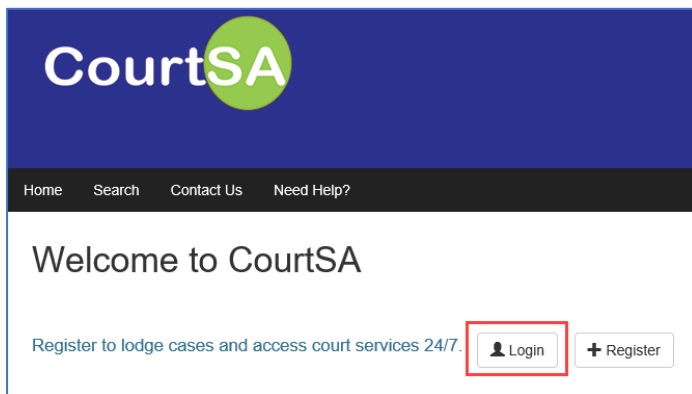


How to pay for an application in your Cart.

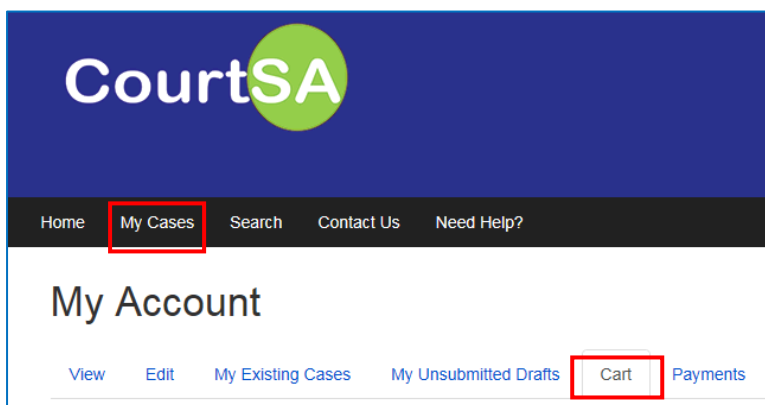
- After successfully completing an application form in CourtSA, you will be taken to your **Cart** to pay for it. Pending payments will be available in your cart enabling you to pay for one or many applications in one transaction if desired.
- You must have a **Visa or Mastercard Credit/Debit Card** to pay for applications on CourtSA.

Launch CourtSA

1. Login to your CourtSA Account



2. Select My Cases and then Cart



3. Your Cart will show your **Approved Filings (Pending Payment)**

Approved Filings (Pending Payment)				
<input type="checkbox"/>	Ref No. ▲	eFiling Title	Type	Action
<input type="checkbox"/>	2063	Case_10	Submission	Delete / View
<input type="checkbox"/>	2319	Case_12	Submission	Delete / View

If required:

- Click the **Ref No** to see Filing Information about the item such as amount and type of document.

Filing Information						
Reference No	JTI Ref. No.	Title	Document	Fees	Paid	Balance
2063		Case_10	539912 - Grant Fee	\$1,594.00	\$0.00	\$1,594.00
Total				\$1,594.00	\$0.00	\$1,594.00

- Click **View** (in the Action column) to see the application form that you've filled in.
- If you no longer wish to lodge the an item with the court, click the **Delete** button to remove it.

4. Tick the box next to **all the items** you wish to pay for then click **\$ Pay Selected Items**.

Approved Filings (Pending Payment)				
<input type="checkbox"/>	Ref No. ▲	eFiling Title	Type	Action
<input checked="" type="checkbox"/>	2063	Case_10	Submission	Delete / View
<input type="checkbox"/>	2319	Case_12	Submission	Delete / View

- The **Process Payment Screen** will appear. Review the page before clicking **Continue**.

Process Payment

Filing Information

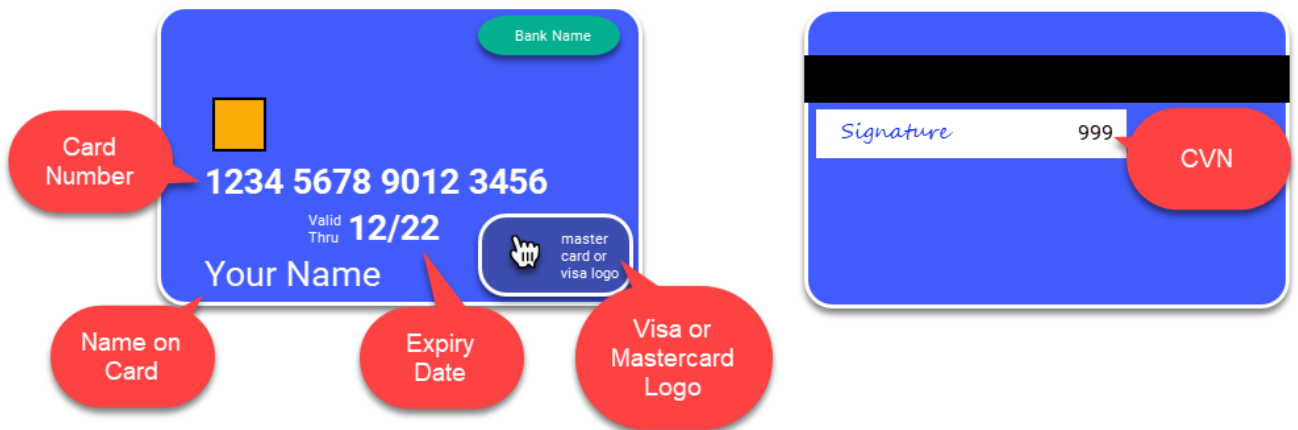
Reference No	JTI Ref. No.	Title	Document	Fees	Paid	Balance
2411		Case_15	529802 - Certificate of Caveat	\$ 35.75	\$ 0.00	\$ 35.75
Total				\$ 35.75	\$ 0.00	\$ 35.75

Payment Options

Select your payment method.

ePayment by Credit Card

- The **BPoint web page** will open and you will be required to enter the following pieces of information about your card into the screen.



- Enter the following:
Name on the Card
 Click either **Mastercard** or **Visa** symbol

The screenshot shows the BPOINT 'Make a BPOINT Payment' form. The 'Name on Card' field is highlighted with a red box. Below it, the 'Amount (AUD)' is set to 35.75. The 'Select your payment option' section shows the Mastercard and VISA logos, with the VISA logo also highlighted by a red box. The form includes fields for 'Biller Code', 'Reference 1', and 'Name on Card'.

- Enter the following:
Card Number
Expiry Date
CVN (Card Verification Number)
 Tick the **reCAPTCHA** box and follow any further instructions
- Click **Proceed**

The screenshot shows the BPOINT 'Online Payment' form. It displays the details entered in the previous step: 'Biller Code', 'Reference 1', 'Name on Card', and 'Payment Amount: AUD 35.75'. Below this, it prompts the user to 'Please enter your card details to proceed'. The 'Card Number', 'Expiry Date', and 'CVN' fields are highlighted with a red box. A reCAPTCHA box is visible with a green checkmark and the text 'I'm not a robot'. Two red arrows point to the 'Proceed >>' button. The form also includes a 'reCAPTCHA Privacy - Terms' link.

Your payment will be processed, and you will be returned to CourtSA's Receipt page.

Receipt

- Your form is submitted. The reference Number for your submission is : [REDACTED]
- Thank You For Your Payment.

Superior Court

Information

Reference No	JTI Ref. No.	Title	Document	Fees	Paid	Balance
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	\$ 35.75	\$ 35.75	\$ 0.00
Total				\$ 35.75	\$ 35.75	\$ 0.00

Payment Information

Date [REDACTED]

Amount \$ 35.75

Payor Name Here

Payment Type Credit Card

Card Type MASTERCARD

Payment Transaction ID [REDACTED]

Authorization Code [REDACTED]

To obtain a printable copy of the receipt.

1. Click **My Cases**
2. Click **Payments**
3. Click the **Payment Date** of the receipt you require

Home **My Cases** Search Contact Us

My Account

View Edit My Existing Cases My Unsubmitted Drafts Cart **Payments**

Payments

Payment Date ▼	Amount	Filings
31/08/2018	\$ 2,125.00	Case_13
31/08/2018	\$ 1,594.00	Case_12
02/08/2018	\$ 143.00	Case_4

A PDF copy of the receipt will display for you to save or print as desired.

Courts Administration Authority	
ABN 65 469 760 681	
Adelaide	
Adelaide, SA	
TAX INVOICE	
Receipt	[REDACTED]
Payor:	[REDACTED]
Date:	22/10/2018
Time:	10:59 AM
PROB-18-	[REDACTED]
In the Estate of Fred	[REDACTED]
Probate Caveat Fee	35.75
Total:	<u>35.75</u>
MasterCard Order id:	[REDACTED] 35.75
Total	<u>35.75</u>
Change:	0.00
Balance after	0.00
All payments are subject to clearance/settlement	