

Paying your rates online with BPOINT



What is BPOINT?

BPOINT is a secure payment gateway operated by the Commonwealth Bank that the City of Albany uses to process electronic payments.

What payment options do I have with BPOINT online?

You can pay your rates with a VISA or MASTER CARD or you can set up a direct debit from your bank account.

You can opt to pay your rates in 1 payment, 2 payments, 4 payments, monthly, fortnightly or weekly.

How can I pay my rates online?

To help you pay your rates using BPOINT the City of Albany has produced this step by step guide

What if I need to make changes to my direct debit once I have set it up?

To make changes to your direct debit contact the rates department at the City of Albany.

email - rates@albany.wa.gov.au
phone - 08 9841 9395 or 08 9841 9308



1. Go to www.albany.wa.gov.au/payments/rates



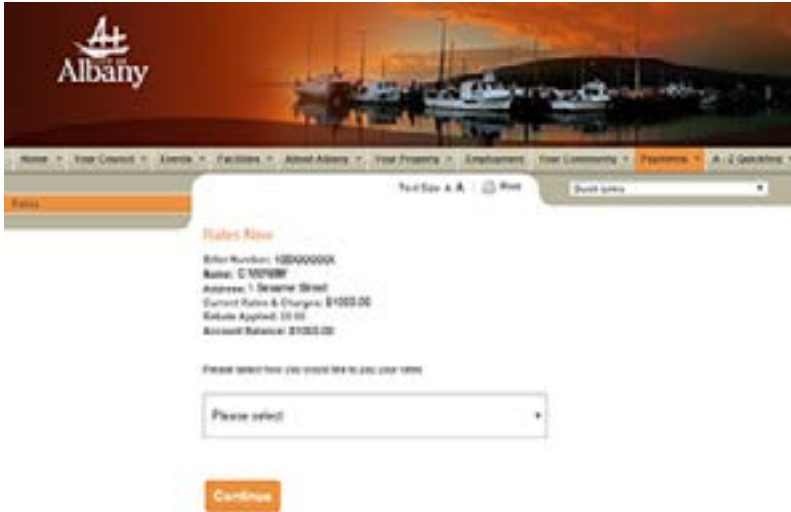
2. Enter the biller number as shown on your rates notice



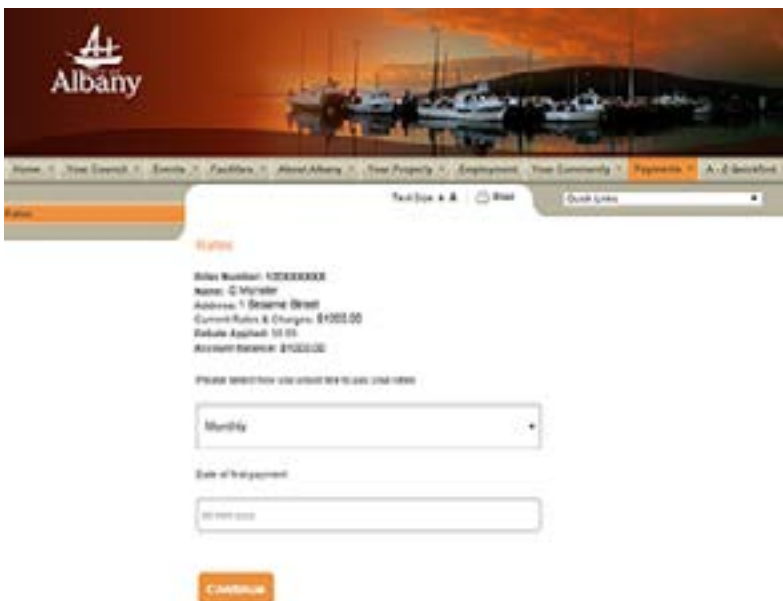
For more information contact:
The Rates Department
rates@albany.wa.gov.au
www.albany.wa.gov.au



3. Your details will be displayed, select from the drop down menu the frequency of payment you would like to pay.



4. Enter the date you would like your payments to start. Our system will calculate how much you will need to clear your rates by the 30th of June.



5. Enter your email address and click continue

The screenshot shows the Albany Rates website interface. At the top left is the Albany logo. A navigation menu includes Home, Your Council, Events, Facilities, About Albany, Your Property, Employment, Your Community, Payments, and A-Z QuickFind. The main content area displays a 'Rates' summary with the following details:

- Bill Number: 10000000
- Name: C Monster
- Address: 1 SHARPE STREET
- Current Rates & Charges: \$1000.00
- Balance Applied: 0.00
- Account Balance: \$1000.00

Payment details include:

- Payment Date: 11/01/2014
- Total Number of Payments: 00
- 8 instalments of \$100.00 and a final instalment of \$100.00
- Total Interest Factor: \$99.92

Below the summary is an 'Email Address' field with the text 'c.monster@email.com' and a 'Continue' button.

6. You will be taken to the secure Commonwealth Bank BPOINT site where you can select to enter either your VISA or MASTER CARD details, or your bank account details

The screenshot shows the Commonwealth Bank BPOINT 'Direct Debit Request' form. The header includes the BPOINT logo and 'Powered by Commonwealth Bank'. A progress bar shows four steps: 1. Registration, 2. Terms and Conditions, 3. Email Verification, and 4. Registration Confirmation. The form fields are as follows:

- Biller Code:** 38828 (City Of Albany)
- Reference Number:** 1000000000
- Payment Method:** Radio buttons for 'Credit Card' (selected) and 'Bank Account'
- Card Number:** Empty input field
- Expiry Date:** Radio buttons for 'M/Y' and 'YY'
- Cardholder Name:** Empty input field
- Email Address:** c.monster@email.com
- Verification Text:** Empty input field

A 'Proceed' button is located at the bottom of the form.

7. Click the proceed button at the bottom of the page

BPOINT
Receivables Solution

Supported by the
Commonwealth Bank

1. Registration 2. Terms and Conditions 3. Email Verification 4. Registration Confirmation

Direct Debit Request

Biller Code: 35422 (City of Albany)

Reference Number: 1000000000

Payment Method: Credit Card Bank Account

APCA User Name: CITY OF ALBANY

APCA User ID: 207572

BSB Number: [input field]

Account Number: [input field]

Account Name: [input field]

Email Address: [input field]

Verification Text: [input field]

I agree and authorise CITY OF ALBANY (207572) to arrange, through its own financial institution, a debit to the nominated account any amount CITY OF ALBANY, has deemed payable. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from the nominated account held at the financial institution you have nominated and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

8. You will be shown a copy of the City of Albany’s Direct Debit Service agreement, please read and agree to this to continue.

BPOINT
Receivables Solution

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1. Registration 2. Terms and Conditions 3. Email Verification 4. Registration Confirmation

Please accept the conditions of the direct debit

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City of Albany
101 North Road ALBANY WA 6330
PO Box 484 ALBANY WA 6331
Ph: (08) 9841 9335 Fax: (08) 9841 4096

Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with City of Albany, APCA user ID 207572, ABN 94 717 879 167. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please read the agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR), and should be read in conjunction with your CUP AUTHORIZATION.

Definitions

account means the account held at your financial institution from which we are authorised to arrange for funds to be debited;

agreement means this Direct Debit Request Service Agreement between you and us;

banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia;

debit day means the day that payment by you to us is due;

debit payment means a particular transaction where a debit is made;

direct debit request means the Direct Debit Request between us and you.

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9. You will be sent an email with a link to confirm that you will need to click to complete your registration; you will need to do this within 7 days.



10. You will be taken to the BPOINT page to confirm your registration. An email will be sent to you from the City of Albany, this will contain your payment schedule.

