

Making a Single Payment

This option will generally be used by infrequent Customers who need to make a one-off payment to Customs. In order to use this facility the Customer will need to know their Customer Reference Number (CRN) and the invoice number (both located at the bottom of the invoice).

This option is not available for Integrated Cargo System (ICS) clients.

If ICS clients wish to use the WESTPAC on-line payment facility they can do so via the Registered User Option.

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 **make a single payment**.




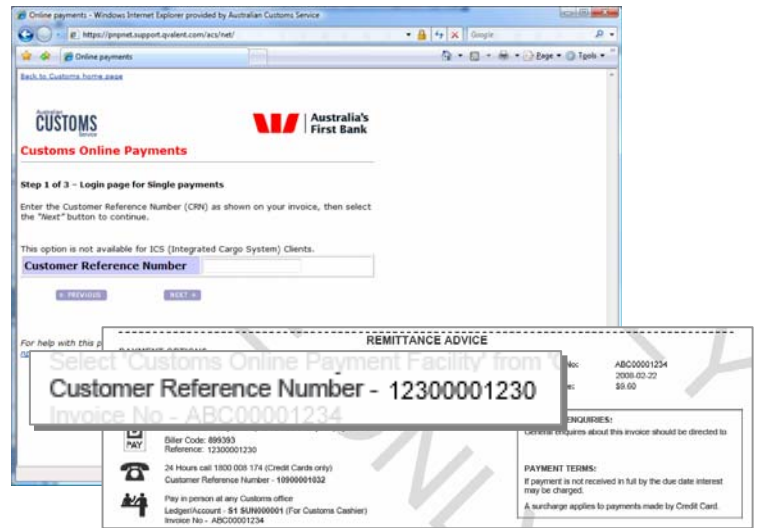
The Customs Online Payments – Step 1 screen opens

3. You are now in the Westpac site and are viewing a secure page.

Enter the **customer reference number**.

Click **NEXT** to continue.

 **Tip:** Your Customer Reference Number (CRN) can be found at the bottom of the invoice.



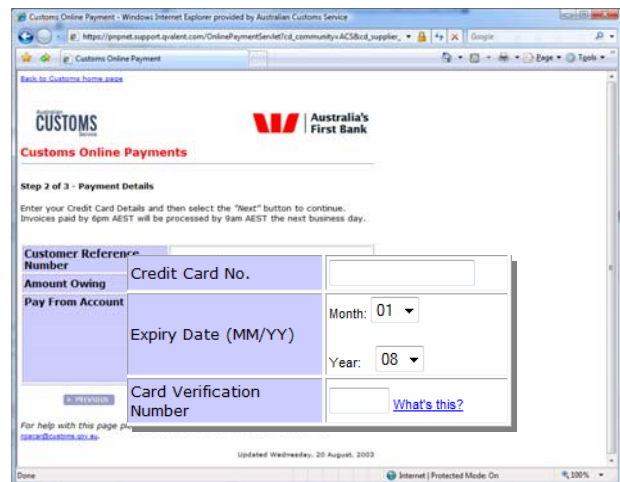
The **Customs Online Payments – Step 2** screen opens

4. The **amount owing** for the invoice you have entered will display.

Complete the following details:


Credit Card No.	Enter the credit/debit card number.
Expiry Date	Select from the drop down lists the month and year the card will expire.
Credit Verification Number	Enter the three digit security code that appears on the back of the card.

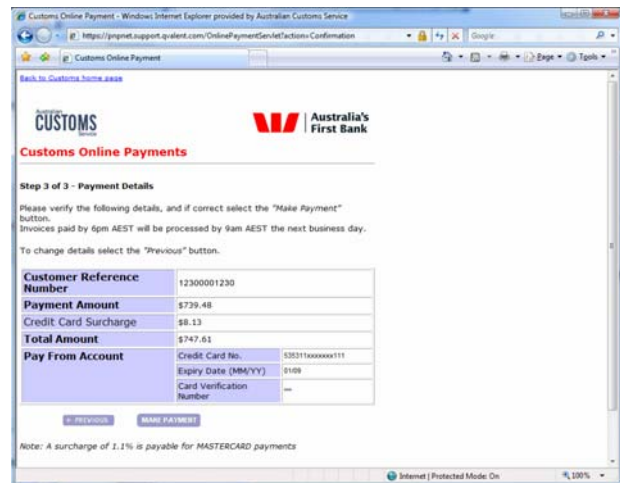
Click **NEXT** to continue.



The **Customs Online Payments – Step 3** screen opens

5. Confirm that the entered details are correct and click **MAKE PAYMENT**

 **Important:** Customers who choose to pay using a Credit/Debit Card will incur a surcharge fee. See **note** on screen when card details are entered. This fee will differ according to the type of card used.



The **Payment Receipt** screen opens

6. The payment has been successful.

You may wish to print this page for your own records.

From here you can make

or the window.

