clients Search - Licences	0
The following activities for the related	client above require attention:		Reference Data - Equipment	0
To progress the licence application	please pay the appropriate fees:	Pay Fees (Applications)		
There are current licences that have	Renewal Fees due:	Pay Fees (Renewal)		
Manual Invoice requires payment:		Pay Involce		
Licence Transfer has been requester	đ.	View Licence Transfer		

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.

ay annual I	licence fees (Re	newal) s	earch 🗸 🧳	oply/Create \vee	Mainta	in 🗸	Pay Fees \vee	Corre	spondence \vee	rsm \sim	Bugatti Veyron (Ext Eng1) Client/Smarty Pants Ltd 506
0	Your licence(s) To view outstar	that are due their a	nnual licence fee	are displayed be	elow. Please	select th	e licence(s) you	wish to ren	ew and click 'Se	elect' or 'Pay in	voice' to proceed.
	To cancel licen	ce(s) you do not wis	h to renew, go to	'Cancel licence(s).						
Search	n fees										
+ Mon	e Options										
											Clear Search
Search	n results										
- Less	Options	None									Pay fees
Applied f	ilters: Licensee: 50	16766, Fee status: Du	e,Invoiced,Being	modified		< 1	>			27	results found Showing 300 per page 💙
	Client no.	Letter no. †	Licence no.	Channel	Ket Freq. (MHz)	TX/RX	Location	Grid ref	Licence type	Annual Fee (incl. GST)	Fee status
0	506766	211065	220056	FM321	100.0	ΤX	PENINSULA HILL	2173200 556540 0	VHF FM	150.00	Due
0	506766	213077	217161		941.9	тх	PANMURE (AKL-007- 039-A)	2675500 647650 0	Other (Spectrum)	112.50	Due
0	506766	214370	156774		4470	ΤX	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 <u>Pay new licence</u> 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.

			100026	
Welcome to the Register of Rac	lio Frequencies		Shortcuts 🕖	
Welcome External to the Register of Radio Free Radio Spectrum Management (RSM) in New Zei	quencies (RRF), it is the public online register of radio licences, s aland.	pectrum licences and management rights issued by	Apply/Create - Licence	0
The Register holds all information of assigned spectrum right has been allocated.	frequency use, including the licence or spectrum rightholder de	tails, and the time period for which the licence or	Search - Clients	0
			Search - Licences	0
The following activities for the related of	lient above require attention:		Reference Data - Equipment	0
To progress the licence application pl	ease pay the appropriate fees:	Pay Fees (Applications)		
There are current licences that have R	tenewal Fees due:	Pay Fees (Renewal)		
Manual invoice requires payment!		Pay Invoice		
Licence Transfer has been requested:		View Licence Transfer		

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.

	nce fees (Renew	ml)		1	Search ∨ App	ly/Create	✓ Maintain ✓	Pay Fees \vee			Edemal Clienti ~ Client/WAIPA DISTRICT COUNCIL
0	Your licence(s	s) that are due	their annual lic	cence fee are	displayed below. Ple	ase select	t the licence(s) you wish	to renew and clic	k 'Select' or 'Pay inv	voice' to proceed.	
	To view outst To cancel lice	anding fees fo ince(s) you do	r new licence, g not wish to ren	o to 'Pay ann ew, go to 'Car	ual licence fees (App scel licence(s)?.	dications)	K. C.				
Searc	ch fees										
+ Ma	ore Options										
Searc	ch results										Clear Search
- Le	ss Options										
											the second se
O All	O This page	None None								LAR and the	Pay fees
O All Applied	O This page C) None 2128					< 1 2 - 21 >			405 results	found Showing 20 per page V
O All Applied	C This page C filters: Licensee: 1) None 2128 Licence id	Licence no. 7	Channel	Ref Freq. (MHz)	TX/RX	C 1 2 _ 21 >	Grid ref	Licence type	405 results Licence fee (incl.	found Showing (20 per page 💌
All Applied	O This page (d hiters: Licensee:) Letter no. 1 195945	Licence id	Licence no. 7 51623	Channel 1665#	Ref Freq. (MHz) 429325000	TX/RX TX	C 1 2 - 21 > Location RANGITOTO	Grid ref BF34 110510	Licence type Fixed Bi- directional Point-to- Multipoint	405 results Licence fee (incl. 150.00	Pay fees found Showing 20 per page v Fee status Due
Applied	C This page C filters: Licensee: : Letter no. T 195946	Licence id 18222 20215	Licence no, T 51023 53633	Channel 1665# 1665	Ref Freq. (MHz) 429.325000 424.312500	TX/RX TX TX	CHURCH STREET	Grid ref BF34 110510 BE34 60871	Licence type Fixed Si- directional Point-to- Multipoint Fixed Bi- directional Point-to- Multipoint	405 results Licence fee (incl. 150.00	Pey feen found Showing 20 per page
All Applied	This page This page Third page Thi) None 2128 Licence id 198222 20215 20217	Licence no. 1 51023 53633 53635	Channel 1665# 1665	Ref Freq. (MHz) 429:325000 429:32500 424:312500 424:312500	ТХ/КХ ТХ ТХ ТХ	CHURCH STREET KOHIGHI	Grid ref BF34 110530 BE34 60871 BE34 66869	Licence type Fixed Bi- directional Point-to- Multipoint Fixed Bi- directional Point-to- Multipoint Fixed Bi- directional Point-to- Multipoint	405 results Licence fee Onci. 150.00 150.00	Peyfeen found Showing 20 per page
All Applied	This page This page Thires: Licensee: 3 Letter no. 1 195946 195946 195946	None 2129 Licence id 19222 20215 20215 20217 20218	Licence no. 1 53023 53635 53635 53636	Сhannel 1665я 1665 1665	Ref Freq. (MHz) 429.335000 424.312500 424.312500 424.312500	тх/ях тх 73 74 тх	1 2 - 21 Location RANGITOTO CHURCH STREET KUHIKUH HALL STREET KUHIKUH JARY ROAD OHAUPO	Grid ref BF34 110500 BE34 60671 BE34 66669 BE33 40966	Licence type Fixed Bi- directional Point-to- Multipoint Fixed Bi- directional Point-to- Multipoint Fixed Bi- directional Point-to- Multipoint Fixed Bi- directional Point-to- Multipoint	405 results Licence fee (incl. 150.00 150.00 150.00	Peyfeen found Showing 20 per page v Fee status Due Due Due
All Applied	This page This page This page There: Licensee: Letter no. T 195946 195946 195946 195946	None 2123 Licence id 19222 20215 20215 20216 20222	Licence no. 7 55523 53635 53636 53641	Channel 1665# 1665 1665 1665	Ref Freq. (MHz) 429:325000 429:325000 429:312500 429:312500 429:312500	ТХ/КХ ТХ ТХ ТХ ТХ	C 1 2 - 21 > Location RANGITOTO CHURCH STREET KIMICOH HALL STREET KIMICOH JARY ROAD OHAUPO ROLLESTON STREET KOHIKIMI	Grid ref BF34 110530 BE34 60871 BE34 66869 BE33 40966 BE34 63877	Licence type Fixed Bi- directional Point-to- Multipoint. Fixed Bi- directional Point-to- Multipoint. Fixed Bi- directional Point-to- Multipoint. Fixed Bi- directional Point-to- Multipoint. Fixed Bi- directional Point-to- Multipoint.	405 results Licence fee (incl. 150.00 150.00 150.00	Peyfeen found Showing 20 per page Fee status Due Due Due Due Due Due Due 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 <u>Cancel a licence</u> on the RSM website.
- 3. 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.
- 4. Determine your next step:
 - To create an invoice before paying, go to <u>Create an invoice before paying renewal</u>. **Note:** This option is not available for a direct debit customer.
 - To initiate payment now, go to <u>Pay renewal without creating an invoice</u>.

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.)

searc	n results										
- Les	s Options										
A	O This page () None									Pay fees
oplied	filters: Licensee:	2128, Fee statu	is: Due							405 results	found Showing 20 per page 👻
							< 1 2 - 21 >				
	Letter no. $\ensuremath{^{\uparrow}}$	Licence id	Licence no. T	Channel	Ref Freq. (MHz)	TX/RX	Location	Grid ref	Licence type	Licence fee (incl.	Fee status
0	195946	19222	51023	1665#	429.125000	ΤX	RANGITOTO	BF34 110510	Fixed Bi- directional Point-to- Multipoint	150.00	Due
	195946	20215	53633	1565	424.312500	ТΧ	CHURCH STREET KUHIKIHI	BE34 60871	Fixed Bi- directional Point-to- Multipoint	150.00	Due
	195946	20217	53635	1665	424.112500	тх	HALL STREET KIHIKIHI	BE34 66869	Fixed Bi- directional Point-to- Multipoint	150.00	Due
	195946	20218	53636	1665	424.112500	тх	JARY ROAD OHAUPO	BE33 40966	Fixed Bi- directional Point-to- Multipoint	150.00	Due
	195946	20222	53641	1565	424.112500	ΤX	ROLLÉSTON STREET KIMIKIMI	8634 63877	Fixed Bi- directional Point-to- Multipoint	150.00	Due
	195946	29223	53642	1665	424,112500	тх	COX ROAD ROTOORANGI	BE34 144935	Fixed Bi- directional Point-to- Multipoint	150.00	Due
0	195946	16455	93096	1580	450,112500	TX	OHAUPO	8E33 3520	Fixed <1 GHz; BIV <=50 kHz (Uni- directional)	150.00	Due
•	195946	17408	93098	158C	450.112500	ТΧ	PARALLEL RD CAMBRIDGE	BE34 129999	Fixed <1 GHz; BW <<50 kHz (Uni- directional)	150.00	Due
	195946	64930	167066	1665	424,112500	TΧ	DOUGLAS AVE TE AWAMUTU	8633 36901	Fixed Bi- directional Point-to- Multipoint	150.00	Due
	795946	64932	167067	1665	424,112500	TΧ	MAHANA	BE33 22913	Fixed Bi- directional Point-to- Multipoint	150.00	Due
	10004.6	679.66	100044	MAX	131 113500	TX.	PUNIT DOAD DUMP	8211 11000	Dane dia	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
① You have selected 14 licence(s) for renewal. Select Pay Now to view and pay the required fees (total of \$2100.00). Alternatively, select [Create Invoice] to create an invoice.
Invoice Reference Create Invoice Pay Now
Cancel

- 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 diplays at the top of the screen to advice.

Pay annual licence fees (Renewal)	Search 🗸	Apply/Create \vee	Maintain 🗸	Pay Fees 🗸	External Client1 V Client/WAIPA DISTRICT COUNCIL 2128
Invoice has been created.					×

- 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.

eard	h fees											
+ 144	ee Options											
												Clear Search
Searc	h results											
- 10	n Optimes											
O AL	O This page () Note										Paylines
Applied	Niters: Licensee:	2128					4	1 2 - 21 🕽				405 results found Showing [28 per page 💌]
	Letter no. 1	Licence id	Licence no.	Channel	Raf Freq. (MHz)	TX/RX	Location	Grid ref	Licence type	Licence fee (incl. GST)	Tee status	
0	195946	10222	31023	miese.	429.525000	TI.	RANGITOTO	8/34 110510	Reed Bi-directional Point-to-Multipoint	750.00	Die	
	199946	20245	\$3633	1995	424/12500	TX.	ONURCH STREET KINIKONI	8634 90871	Fixed Bi-directional Point-to-Multipoint	750.00	Invoicent	Pay Involce (RF00003791)
	705946	20217	\$3675	1685	434/12500	TA	HALL STREET KHIKIHI	5634 55859	Fixed Bi-directional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (Itr'00001751)
	115146	20218	53636	1645	424/72500	73.	JARY ROAD CHAUPO	BE33 40966	Fixed Bi-directional Point-to-Multipoint	150.00	Invoiced	Page Invesice (RP00003755)
	195946	20032	33647	1645	424.1/2500	10	ROLLESTON STREET KINIKINI	8634 63877	Fired Bi-directional Privat-to-Multipoint	150.00	Invoiced	Pay Involue (NP00003755)
	199946	20223	536A2	1605	424/12500	TX.	COX ROAD ROTOORANG	8634364935	Fixed Bi-directional Point-to-Multipoint	150.00	Invoiceif	Pay Involce (8900003750)
0	199944	10855	83096	(SBC	455,70500	18.	OHAUPO	8433 3520	Road <1 GH2; BW +>50 KH2 (Uni-directional)	150.00	Due	
	199946	17608	83098	1590	450,112500	10.	PARALLEL RD CAMBRIDGE	8534 (29999	Fixed +1 GHz; BW ==50 kPG (Uni-directions()	150.00	invoiced	Pay Involce (0700000751)
	79594£	64990	167066	1645	424/12500	TX.	DOUGLAS AVE TE AWAMUTU	8613 36901	Reed Sindirectional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (0700003751)
	105946	64932	167067	1665	426.02500	78	MAHANA	8613 22913	Road Bi-directional Point-to-Multipoint	150.00	Invoiced	Pay Involce (R100003711)
	195946	67565	107344	1645	424/12500	78	PUNIC ROAD PUMP STATION	9433 33892	Reed Bi-directional Point-te-Multipoint	150.00	Invoiced	Pay Invoice (RP00003751)
	105946	67542	167045	1645	424,112500	73	SHANEL PLACE PUMP STATION	8634 42911	fixed Bi-directional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (89'00003751)
	115946	67568	109048	1645	424/12500	TX.	RACECOURSE BOAD PUMP STATION	\$534,47919	Fixed Si-directional Point-to-Multipoint	150.00	Invoiced	Pay Invoice (8700003751)
0	1939-6	21168	stoest	1.34#	445.043750	TX	TE AWAMUTU WWP	8633 19922	Fored +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 (invice 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.



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

RADIO SF MANAGE	PECTRUM MENT	1					L External Client1 →
Research							WAIPA DISTRICT COUNCIL
	Se	arch For*	Transactions	•			^
		Type Inv	pices	~			
		Status All		~			
		Number RF0	0003751				
	Client F	Reference					
	Entity	Number					
	Ent	ity Name					
	Da	te Range From	n 🖬 To	î			
		s	clear Search Cancel				
1 item.							Extract All to File 🛓
↓ Date	Туре	Number	Client Reference	Amount	Open Amount	Status	
15/08/2022	Invoice	RF00003751	Test Reference JK	\$2,100.00	\$2,100.00	Open	Pay 🗸

7. 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.

RADIO SPECTRUM MANAGEMENT	Radio Spectrum Manage Private Bag 92061, Victo Auckland 1142 New Zealand https://www.rsm.govt.nz Enquiries Freephone (NZ only) International Calls	ement ria Stre info@ (0508 +64 3	et West 2rsm.govt.nz) RSM INFO / (050 962 2603	8) 776 463
Tax Invoice – TEST7 WAIPA DISTRICT COUNCIL PRIVATE BAG 2402 TE AWAMUTU New Zealand	MBIE GST Number Invoice No. Client Number Invoice Reference (PO)	10 RI 21 15 Te	19-304-085 F00003751 28 August 2022 est Reference JK	
Licence ID Licence No. Details 1665 424 112500 MHz CHURCH STREET KIHIKIHI 1665 424 112500 MHz HALL STREET KIHIKIHI 1665 424 112500 MHz POLLESTON STREET KIHIKIHI 1665 424 112500 MHz POLLESTON STREET KIHIKIHI 1665 424 112500 MHz COX ROAD ROTOORANGI 1580 450 112500 MHz DARALLEL RD CAMBRIDGE 1665 424 112500 MHz DARALLEL RD CAMBRIDGE 1665 424 112500 MHz DARALLEL RD CAMBRIDGE 1665 424 112500 MHz DARALEL RD CAMBRIDGE 1665 424 112500 MHz DARALEL RD CAMBRIDGE 1665 424 112500 MHz DARALEL RD CAMBRIDGE 1665 424 112500 MHz SHANEL PLACE PUMP STATION 1665 424 112500 MHz ALEXANDRA STREET FLOW METERS 1665 424 112500 MHz TURERE LANE SP 1665 424 112500 MHz FRONTIER ROAD FLOW METER	52/	Qty 1 1 1 1 1 1 1 1 1 1 1 1 1	G ST \$19.57 \$19.57 \$19.57 \$19.57 \$19.57 \$19.57 \$19.57 \$19.57 \$19.57 \$19.57 \$19.57 \$19.57 \$19.57 \$19.57 \$19.57 \$19.57	Total Fee \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00
TA REA	Net Amount GST Invoice Total			\$1,826.09 \$273.91 \$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).



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 🥹

.

ee betan	3 Hide 14 lees					
Number	Name	Description	Qty	Unit Fee	GST	Total
53633	20215	1665 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	1665 424.112500 MHz JARY ROAD OHAUPO	1	\$130.43	\$19.57	\$150.00
53641	20222	1665 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
167066	64930	1665 424.112500 MHz DOUGLAS AVE TE AWAMUTU	1	\$130.43	\$19.57	\$150.00
167067	64932	1665 424.112500 MHz MAHANA	1	\$130.43	\$19.57	\$150.00
169044	67566	1665 424.112500 MHz PUNIU ROAD PUMP STATION	1	\$130.43	\$19.57	\$150.00
169045	67567	1665 424.112500 MHz SHANEL PLACE PUMP STATION	1	\$130.43	\$19.57	\$150.00
169046	67568	1665 424.112500 MHz RACECOURSE ROAD PUMP STATION	1	\$130.43	\$19.57	\$150.00
172523	74508	1665 424.112500 MHz ALEXANDRA STREET FLOW METERS	1	\$130.43	\$19.57	\$150.00
172524	74510	1665 424.112500 MHz TURERE LANE SP	1	\$130.43	\$19.57	\$150.00
172525	74511	1665 424.112500 MHz FRONTIER ROAD FLOW METER	1	\$130.43	\$19.57	\$150.00
				Total	\$273.91	\$2,100.00
Choose Pa	ayment Optio	n				
	Payment Option	Credit or Debit Card Internet Banking				
		Retain Card for Future Payment				
	Your Reference	Test Reference JK				
Tax Invoi	ce Details					
	Name Address	WAIPA DISTRICT COUNCIL PRIVATE BAG 2402				
		TE AWAMUTU				
Ema	ail Tax Invoice To	New Zealand tester55@fostermoore.com				
		Drocore Daveses	J.			

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 0 screen.
 - 0 Click your name in the top tight 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 lease one licence to renew in the *Pay annual licence fees (Renewal)* screen before you can pay the renewal fee due.

d licence	fees (Renewal	•				Search	i ∨ Apply/Crude	v Rabeale v	Pay fees ~		Client/WARA DE	stillent op
0	Your licencel To view outst To cancel lice	(x) that are due tanding fees for ence(s) you do r	their annual li r new Science, g tot wish to rate	cence fire are to to 'Pay and ex, go to 'Cat	displayed below. Ple wal Econce Twes (App scel Econce(x).	ese select Grations/	the Scence(s) you wish to	renew and click 'Selec	f or 'Pay invoice' to proceed.			
Rec.												
Searc	th fees											
+ 84	er Optimis											
Saar	h mente										Geer	enth
Jean	an resolus											
	0.000	2010										
Applied	hiters Licensee	2128, Fee statu	: Due					(12-20)			291 results found Showing Bperp	ege 💙
	Letter no. T	Licence id	Licence no. 1	Ovannel	Ref Freq. (MHz)	TX/RX	Location	Grid ref	Licence type	Licence fee (incl. GST)	Fee status	
0	195946	19323	99523	16558	429.125000	TX	RANGITOTO	8534 110510	Roed &-directional Point-to-Multiplied	155.00	Due	
0	189%6	16815	10096	giet	450,70500	75	ORADIO	8430 1520	Aland (1 GHz; BM ++50 AHz (Uni-directional)	190.00	Due	
۰	10946	775.0	175803	1.544	+45.043750	78	TE AWAMUTU WWP CONTROL OFFICE	8833 19922	Fixed +1 GHz; BH ++50 HHz (Bi-directional)	10.00	Due	
	115146	1000	175804	3.34	++0.037500	ы	TE AWAMUTU BMP AERATORS	8433 10925	Fixed +1 GHz; BII ++50 KHz (Bi-deectorial)	150.00	Due	

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

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

F	Pay now/Create invoice
	③ 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 WA	IPA DISTR	ICT COUNCIL (2128)				
A breakdo	wn of your fe	ees is shown below 💡				
xxPlease com You will recei If you wish to A reference o	nplete your invoice o ive confirmation and o go back and edit a of your choice can b	letails and make your payment. I a receipt of payment by email after the payment has been submitted. ny details, click on the Cancel button below and return to the fee details sectio e entered to help you identify this payment when you receive your invoice. Refe	on without making a payn erence is optional.	nent.		×
Fee Details	S Hide 2 fees	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 Pa	yment Optio	n				
	Payment Option	Credit or Debit Card Internet Banking				
		Retain Card for Future Payment				
	Your Reference					
Tax Invoi	ce Details 🖸	hange Details				
	Name Address	WAIPA DISTRICT COUNCIL PRIVATE BAG 2402 TE AWAMUTU New Zealand				
Ema	ail Tax Invoice To	tester55@fostermoore.com				
		Process Payment Cancel				

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*	WAIPA DISTRICT COUNCIL
Address*	PRIVATE BAG 2402
	TE AWAMUTU
	New Zealand
	Address Line 4
	Address Line 5
Email Tax Invoice To*	tester55@fostermoore.com
	Save Cancel

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.

	ІМ				Three Phas
MANAGEMENT					
RRF ELECTRICITY	ASHBURTON LIMITED (58)				
A breakdown of your	fees is shown below 🥹				
xxPlease complete your invoic You will receive confirmation a If you wish to go back and edi A reference of your choice car	e details and make your payment. nd a receipt of payment by email after the payment has been sub t any details, click on the Cancel button below and return to the fe be entered to help you identify this payment when you receive yo	mitted. e details section without making a pay pur invoice. Reference is optional.	/ment.		×
Fee Details Hide 1 fee					
Number Name	Description	Qty	Unit Fee	GST	Tota
- 300034	Multiple Freqs @ ALL NEW ZEALAND	1	\$32.61	\$4.89	\$37.5
			Total	\$4.89	\$37.50
Choose Payment Opti	on				
Payment Option	Credit or Debit Card Internet Banking				
	Retain Card for Future Payment				
Your Reference					
Tax Invoice Details	Change Details				
Name Address	ELECTRICITY ASHBURTON LIMITED 18 Kermode Street Ashburton				
Email Tax Invoice To	New Zealand tester56@fostermoore.com				

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

MANAGEMENT	-	RADIO	SPECTRUM	Î		
RRF ELECTRICITY	ASHBUR	MANA	GEMENT			
A breakdown of your fe	es is showr					
suffease complete your invoice of You will receive confirmation and if you with to go back and edit a A reference of your choice can b	letails and make a receipt of pay ny details, click c e enternd to help	Payment Cl Amount	heckout \$37.50 (NZD)			×
Fee Details Hide Tree		Credit Card	Payment			
Number Name	Descripti Multurle E	Card Number.*	4111 1111 1111 1111	Unit Fee	GST	Total
	Construction of the	Name On Card:*	Peter Pan			
		Expiry Date *	03 ~ 24 ~	Total	\$4.09	\$37.50
Choose Payment Option Payment Option	n Creat or Dabr	CVC.+	123 What is this?			
	Constant of		Submit			
Your Reference	P01234					
Tax Invoice Details	ELECTRICITY A 18 Kermode S Ashburton		Cancel Payment			
Email Tax Invoice To	New Zealand tester56@fost	() v	Vindcave			

- 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.

Transaction Details		
Your credit card has been charged.		
Tax Invoice Number	RF00001990	
Please quote your invoice number v	when contacting us.	
Your Tax Invoice has been emailed t	o tester56@fostermoore.com.	
		Constate Transatio

- 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:

RADIO SPECTRUM MANAGEMENT		L Jeremy Logan D 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, (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.

	SPECTRU	м				Jeremy Logan
RRF MF	R Benjamir	Smart (507223)				
A breakde	own of your f	ees is shown below 🦁				
xxPlease co You will rec If you wish A reference	mplete your invoice eive confirmation a to go back and edit of your choice can	details and make your payment. of a receipt of payment by email after the payment has any details, click on the Cancel button below and retur be entered to help you identify this payment when you	been submitted. to the fee details section without making a receive your invoice. Reference is optional.	payment.		×
Fee Detai	S Hide 1 fee					
Number	Name	Description	Qty	Unit Fee	GST	Total
-	300032	ZMG2245 POPEYE	1	\$119.57	\$17.93	\$137.50
Choose P	ayment Optic	n		Total	\$17.93	\$137.50
	Payment Option	Credit or Debit Card Internet Banking If you choose to pay by internet banking you will credentials via a secure page hosted by Payment If you have set up a business account that has mu- pay by internet banking. Payment Express accepts payment from the follor • ANZ • ASB • BNZ • KixiBank • TSB • Westpac	need to login to your internet banking accou Express application. Itiple signatories, due to a bank security feat wing banks:	nt using your login ure you will be unable to	×	
	Your Reference	POPEYE				
Tax Invo	ice Details					
	Name Address	MR Benjamin Smart 26 Some Street				

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**.

reflexe complete your invoice You will receive confirmation an if you with to go back and edit A reference of your choice can	details and make of a receipt of ploy any details, click v be encounted to help	MAN	O SPECTRUM AGEMENT			×
Fee Details Hide 13ve Number Name 300032	Descripti ZMG2245	Payment Amount	Checkout \$137.50 (NZD)	Juit Tee STIR ST	651 517.81	Total
Choose Payment Optic Payment Option	All Colombia or Dire References and colombia Programmed Dir A ANA A ANA	Acess Number	eter your BLZ benches	Total of Roym Ter problets	\$72.90	11773
Your Reference Tax Invoice Details Name Address Email Tax Invoice To	POPEYE MR Benjamin 25 Some Store Another Solniu Major Chy New Znaland Jeremy Logan	M	CANCEL	1		
			Privacy Policy			

- 3. Login to your bank account:
 - Enter your Access number and Password.
 - Click Next.
- 4. Select the bank account to deduct 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:

RADIO SPECTRUM			L Jeremy Logan
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, (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.

22