## Overview to using our payment system

Each fortnight, you will receive an email invoicing fees in arrears for services provided over the past 2 weeks.

From your online bill, you can print a PDF, export a CSV, or create a free login to view any outstanding bills as well as previously paid invoices. Receipts are not automatically emailed after payment.





Press on the green "Pay now" button or the

link "View and pay your bill online".

If this is your first invoice through Xero, you'll be asked to create a free login and then verify your correct email address.

If a return user, you'll be taken through to the payment screen.



					Nicki Neeves
O AUD	Save to PDF CSV				
ions or comments about this bill?					
		PAID			
TAX INVOICE				MINDSP Supporting Growth, Learning	PROUT
To Invoice Number Reference ABN Issued Due	Nicki Mindsprout INV-5222 Example invoice 79 570 578 365 24 May 2021 7 June 2021	From	Mindsproof Pty Ltd Attention: Accts Team accounts@mindsproot.com.au 25 Slandra Dr KAREELA.NSW 2232 AUSTRALIA		
Description		Quantity	Unit Price	GST	Amount AUD
Parsopant name: Jo MindSprout Support Worker (NDIS) Category: Capacity Building - Improved Period: 10-23 May	daily living	2.00	1.00	UST Free	2.00
				Subtotal	2.00
				Total AUD	2.00



To save details of your paid invoices, press on the "PDF" button (top right corner) which will produce a PDF file you can save, email or print.

+ Back to INV 5222	STA	STATEMENT - Activity Nobil Mindsprout			MINDSPROUT           Jamma Hamman           Hom Date           Addresform Accts T           To State           Addresform Accts T           Addrest Accts T		out Pty Ltd n: Acots Team s@mindsprout. dra Dr La NSW 2232 ALIA	
Outstanding bills for Nick Mindsprout From MINDSPROUT PTY LTD ATF MINDSPROUT UNIT TRUST Advby Statement for 2 months	Date	Activity	Reference	Due Date	Invoice Amount	Paymenta	Balance AUD	
Open Statement	1 Apr 202	1 Opening Balance					0.00	
	24 May 2021	Invoice # INV-5222	Example in.	. 7 Jun 2021	2.00		2.00	
	25 May 2021	Payment on Invoice # INV-5222	19N5322883	3.		2.00	0.00	
You have no outstanding bills	Payment t	by direct deposit or EFT to:			BALA	NCE DUE	AUD 0.00	
There are currently no outstanding bills to pay. Thank you very much for your business.	BSB: 012430 Acc: 466429853							
	Please qu	ote invoice number and suma	me as reference	for EFT paym	nents.			
	-×							
	PAYMENT ADVICE		Custo	Nicki Mindsprout				
	To:	Mindsprout Pty Ltd Attention: Accts Team		Overd 0.00	tue Current 0.00	t Te	tal AUD Due	
		accountsigmindsprout.com.au 23 Siandra Dr KAREELA NSW 2232		Amou	Amount Enclosed			
	AUSTRALIA Enter the amount you are paying above					ny above		

At any time, you can log into your Xero account and select "Activity Statement" from the menu at top right of screen to view any outstanding amounts as well as paid invoices.

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These can be printed out to submit for claiming through NDIS.