



Australian Government
Department of Home Affairs

Westpac Online Payment Facility

Online Registration

Registered users can manage their payments to the Department of Home Affairs and the Australian Border Force (ABF) and keep a track of payment history using this facility.

You must have details of an outstanding (unpaid) invoice prior to registering, as an invoice number must be quoted during the initial registration.



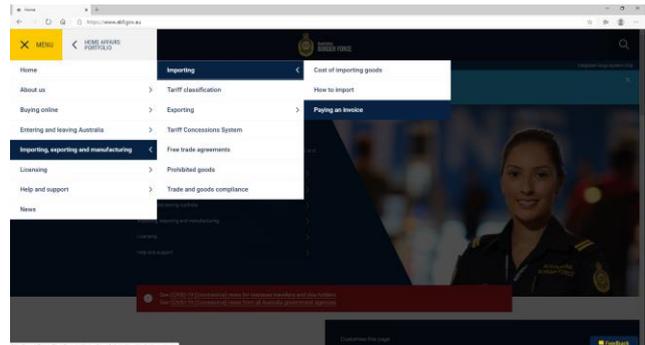
Important:

Users only need to register once for each customer/client account.

1. The Department of Home Affairs Westpac Online Payment Facility is accessed from the [ABF internet site](#).

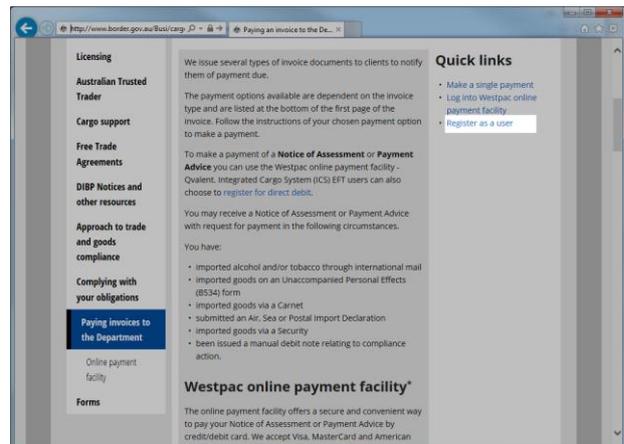
Click on the Menu in the top left and select:

- > Importing, exporting and manufacturing
- > Importing
- > Paying an invoice



The **Paying an Invoice** screen displays.

2. Scroll to the Registered User Option section and select **Register as a user**.



The **Department of Home Affairs Westpac Online Registration Introduction** screen displays.

3. You are now in the Westpac site and are viewing a secure page.

Read the introduction information and click the **NEXT →** button to continue.

The **Select Customer** screen displays.

4. To become a registered user you must have an outstanding debt to the Department of Home Affairs. You will need to know your **Customer Number** and an **Outstanding Invoice Number**.

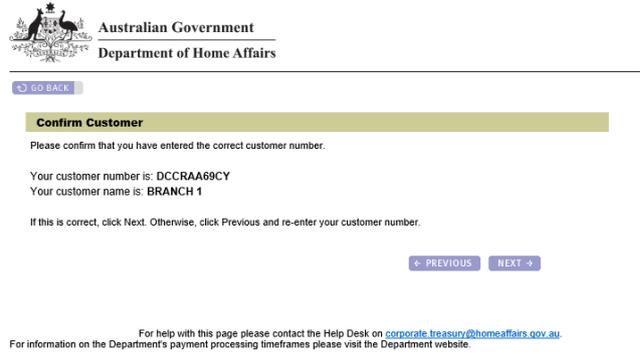
Complete these fields and click the **NEXT →** button to continue.



ICS Customers Please Note:
Customer Number = DCCR + your Client ID or Branch ID or ABN
Invoice Number = Payment Consolidation (declaration id + version id + sequence e.g. AA9999990010001)
Other Customers: Your Customer number must be prefixed with a DC and the ledger as indicated under the Cheque/Money Order option of your invoice. E.g. DCPRPRI000001

The **Confirm Customer** screen displays.

5. This screen displays the Customer information that you have entered.
- Double-check the details are correct.
- Click the [← PREVIOUS](#) button to change the details or the [NEXT →](#) button to continue.



The **Your Details** screen displays.

6. You will need to register as a new user before you can continue.
- Complete the following fields:

Your Full Name	Enter your full name.
Choose Your Login	Enter a login name.
Choose Your Password	The password must be at least 8 characters in length and contain at least 1 letter and 1 number (60-character maximum).
Confirm Password	Enter your password again.
Email	Enter your email address. This address will be used to send you confirmation of the successful registration as well as remittance advice for payments that you make.

Click the [← PREVIOUS](#) button to change the details you have entered on a previous screen or the [NEXT →](#) button to continue.



The **Cheque/Savings Account** screen displays.

7. If you wish to make payment via direct debit from your cheque or savings account you can enter your details now.

 **Please Note:** This must be an Australian financial institution. Either a bank account or credit card must be registered before a payment can be made.

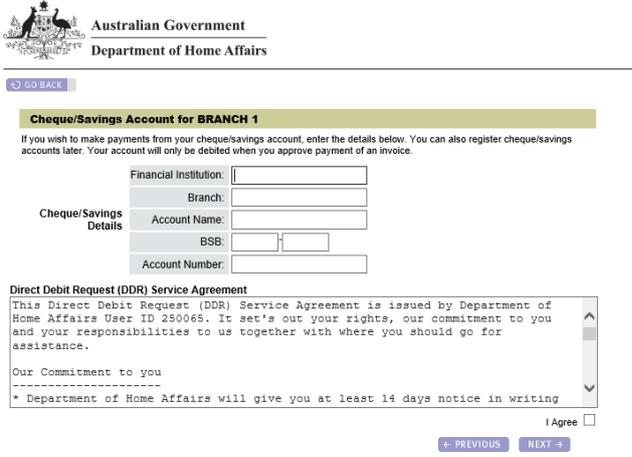
If you would prefer not to enter them now or wish to make your payments via credit/debit card, leave these fields blank and click the **NEXT →** button and continue to step 8.

To save your details complete the following fields:

Financial Institution	Enter the name of the financial institution your account is with. E.g. National Australia Bank
Branch	Enter the location of the branch that your account is with. E.g. Canberra City
Account Name	Enter the name the account is held in. E.g. Jane Citizen
BSB	A BSB is a 6-digit number in the format xxx-xxx. It uniquely identifies the bank branch where your bank account is held.
Account Number	Enter the account number.

Read the **Direct Debit Request (DDR) Service Agreement**. If you agree to these terms, select the **I Agree** checkbox and click the **NEXT →** button to continue.

 **Please Note:** Your account will only be debited when you approve payment of an invoice.



For help with this page please contact the Help Desk on corporate.treasury@homeaffairs.gov.au. For information on the Department's payment processing timeframes please visit the Department website.

The **Credit Card Details** screen displays.

8. If you choose to pay via credit/debit card you can enter your details now.

To save your details complete the following fields:

Credit Card Holder	Enter the name as it appears on the card.
Credit Card Number	Enter the credit/debit card number.
Credit Card Expiry	Select from the drop down lists the month and year the card will expire.

If you would prefer not to enter them now, leave these fields blank and click the **NEXT →** button and continue to step 9.



Please Note: Your credit/debit card will only be debited when you approve payment of an invoice. Customers who choose to pay using a credit/debit card will incur a surcharge fee. This fee will differ according to the type of card used.

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Credit Card Details for BRANCH 1

If you wish to make payments by Visa or Mastercard enter your details below. You can also register credit cards later. Your credit card will only be debited when you approve payment of an invoice.

Account Details

Credit Card Holder Name:

Credit Card Number:

Credit Card Expiry: 01 ▾ / 2020 ▾

[← PREVIOUS](#) [NEXT →](#)

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The **Registration Summary** screen displays.

9. A summary of your user details will be displayed.
- Click the **← PREVIOUS** button to change the details you have entered on a previous screen or the **REGISTER** button to complete the registration process.

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Registration Summary for BRANCH 1

Please check the details below and if there are any corrections, click on the link to update the information.

Customer Name: BRANCH 1

Your User Details

Your Name: Joe Bloggs

Your Login: JOEB1234 [Change Your Details](#)

Email: financial.systems@homeaffairs.gov.au

To complete your registration, click Register

[← PREVIOUS](#) [REGISTER](#)

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The **Registration Complete** screen displays.

10. You have successfully completed the registration process and are now a registered user of the DIBP Westpac Online Payment facility.

You will receive an email to the email address you entered in step 6 advising you of this.

Click the  **CLOSE** button to exit the registration facility.

You will be able to login to the system using the link in the email or by going through the ABF website. See the [Registered Users – Login](#) help guide for assistance.



Registration Complete

Thank you for registering with the Department of Home Affairs. You will be e-mailed shortly with information on how you can take advantage of the Department's new payment facilities. Select the Close window button to exit the registration facility.

 **CLOSE**

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