



Screening online: Information for organisations

How to pay for an application

How does our organisation arrange to pay online?

When registering for online screening with the DCSI Screening Unit, your organisation is required to nominate a Finance Officer, who will be responsible for paying for screening applications.

Once a Finance Officer has been nominated and your organisation has registered for screening online, payment can be made online.

Alternatively, your organisation can receive invoices, if it is an account customer.

Can we pay for screening by credit card?

Yes. Your organisation can pay online for screening using a credit card.

The online screening application system uses Commonwealth Bank's BPOINT facility, which accepts VISA or MasterCard and is free to use.

What if we don't have a credit card?

If you do not have a VISA or MasterCard, we suggest that you purchase a prepaid (reloadable) credit card. These cards are readily available from many merchants, including Australia Post and BPOINT accepts them for payment.

If cash is the only option available to the applicant, the organisation could arrange to pay for their screening, and have the applicant reimburse the fee.

Can we pay by cash?

No. The DCSI Screening Unit does not process cash payments for screening.

Will a receipt be provided?

A printable receipt with a reference number will be available when a payment has been confirmed online.

Can we be invoiced for payments?

You can elect to pay via invoice if your organisation is a DCSI account customer.

DCSI account customers are generally organisations that initiate 100 or more screening applications per year. Please email the [Screening Unit's finance area](#) if you would like to register your organisation as an account customer.

INSTRUCTIONS FOR PAYING FOR SCREENING ONLINE

Role of the Requesting Officer

Selection of payment options

When starting a screening application online, in the “Applicant Details” section you will see a field “Application fees to be paid by” (as shown in the screen shot below).

To indicate who is to pay for the application, the Requesting Officer selects from the drop-down options i.e. to indicate whether the Applicant OR the Requesting Organisation is paying.

The screenshot shows the 'Applicant Details' form with the following fields and values:

- Single Name**:
- Last Name***: Fat Cat
- Email***: Blah @gmail.com
- Date of Birth***: 14/02/1971
- Proposed Start Date**: 01/09/2015
- Continuation of Work**:
- Role Description***: TV presenter
- Screening(s) Required***:
 - Aged Care Sector Employment
 - Child Related Employment
 - Disability Services Employment
 - General Employment Probity
 - Vulnerable Person Related Employment
- Applicant Type***: Current Employee
- Application fees to be paid by***: Requesting Organisation (highlighted in yellow)
- Requesting Officer***: Tester7 Wednesday

Role of Finance Officer

The organisation **must** nominate a Finance Officer for the screening online process if:

- it will be paying online for screening applications, *and/or*
- it is a DCSI account customer and is therefore is to be invoiced for screening payments.

The organisation will be unable to process invoices or make payments without having a nominated Finance Officer. The organisation’s nominated Site Administrator can update/amend the organisation’s registration details and nominated Finance Officer, as required.

Making a payment – Payment History Menu

If the organisation will be paying for the screening:

Once the application has been submitted for payment, this will be indicated in the organisation's portal view in the PAYMENT HISTORY menu (refer screen shot below).

The screenshot shows a web portal titled "Screening and background checks". The navigation bar includes links for Home, My Applications, Payment History (highlighted in yellow), User Management, Genus Australia Pty Ltd - Tester7 Wednesday, Organisation Details, Help, and Log out. Below the navigation bar, there are two sections: "Organisation Payments" and "My Payments". Both sections display a light blue box with the text "No Payments found".

Finance Officers can pay by credit card (using a Visa or MasterCard) via the BPOINT system, or via invoice (if the organisation is a DCSI account customer). Only the organisation's nominated Finance Officers will be able to process the payments.

If the organisation requires invoicing:

DCSI Account customers can request invoicing. Account customers are organisations that generally initiate 100+ DCSI screening applications per year. Please email the [Screening Unit's finance area](#) if you would like to register your organisation as an account customer.

Using Bpoint

BPOINT accepts **VISA** or **MasterCard** and is free to use. Please enter the credit card details, providing information for all mandatory fields marked with an (*) asterisk.

The screenshot shows a "Payment Details" form. It includes the following fields and values:

Amount ex GST	\$416.00
GST	\$41.60
Amount inc GST	\$457.60
Credit Card Number*	5123456789012346
Expiry Month*	01
Year*	15
CVV Number*	

At the bottom of the form, there are two buttons: "Pay" and "Cancel". The "Pay" button is highlighted in yellow.

Double-check that all details you have provided, and then click the 'Pay' button



A printable receipt, with a reference number, will become available when the payment has been confirmed (see an example below).



Government of South Australia
Department for Communities
and Social Inclusion

Department for Communities & Social Inclusion

ABN: 1 525 031 744
GPO Box 292 ADELAIDE SA 5001
Email: dcsi.screeningfinance@dcsi.sa.gov.au

Tax Invoice/Receipt

Fat Cat
The Cat Flap
Adelaide SA 5006

Date of Issue: 30/07/2015
Account Number: A146
Invoice Number: PM000025

Applicant Details	Screening Application Details	Total (ex GST)	GST	Total (inc GST)
AP000082 Fat Cat Current employee	SC0000145 Vulnerable Person Related Employment	\$77.00	\$7.70	\$84.70
Amount (excluding GST)				\$77.00
GST				\$7.70
Total (including GST)				\$84.70



Please note: The DCSI Screening Unit does not accept cash payments.

If the Applicant will be paying for their screening application

If the applicant is paying:

When commencing the screening application online for a particular applicant, the Requesting Officer in the organisation will have selected the option in the "Application fees to be paid by" field, to indicate that the applicant is paying.

Note: The system will not allow the applicant to change this payment option to indicate that the organisation will pay for their screening application.

Credit card payment online:

The applicant can pay for their own screening application online, with a credit card using Bpoint.

If the applicant does not have a VISA or MasterCard, they could purchase a prepaid (often reloadable) credit card. These are readily available from many merchants including Australia Post. BPOINT accepts these cards for payment.

If, for some reason, cash payment is the only option available to the applicant, the organisation may need to pay for the application in the first instance, subsequently seeking reimbursement from the applicant. In these circumstances, the applicant is advised to contact their organisation to discuss this option.

If you require additional information, please email the Screening Unit via DCSIscreeningunit@sa.gov.au
OR go to our website: www.screening.dcsi.sa.gov.au