



DCSI Screening Unit

How to pay for your application

When applying for screening online



When applying for screening online, once you have completed your 100 point identity check, you will be provided with the option to pay for your application.

CLICK on the 'Pay Fees' button.

Pay Fees

You will then go to a section with the heading 'Payment Confirmation'.

Read the information carefully. Then, in the next section, check that the details appearing under the heading "Billing Details" are correct.

See the example below.

Home My Applications Payment History Angela Fur Help Log out

Payment Confirmation

You are responsible for paying for your Screening Applications detailed below.
This system accepts payment using **VISA** or **MasterCard**.

The payment method is via **BPOINT**, the Commonwealth Bank's secure payment pathway.
For more information on BPOINT visit: <https://service.commbank.com.au/xpos/bpoint/index.html>
BPOINT accepts debit and credit cards and is free to use.

You are required to provide information for all fields marked with an asterisk (*)

*Please note: The **CVV Number** on your credit card is a 3 digit number usually on the back of your card. Providing your CVV number proves you actually have the physical credit card and helps keep you safe while reducing fraud. For more information visit: <https://www.commbank.com.au/support/faq/722.html>*

Please check that all details are correct and then click **PAY**

A printable receipt with a reference number will be available when your payment has been confirmed.

Billing Details

First Name	<input type="text" value="Angela"/>
Last Name	<input type="text" value="Fur"/>
Organisation Name	<input type="text"/>
Address Search	<input type="text"/>
Address Line 1*	<input type="text" value="4 Mead St"/>
Address Line 2	<input type="text"/>
Suburb*	<input type="text" value="Paradise"/>
State*	<input type="text" value="SA"/>

Paying for your application (continued)

In the 'Screening Details' section, check that the details provided in the table are correct.

The amount payable will be automatically calculated for you, based on screening types required. (You will not be able to change this information. Please contact your organisation if there are any issues.)

Screening Details				
Show	5	entries	Search:	
Applicant Details	Screening Application Details	Total (ex GST)	GST	Total (inc GST)
AP000234 Angela Fur Contractor	SC0000967 Aged Care Sector Employment	\$77.00	\$7.70	\$84.70
AP000234 Angela Fur Contractor	SC0000968 Child Related Employment	\$92.50	\$9.25	\$101.75
AP000234 Angela Fur Contractor	SC0000969 Disability Services Employment	\$92.50	\$9.25	\$101.75
AP000234 Angela Fur Contractor	SC0000970 General Employment Probity	\$77.00	\$7.70	\$84.70
AP000234 Angela Fur Contractor	SC0000971 Vulnerable Person Related Employment	\$77.00	\$7.70	\$84.70

Showing 1 to 5 of 5 entries

Previous 1 Next

Total Amount (excluding GST) \$416.00
Total GST \$41.60
Total Amount (including GST) \$457.60

Payment Details

You can pay online, using Bpoint, which accepts VISA or MasterCard payments and is free to use.

Under 'Payment Details', enter in your credit card details. You are required to provide information for all fields marked with an asterisk (*).

Payment Details			
Amount ex GST	\$416.00		
GST	\$41.60		
Amount inc GST	\$457.60		
Credit Card Number*	5123456789012346		
Expiry Month*	01	Year*	15
CVV Number*			
Pay Cancel			

The **CVV Number** is a 3 digit number usually on the back of your credit card. Providing this number proves you actually have the physical credit card and helps keep you safe while reducing fraud.

Please double-check that all details you have provided are correct and then click 'Pay'.

Pay

Viewing your invoice/receipt

A printable Tax Invoice/Receipt with an invoice number will be available when your payment has been confirmed.



Government of South Australia
Department for Communities
and Social Inclusion

Department for Communities & Social Inclusion

ABN: 1 525 031 744

GPO Box 292 ADELAIDE SA 5001

Email: dcsi.screeningfinance@dcsi.sa.gov.au

Tax Invoice/Receipt

Fat Cat
The Cat Flap
Adelaide SA 5006

Date of Issue: 30/07/2015
Account Number: A146
Invoice Number: PM000025

Applicant Details	Screening Application Details	Total (ex GST)	GST	Total (inc GST)
AP000082 Fat Cat Current employee	SC0000145 Vulnerable Person Related Employment	\$77.00	\$7.70	\$84.70
Amount (excluding GST)				\$77.00
			GST	\$7.70
Total (including GST)				\$84.70

What if I don't have a credit card to use?

If you do not have a Visa or MasterCard, you could purchase a prepaid (often re-loadable) credit card to use. These are readily available from many merchants, including Australia Post. BPOINT accepts these cards for payment.

Please note: The DCSI Screening Unit does not accept cash payments.

If this is the only option available to you, you will need to discuss this with your organisation and negotiate for them to pay on your behalf in the first instance and then reimburse them. In this case, your Requesting Officer will need to adjust the payment option on your application form.

For additional information:

Email DCSIscreeningunit@sa.gov.au or go online to: www.screening.dcsi.sa.gov.au