



## Making payments using the Organisation Portal

Organisations using the Organisation Portal can make payments for their employees blue card when applying for the first time or if the card holder is renewing. Payments can be made for one or multiple transactions.

A payment **can be made** when:

- the applicant is applying for the first time or the card holder is due for renewal has [registered for an online account](#), and
- your organisation has [created a link](#) with the applicant or card holder.



A valid blue card can only be renewed 16 weeks prior to the expiry date. The Organisation Portal will only allow you to pay for the renewal at the 16-week mark.

Once payment has been made, the applicant or card holder will receive an email or text message advising a payment has been made and to continue to apply online for their blue card.

Payments for a replacement card and volunteer to paid transfers can be made via [Bpoint](#).

## Making payment

To make a payment:

- Find who you want to pay for by navigating to the  Blue card register.
- Search the  Blue card register.
  - To find a specific applicant or card holder:
    - Click **Search** to expand the search options.
    - Enter the search terms. Wildcard searches are available, so use \* to maximise your search results.
    - Click **Search**.
  - To find all applicant and card holders that are available for payment, click the **Payment** search field drop down to select **Available for Payment**.

The screenshot shows the 'Blue card register' search page. On the left is a sidebar with navigation links: Blue card register, Payment History, Organisation, My account, Support, and Logout. The main content area has a header 'Blue Card Services Organisation Portal' with a reminder about confidentiality. Below this is the 'Blue card register' section with a search form. The form includes fields for First name, Middle name, Last name, Reference, Date of Birth range (day/month/year), Card Expiry Date range (day/month/year), Outcome, Card Type, Payment (with a dropdown menu currently set to 'Available for payment'), and Registered identity. There are 'Reset' and 'Search' buttons at the bottom right of the form.

- View the search results and select the applicant or card holder. If you wish to pay for multiple applicants and card holders, select each check box in the Pay column.

*Please note: You won't be able to check the box if the applicant or card holder is not available for payment.*

The screenshot shows the 'Blue card register' page. It features a search bar and a table of applicants. The table has columns for Name, Date of birth, Reference, Outcome, Card type, Card expiry, and Pay. The 'Pay' column contains checkboxes for each applicant.

Name	Date of birth	Reference	Outcome	Card type	Card expiry	Pay
Urbey Ramona Manzanarez (1)	21-02-1955	420241/6	Valid card	P	20-12-2020	<input type="checkbox"/>
Cora Danielle Rhythmer (1)	18-06-1983	174006/7	Valid card	P	23-01-2021	<input checked="" type="checkbox"/>
Tina Marlene Secunda (1)	30-05-1967	436025/6	Valid card	P	20-02-2021	<input checked="" type="checkbox"/>
Joanne Tara Dains (1)	15-12-2000	1676989/1	Valid card	P	08-03-2021	<input type="checkbox"/>

- Select Pay.
- View the summary of the selected people.
- If required, an applicant/card holder can be removed by selecting Remove next to the relevant person.

The screenshot shows the 'Applicant details' section of the payment summary. It lists two applicants with their details and a 'Continue to payment' button at the bottom.

#	Full Name	Reference	Date Of Birth	Payment type	Fee	Action
1	Tina Marlene Secunda	436025/6	30-05-1967	Blue Card - 00	\$93.00	Remove
2	Joanne Tara Dains	1676989/1	15-12-2000	Blue Card - 00	\$93.00	Remove

[Continue to payment \(Total: \\$186.00\)](#)

- Select a payment type before clicking Continue to payment.
- Complete the credit card information.

Select Confirm payment (the total is displayed in this button) to finalise the transaction. If you do not wish to proceed, you can exit the payment screen.

When a payment is confirmed, the payment is processed, and a receipt is generated.

The screenshot shows the credit card payment form. It includes fields for Card holder name, Card number, Expiry date, and CVN. A 'Confirm payment' button is at the bottom right.

Please note that Blue Card Services only accepts MasterCard and VISA credit card payments.

**VISA**

We'll never share/store this data.


Card holder name: Jane Smith

Card number: 1111111111111111


Expiry date: 12/20 CVN: 111

We'll never share/store this data.

[Previous](#) [Confirm payment \(Total: \\$186.00\)](#)

- The receipt can be saved by selecting **Save receipt as PDF**. If you do not save at this point, the receipt will be available in  Payment History.

[Save receipt as PDF](#)



Blue Card Services  
Department of Justice and Attorney-General  
33 Albert Street, Brisbane QLD 4000  
PO Box 12671  
Brisbane George Street QLD 4000  
ABN: 60769566526

Purchaser: PPTAAA and TestingG

### Tax Invoice/Receipt

Receipt Number: 58832349647  
Tax Invoice Date: 23/11/2020  
Date Printed: 23/11/2020



**Contact Details**  
Toll Free: 1800 113 811  
Contact: Blue Card Services  
Phone: 07 3211 8999  
Fax: 07 3211 8910  
Email: info@bluecard.qld.gov.au

Applicant Id	Fullname	Product	Total amount Payable excluding GST	GST Amount Payable	Total Amount Payable including GST
420241	Test One	Blue Card - 00	\$93.00	\$0.00	\$93.00
1985124	Test Two	Blue Card - 00	\$93.00	\$0.00	\$93.00
<b>TOTAL</b>			<b>\$186.00</b>	<b>\$0.00</b>	<b>\$186.00</b>


**Total Amount Payable excluding GST** \$186.00  
**GST Amount Payable** \$0.00  
**Total Amount Payable including GST** \$186.00

**Payment Received**

**TOTAL PAID includes GST** \$186.00  
**Net Amount Due** \$0.00







- Upon successful payment, a dollar sign icon  will be visible in the  Blue card register against the applicant or card holder that you paid for.

## Viewing your organisations payment history

A history of payments made by your organisation is available via the  **Payment History**. To view previous payments and receipts:


- Navigate to the  **Payment History**.
- View your organisations **Payment Transaction History**.

Organisation Portal
Payment History
KKS Happier Ambition Consulting


-  Blue card register
-  Payment History
-  Organisation
-  My account
-  Support
-  Logout

#### Payment Transactions History

View results


Receipt Number	Amount	Billor/Code	Payment Date	User Id	User Name	Total Applicants	
58832349647	\$186.00	1386077	23/11/2020	OP00003251	PPTAAA and TestingG	2	

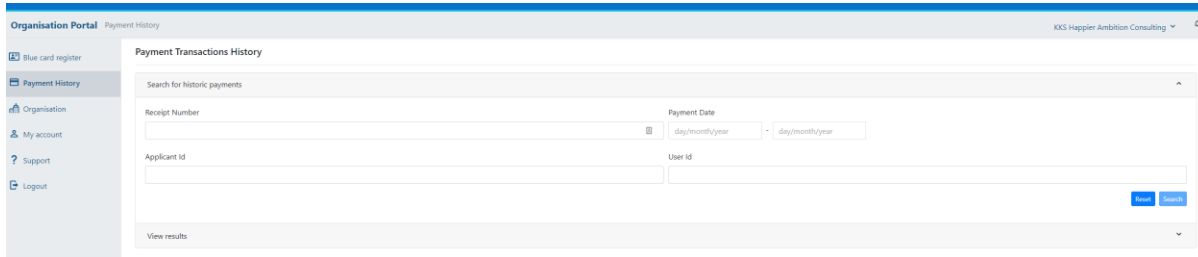
Go to page: 1
Items per page: 5
1 - 1 of 1 items


- Select the document icon  against the record to display the receipt.

## Searching for a transaction

To search for a payment or specific transaction:

1. Navigate to  Payment History
2. Select Search for historic payment to expand the search options. The search criteria includes receipt number, Applicant ID, Organisation Portal User ID or date range.



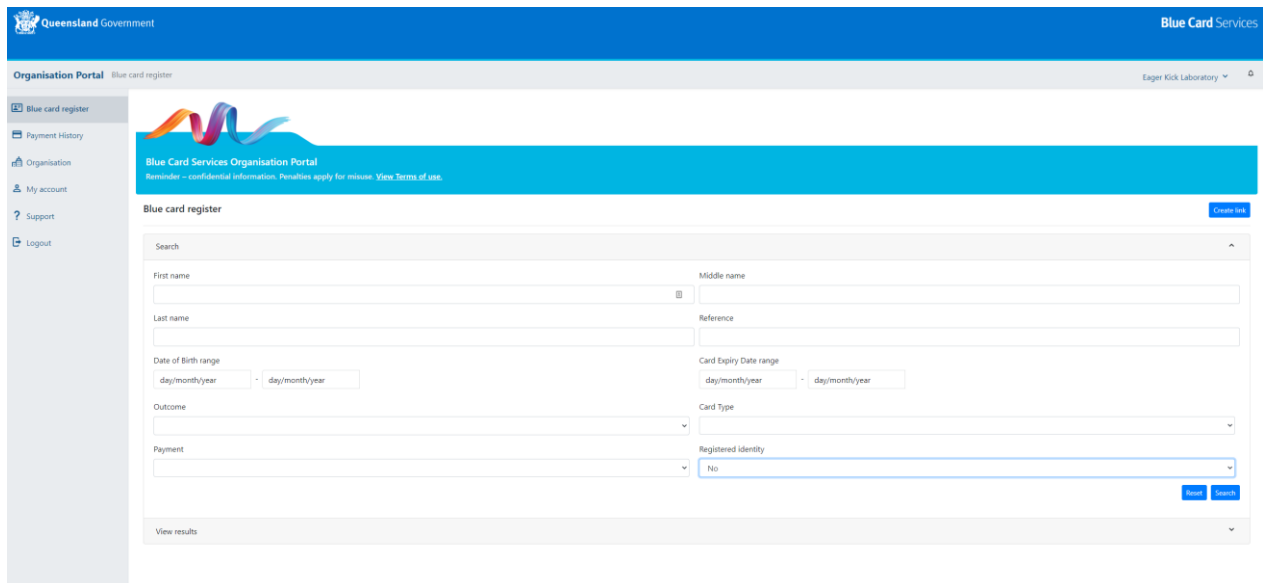
3. Search results are displayed, and you can select the document icon  against the record to display the receipt.

### TIP:

To prepare payments for upcoming renewals, such as expiring cards within the next three months, a search can let you know who hasn't registered for an online account.

To run this search:

- Click the drop down in the Search Field **Registered Identity**
- Select 'No'



The search results will be sorted in order of cards due to expire next. This will allow you to remind the applicants or card holders that they need to register for an online account to allow your organisation to pay for their application or renewal.

Please communicate your procedures to ensure a card holder doesn't pay for their application before your organisation does.

### Need help?

Call us on **1800 113 611** or **07 3211 6999**, email [organisationportal@bluecard.qld.gov.au](mailto:organisationportal@bluecard.qld.gov.au) or visit [www.qld.gov.au/bluecardorgportal](http://www.qld.gov.au/bluecardorgportal). If you need an interpreter, contact **Language Loop** on 1800 512 451.