

Online Registration

Registered users can manage their payments to Customs and keep a track of payment history using this facility. Integrated Cargo System (ICS) clients must become registered users if they wish to pay their invoices on-line.

You must have details of an outstanding invoice (one that hasn't been paid) prior to registering - as an invoice number must be quoted during initial registration.

Note: Users only need to register once for each customer account.

1. The Customs Internet Payment Facility is accessed from the Customs internet site www.customs.gov.au

Select the option from the **quick links** menu on the right side of the screen.



2. From this screen the Customer has the option to make a single payment, login as a registered user or register to become a user.

Select **register as a user**.



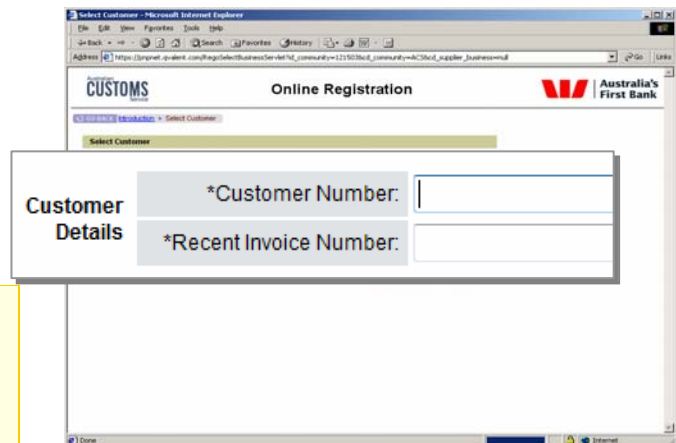
The **Customs Online Registration Introduction** screen opens

3. You are now in the Westpac site and are viewing a secure page.
- Read the introduction information and click **NEXT →** to continue.



The **Select Customer** screen opens

4. In order to become a registered user you must first have an outstanding debt to Customs. You will need to know your **Customer Number** and an **Invoice Number**.
- Complete these fields and click **NEXT →** to continue.



ICS Customers Please Note:

Customer Number = DCCR + your Client ID or Branch ID or ABN
Invoice Number = Payment Consolidation (declaration id + version id + sequence e.g. AA99999990010001)

Other Customers:

Your Customer number must be prefixed with a DC. Example: DCS1SUN000001

The **Confirm Customer** screen opens

5. This screen displays the Customer information that you have entered.
- Double-check the details are correct.
- Click **← PREVIOUS** to change the details or **NEXT →** to continue.



The **Your Details** screen opens

6. You will need to register as a new user before you can continue.

Complete the following fields:

Your Full Name	Enter your full name.
Choose Your Login	Enter a login name.
Choose Your Password	The password must be at least 8 characters in length and contain at least 1 letter and 1 number (60 character maximum).
Confirm Password	Enter your password again.
Email	Enter your email address. This address will be used to send you confirmation of the successful registration as well as receipts for payments that you make.



Click **← PREVIOUS** to change the details you have entered on a previous screen or **NEXT →** to continue.

The **Cheque/Savings Account** screen opens

7. If you wish to make payment via direct debit from your cheque or savings account you can enter your details now.



Please Note: This must be an Australian financial institution.
Either a bank account or credit card must be registered before a payment can be made.

If you would prefer not to enter them now or wish to make your payments via credit/debit card, leave these fields blank and click **NEXT →** and continue to step 8.

To save your details complete the following fields:

Financial Institution	Enter the name of the financial institution your account is with. E.g. National Australia Bank
Branch	Enter the location of the branch that your account is with. E.g. Canberra City
Account Name	Enter the name the account is held in. E.g. Jane Citizen
BSB	A BSB is a 6-digit number in the format xxx-xxx. It uniquely identifies the bank branch where your bank account is held.
Account Number	Enter the account number.

Read the **Direct Debit Request (DDR) Service Agreement**. If you agree to these terms, select the **I Agree** checkbox and click **NEXT →** to continue.



Please Note: Your account will only be debited when you approve payment of an invoice.

The **Credit Card Details** screen opens

8. If you choose to pay via credit/debit card you can enter your details now.

To save your details complete the following fields:

Credit Card Holder	Enter the name as it appears on the card.
Credit Card Number	Enter the credit/debit card number.
Credit Card Expiry	Select from the drop down lists the month and year the card will expire.

If you would prefer not to enter them now, leave these fields blank and click **NEXT →** and continue to step 9.



Please Note: Your credit/debit card will only be debited when you approve payment of an invoice. Customers who choose to pay using a credit/debit card will incur a surcharge fee. This fee will differ according to the type of card used.



The **Registration Summary** screen opens

9. A summary of your user details will be displayed.

From this screen you can:


- To change the details, click **← PREVIOUS** to go back to the previous screen; or
- Click **REGISTER** to complete the registering process



The **Registration Complete** screen opens

10. You have successfully completed the registration process and are now a registered user of the Customs Online Payment facility.

You will receive an email to the email address you entered in step 6 advising you of this.

Click  to exit the registration facility.

You will be able to login to the system using the link in the email or by going through the Customs website. See the [Registered Users – Login](#) help guide for assistance.

