

Blue Card Services

Working together to keep kids safe



Making payments

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 their blue card. Payments can be made for one or multiple transactions.

A payment **can be made** when:

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

Making payment

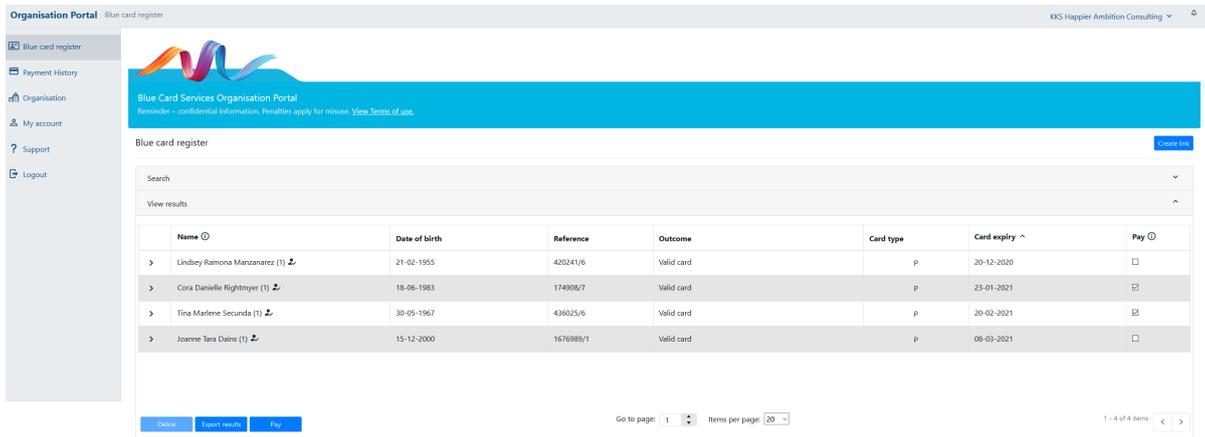
To make a payment:

1. Find who you want to pay for by navigating to the  Blue card register.
2. Search the  Blue card register.
 - a. 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 * on either side of the search term to refine your results.
 - Click **Search**.
 - b. To find all applicant and card holders that are available for payment, click the **Payment** search field drop down to select **Available for Payment**.

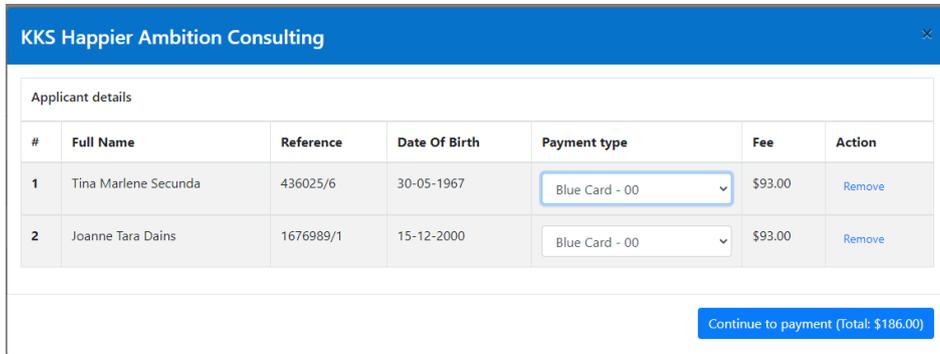
3. View the search results and select the applicant or card holder. If you wish to pay for multiple applicants and card holders, select each check box in the Pay column.

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





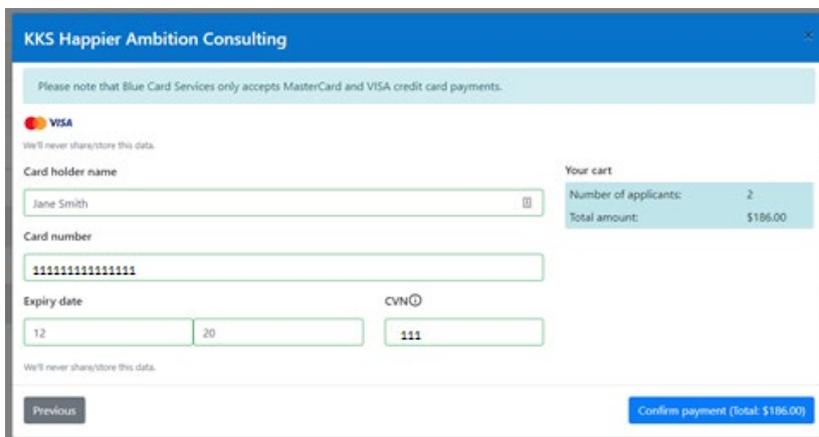
4. Select Pay.
5. View the summary of the selected people.
6. If required, an applicant/card holder can be removed by selecting Remove next to the relevant person.



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

View the total and select ‘confirm payment’ 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.



9. 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
53 Albert Street, Brisbane QLD 4000
PO Box 12671
Brisbane George Street QLD 4003
ABN: 60789588626

Purchased PPTAAA and TestNG

Tax Invoice/Receipt

Receipt Number 58832349647
Tax Invoice Date: 23/11/2020
Date Printed: 23/11/2020
Contact Details
Toll Free: 1800 113 611
Contact: Blue Card Services
Phone: 07 3211 6999
Fax: 07 3035 5910
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
TOTAL			\$186.00	\$0.00	\$186.00

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:

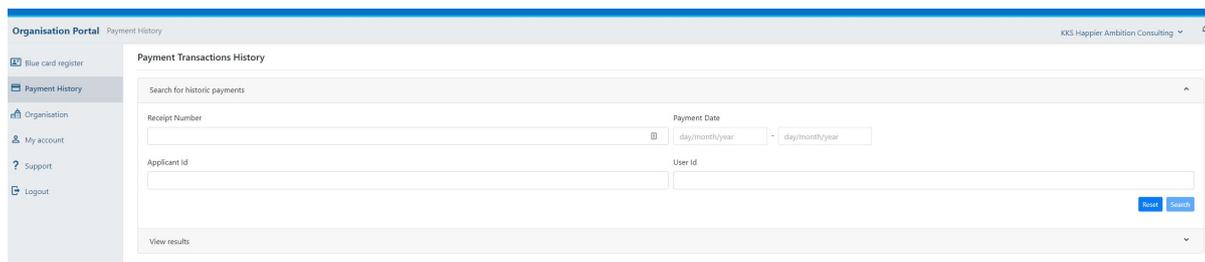
- Navigate to the  **Payment History**.
- View your organisations **Payment Transaction History**.

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

Searching for a transaction

To search for a payment or specific transaction:

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



The screenshot shows the 'Organisation Portal' interface. The main heading is 'Payment Transactions History'. Below this is a search form titled 'Search for historic payments'. The form includes fields for 'Receipt Number', 'Payment Date' (with a date range selector), 'Applicant Id', and 'User Id'. There are 'Reset' and 'Search' buttons at the bottom right of the form. A 'View results' link is located below the search form.

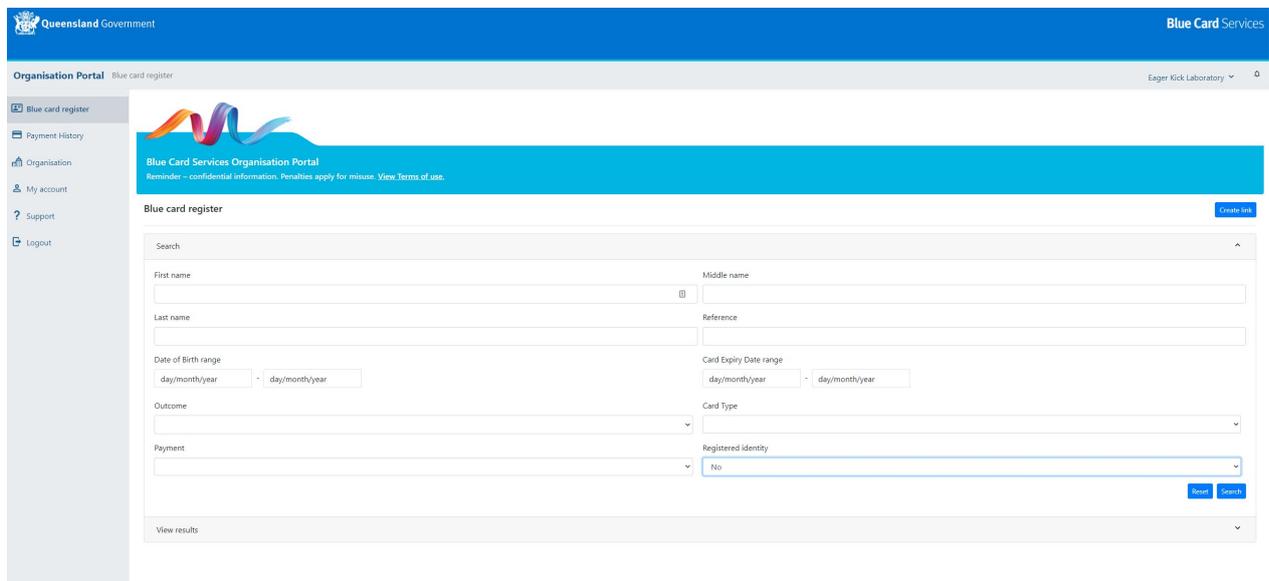
3. Search results are displayed, and you can select the document icon  against the record to display the receipt.

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 screenshot shows the 'Queensland Government Blue Card Services Organisation Portal'. The main heading is 'Blue Card Services Organisation Portal'. Below this is a search form titled 'Blue card register'. The form includes fields for 'First name', 'Middle name', 'Last name', 'Reference', 'Date of Birth range', 'Card Expiry Date range', 'Outcome', 'Card Type', 'Payment', and 'Registered Identity'. There are 'Reset' and 'Search' buttons at the bottom right of the form. A 'View results' link is located below the search form.

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 or visit www.qld.gov.au/bluecardorgportal.

If you need an interpreter, contact **Language Loop** on 1800 512 451.