

NCAT NSW Civil & Administrative Tribunal



How To: Add Payment Method to Your Account

Quick Reference Guide

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Add Payment Method

- 1. Hover over your icon in the top right
- 2. Click the drop down arrow





Add Payment Method (cont')

5. Complete the fields, as required

6. Click Next



7. The card has been added

NSW O Courts and	Inline Re	gistry					ZL		
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lanage profile							()		
Jane Smith profile		Jane Smith dele	gates						
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Registered card details () A maximum of 3 cards c VISA VISA VISA Card ending in242 Default payment Method Select your default payment	Add card Expires: 01/2	ind out more.	Card has been card has been card has been card has been card been	en successfully added	8	6)		

8. Repeat steps 1-6 to add additional cards

NOTE: A maximum of 3 cards can be registered.



Set Default Payment Method

- 9. Hover over your icon in the top right
- **10.** Click the drop down arrow



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12. Scroll down and select the card to set as default from the drop down

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Jane Smith profile		Jane Smith del	egates				
User details						Permissio	ns
Name	Jane Smith					File doc	cument
User name Password	jsmith129					View ca	ise information ster eOrg
Secret questions						Pilot use	er
Email	tammy.pena@ju	stice.nsw.gov.au	1				Save
	I want approv	red forms to be se	ent to the above e	mail address			
Profile status	Active						
Reason for change of status				10			
	Maximum 200 cha Inactivate	aracters					
Registered card details							
A maximum of 3 cards c	an be registered. F	ind out more.					
VISA	Add card		Card has be	en successfully added			
Card ending in00	B Expires: 01/.	2030 Cardhol	der: Jane Smith		8		
VISA Card ending in242	2 Expires: 01/.	2026 Cardhol	der: Jane Smith		8		



Remove Payment Method

- 13. Hover over your icon in the top right
- 14. Click the drop down arrow



	NSW Onlin Courts and Tribuna	e Registry				
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16. Scroll down and select the red **X** to remove a payment method

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Home Search cases	New case Saved forms	Payments Filing history	Online Court Court L	ists Help
Manage profile				0
Jane Smith profile	Jane Smith deleg	pates		
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A maximum of 3 cards of VISA Card ending in 00 VISA Card ending in 00	Add card Card Add card Card Add card Card Card Card Card Card Card Card C	Card has been successfully added rr. Jane Smith rr. Jane Smith	 ⊗ [1	6



Remove Payment Method (cont.)

17. Click OK on the confirmation message



18. The card has been removed

NOTE: If credit card is not a suitable payment method, direct debit is available for eOrganisations.

To set up direct debit, email: onlineregistry-support@justice.nsw.gov.au

