Blue Card Services

Working together to keep kids safe

Making payments

Organisations using the Organisation Portal can make payments for their employees' blue card when applying for the first time or if the card holder is renewing their blue card. Payments can be made for one or multiple transactions.

A payment **can be made** when:

- the applicant or card holder has registered for an online account, and
- your organisation has <u>created a link</u> with the applicant or card holder.

Making payment

To make a payment:

- 1. Find who you want to pay for by navigating to the 📧 Blue card register.
- 2. Search the 📧 Blue card register.
 - a. To find a specific applicant or card holder:
 - Click **Search** to expand the search options.
 - Enter the search terms. Wildcard searches are available, so use * on either side of the search term to refine your results.
 - Click Search.
 - b. To find all applicant and card holders that are available for payment, click the **Payment** search field drop down to select **Available for Payment**.

| Blue Card Services Organisation Portal Reminder - confidential information. Penalties apply for misure. <u>Year 3er</u> | | |
|--|--|--|
| Blue card register | | |
| Search | | |
| First name | Mddle name | |
| Last name | Reference | |
| Date of Birth range | Card Exply Date range | |
| day/month/year ' day/month/year Outcome | day/month/year - day/month/year Card Type | |
| | 8 | |
| Payment Available for examplet | Registered identity | |

3. View the search results and select the applicant or card holder. If you wish to pay for multiple applicants and card holders, select each check box in the Pay column.

Please note: You won't be able to check the box if the applicant or card holder is not available for payment.



| Organisation Portal Elke and register | | | | | | | | |
|---------------------------------------|--------------|--|--------------------|-----------|---------------------|-----------|---------------|--------------------|
| E Blue card register | | | | | | | | |
| Payment History | | | | | | | | |
| n Organisation | Blue | Blue Card Services Organisation Portal | | | | | | |
| A My account | Nemin | der – confidential information. Penaities apply for misuse. <u>View term</u> | <u>is of use</u> , | | | | | |
| ? Support | Blue o | ard register | | | | | | Create link |
| 🕒 Logout | Sea | rch | | | | | | ~ |
| | View results | | | | | | | |
| | | Name ① | Date of birth | Reference | Outcome | Card type | Card expiry ^ | Pay 🛈 |
| | > | Lindsey Ramona Manzanarez (1) 🎝 | 21-02-1955 | 420241/6 | Velid card | Р | 20-12-2020 | |
| | > | Cora Danielle Rightmyer (1) 🌲 | 18-06-1983 | 174908/7 | Valid card | р | 23-01-2021 | |
| | > | Tina Marlene Secunda (1) 🎝 | 30-05-1967 | 436025/6 | Valid card | Р | 20-02-2021 | |
| | > | Joanne Tara Dains (1) 🌲 | 15-12-2000 | 1676989/1 | Valid card | Р | 08-03-2021 | |
| | | | | | | | | |
| | | | | | | | | |
| | | Definik Export results Pay | | Go to pag | tems per page: 20 ∨ | | 1 | - 4 of 4 items < > |

- 4. Select Pay.
- 5. View the summary of the selected people.
- 6. If required, an applicant/card holder can be removed by selecting Remove next to the relevant person.

| KKS Happier Ambition Consulting × | | | | | | |
|-----------------------------------|----------------------|-----------|---------------|----------------|---------|--------|
| # | Full Name | Reference | Date Of Birth | Payment type | Fee | Action |
| 1 | Tina Marlene Secunda | 436025/6 | 30-05-1967 | Blue Card - 00 | \$93.00 | Remove |
| 2 | Joanne Tara Dains | 1676989/1 | 15-12-2000 | Blue Card - 00 | \$93.00 | Remove |

- 7. Select a payment type before clicking Continue to payment.
- 8. Complete the credit card information.

View the total and select 'confirm payment' to finalise the transaction. If you do not wish to proceed, you can exit the payment screen.

When a payment is confirmed, the payment is processed, and a receipt is generated.

| Please note that 8 | lue Card Services only accepts M | lasterCard and VISA credit card payments. | | |
|----------------------------|----------------------------------|---|-----------------------|----------|
| VISA | | | | |
| We'll never share/store th | is data. | | | |
| Card holder name | | | Your cart | |
| Jane Smith | | | Number of applicants: | 2 |
| Card number | | | Total amount: | \$186.00 |
| 111111111111111 | 1 | | | |
| xpiry date | | CVNO | | |
| 12 | 20 | 111 | | |
| Mail namer charachters the | in visite | | | |

9. The receipt can be saved by selecting **Save receipt as PDF**. If you do not save at this point, the receipt will be available in **Payment History**.

| Bue Card Services Department of Autors a 53 Albert Street, Brister PO Box 12871 Bristere George Street Altro 60790506026 Perchaseet, PDTAAA auto | sland ment e GLD 4000 GLD 4003 *Second | | | Tax Inver Receipt Nembers Tax Invoice Date 21 Date Preset 23:111 Contact Blue Cod Process Blue Cod Process Blue Cod Process Charles Cod Process Charles Cod Process Charles Cod Email: Intel@Dueco | oice/Receip Sessorate Universe Sessorate Sessorate Sessorate P Regission and |
|--|--|----------------|--|--|---|
| Applicant Id | Fullname | Product | Total amount Payable excluding GST | GST Amount Payable | Total Amount Payable including GST |
| 420241 | Test One | Blue Card - 00 | \$93.00 | \$0.00 | \$93.00 |
| 1985124 | Test Two | Blue Card - 00 | \$93.00 | \$0.00 | \$93.00 |
| | | TOTAL | \$186.00 | \$0.00 | \$186.00 |
| | | | Total Am Total Am | ount Payable exclud GST Amount ount Payable includ | ing GST \$186.00 Payable \$0.00 ing GST \$186.00 |
| Payment Rece | rived | | | | |
| | | | | TOTAL PAID inclu Net Amo | des GST \$186.0 ount Due \$0.0 |

10. Upon successful payment, a dollar sign icon ^(S) will be visible in the ^{EE} Blue card register against the applicant or card holder that you paid for.

Viewing your organisations payment history

A history of payments made by your organisation is available via the **Payment History**. To view previous payments and receipts:

- 1. Navigate to the **Payment History**.
- 2. View your organisations Payment Transaction History.

| Jrganisation Portal Psyment History KXS Happier Ambition Consulting ¥ | | | | | | | | |
|---|-----------------------------------|----------|------------|--------------|-------------|--------------------|------------------|----------------------|
| Blue card register | Payment Transactions History | | | | | | | |
| Payment History | Search for historic payments | | | | | | * | |
| n Organisation | View results | | | | | | | ^ |
| & My account | Receipt Number 👻 | Amount | BillerCode | Payment Date | User Id | User Name | Total Applicants | |
| ? Support | 58832349647 | \$186.00 | 1386077 | 23/11/2020 | OP000063251 | PPTAAA asd TestinG | 2 | 8 |
| Logout | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | Go to page: 1 🛟 Items per page: 5 | v | | | | | | 1 - 1 of 1 items () |

3. Select the document icon 🗏 against the record to display the receipt.

Searching for a transaction

To search for a payment or specific transaction:

- 1. Navigate to 🗖 Payment History
- 2. Select Search for historic payment to expand the search options. The search criteria includes a receipt number, Applicant ID, Organisation Portal User ID or date range.

| Organisation Portal Pyment History KKS Happier Ambibion Consulting * | | | | | |
|--|------------------------------|---|--|--|--|
| Blue card register | Payment Transactions History | | | | |
| Payment History | Search for historic payments | * | | | |
| n Organisation | Receipt Number | Payment Date | | | |
| & My account | | day/month/year * day/month/year | | | |
| ? Support | Applicant Id | User Id | | | |
| 🕒 Logout | | | | | |
| | | | | | |
| | View results | × | | | |

3. Search results are displayed, and you can select the document icon against the record to display the receipt.

TIP:

To prepare payments for upcoming renewals, such as expiring cards within the next three months, a search can let you know who hasn't registered for an online account.

To run this search:

- Click the drop down in the Search Field Registered Identity
- Select 'No'

| Queensland Gover | mment | Blue Card Services |
|------------------------------------|---|---|
| Organisation Portal Blue | r card register | Eager Kick Laboratory 👻 🗴 |
| Blue card register Payment History | | |
| n Organisation 온 My account | Blue Card Services Organisation Portal Reminder-confidential informator. Proables apply for misues. <u>View Terms of use</u> . | |
| ? Support | Blue card register | Create link |
| 🕒 Logout | Search | ^ |
| | First name | Middle name |
| | u Last name | Reference |
| | Date of birth range day/month/year - day/month/year | Card Expiry Date range day/month/year - day/month/year |
| | Outcome | Card Type |
| | Payment | Registered identity |
| | | No Gent |
| | View results | * |
| | | |

The search results will be sorted in order of cards due to expire next. This will allow you to remind the applicants or card holders that they need to register for an online account to allow your organisation to pay for their application or renewal.

Please communicate your procedures to ensure a card holder doesn't pay for their application before your organisation does.

Need help?

Call us on **1800 113 611** or **07 3211 6999**, email <u>organisationportal@bluecard.qld.gov.au</u> or visit <u>www.qld.gov.au/bluecardorgportal</u>.

If you need an interpreter, contact Language Loop on 1800 512 451.