

Method – Paying via credit card

1. Login to the booking system and select **“Pay for Your Bookings”**
2. All your current booking will appear – please select the booking you wish to pay for (it will be highlighted if selecte properly) and then press **“Pay for Bookings”** at bottom of page
 - ❖ You can select multiple booknigs to pay for at once if required
3. Click **“CardHolderPresent”** and then select **“Pay Now”**
 - ❖ **If you are paying for a bond and NOT hire fees at the same time, please select “Pay Later” for the hire fee line** – you have done this correctly if the amount due adjusts to the relevant bond fee.
4. Enter your credit card details.
5. Click **Pay**
6. Council will acknowledge the payment instantly and you will be sent an automatic receipt via email.

Method – Paying via BPAY

1. Find your Biller code and Ref listed on your invoice.
2. Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au
 - Payments generally clear within 2 business days.
 - Council will acknowledge the payment once it has cleared and you will be sent a receipt via email.
 - If you have not received a receipt please email proof of payment from your bank so Council can trace the payment.

Method – Paying in person with cash or a cheque

1. Payments can be accepted at the following locations (within the hours of 9am-4:30pm Monday – Friday):
 - 333 Bridge Rd, Richmond
 - 140 Hoddle St, Abbotsford
2. **Please bring a copy of your invoice** to a council customer support team member
 - ❖ Cheques must be payable to the City of Yarra and the amount must match your invoice total amount due.
 - ❖ Cash must be in the exact cash amount as stated on your invouice – customer support are not able to provide change
3. Council will acknowledge the payment with an informal receipt at the cashier and you will be sent an official receipt via email within 2 business days

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