How to Sign Up to Internet Payments

1. Go to **www.allpayments.net**.

    Select **'Register'** located in the middle of the screen
    If you have already registered, please sign in and skip to Step 3.

2. Complete the form by entering the appropriate information into each field.

    Select **'Register'** to continue the process

3. Select **'add account'** then enter your 19 digit Payment Reference Number into the field provided.

    Select **'Next'** when complete.

    If you have already added your 19 digit Payment Reference Number, skip to step 6.

4. Create a memorable name for your account (eg. RENT or TAX). This will help identify the account for future use. If desired, enter a default amount to use when topping up the balance.
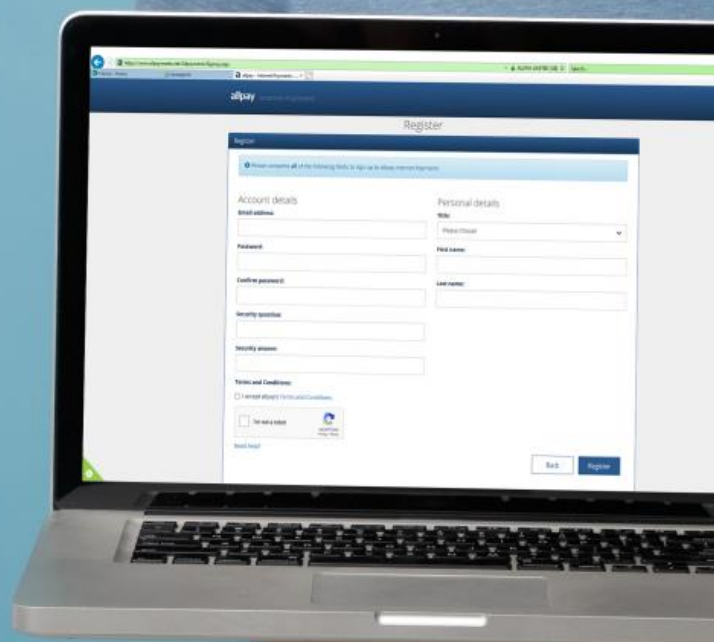
    Select **'Finish'** when complete

5. Your account has been created and you can now make payments via the internet.

6. Enter the amount you wish to pay and select **'Next'**. Check the payment information is correct, then select **'Pay Now'** to continue the process.

7. Complete the **'Payment'** form by entering the appropriate information into each field. You can save your card details for future use at this point by checking the **'Save card details'** box.

    Select **'Pay Now'** to complete the payment. At this point you may be required to verify your card by your card provider

8. The **'Transaction Aknowledgement'** will show if your payment has been accepted. A payment receipt will be sent to your email address.

For Repeat Payments
With a Stored Card

1. Go to **www.allpayments.net**.

2. Enter security code and amount you wish to pay and select '**Next**'.

3. Check the payment information is correct then select '**Pay**' to complete the payment.

   At this point you may be requested to verify your card by your card provider.

4. The '**Transaction Aknowledgement**' will show if your payment has been accepted. A payment receipt will be sent to your email address.

For Repeat Payments
Without a stored card

1. Go to **www.allpayments.net**.

2. Enter amount you wish to pay and select '**Next**'.

3. Check the payment info is correct then select '**Pay**' to continue the process.

4. Complete the '**Payment**' form by entering the appropriate information into each field. You can save your card details for future use at this point by checking the '**Save card details**' box.

   Select '**Pay Now**' to complete the payment. At this point you may be required to verify your card by your card provider

5. The '**Transaction Aknowledgement**' will show if your payment has been accepted. A payment receipt will be sent to your email address.