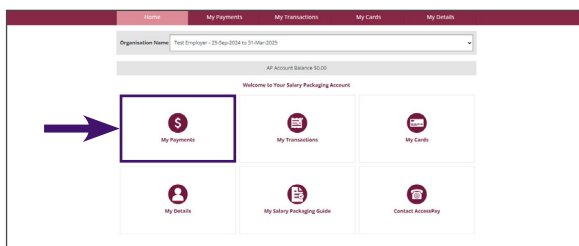


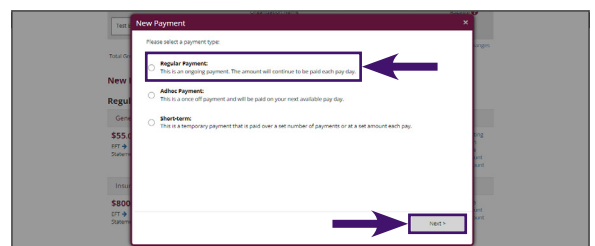


Create a new payment

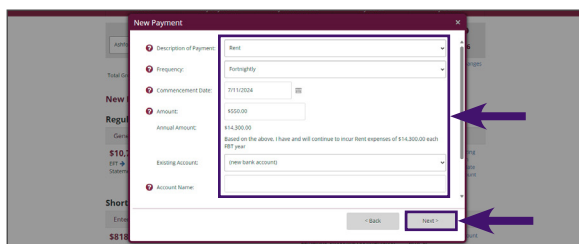
- From the salary packaging dashboard select **My Payments**.



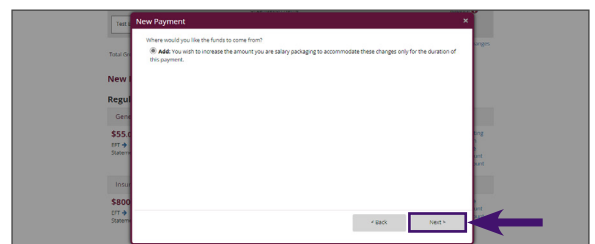
- Select the **New Payment** link and select **Regular Payment**, then select **Next**.



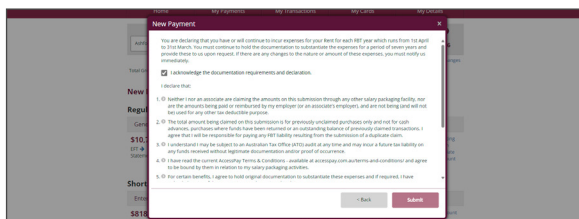
- Enter the details of the payment. You need to scroll down to make sure all boxes are complete, then select **Next**.



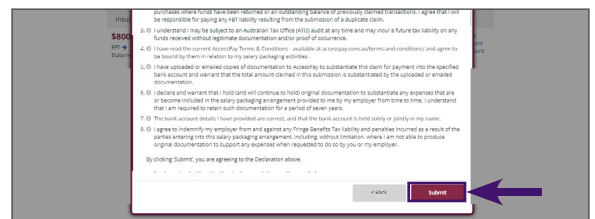
- Confirm where the funds are coming from and select **Next**.



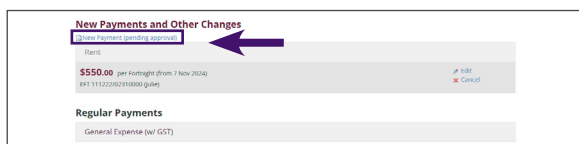
- Upload or acknowledge the documentation requirements and select **Submit**.



- Read the Online Declaration then select **Submit**. By selecting Submit you are confirming you agree to this declaration.



- The payment will then appear in your list with a message to show the payment is awaiting approval from AccessPay.



Once the payment has been approved, the money will be processed to your account on the next pay day.