

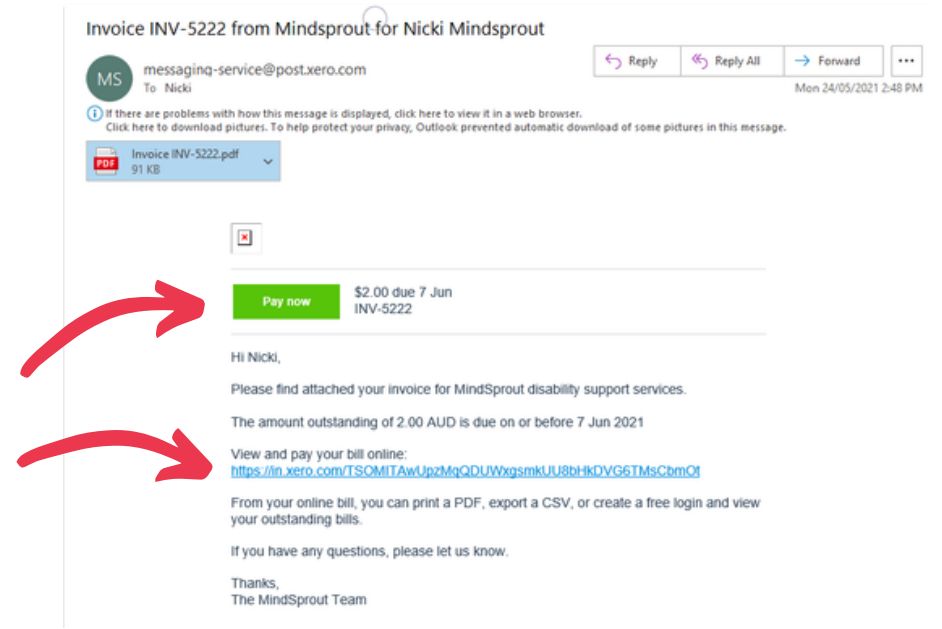
Overview to using our payment system



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.

1 Press on the green "Pay now" button or the link "View and pay your bill online".



Create a free login

View & pay your outstanding bills and keep track of your payment history, all in one very handy place.

First name
Nicki

Last name

Email address
nicki@mindsprout.com.au

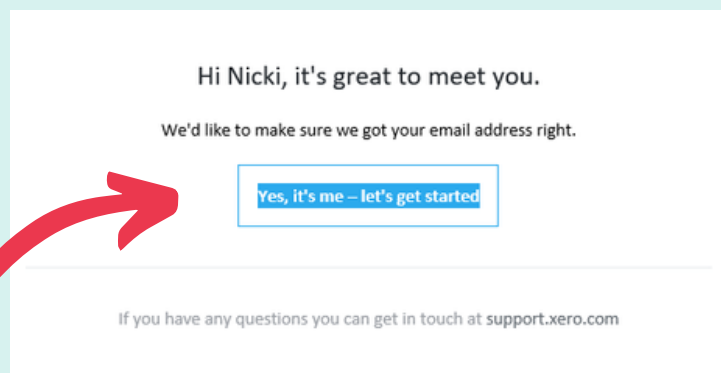
Phone number

Country
Australia

I'm not a robot

I have read and I agree to the [terms, privacy and offer details](#)

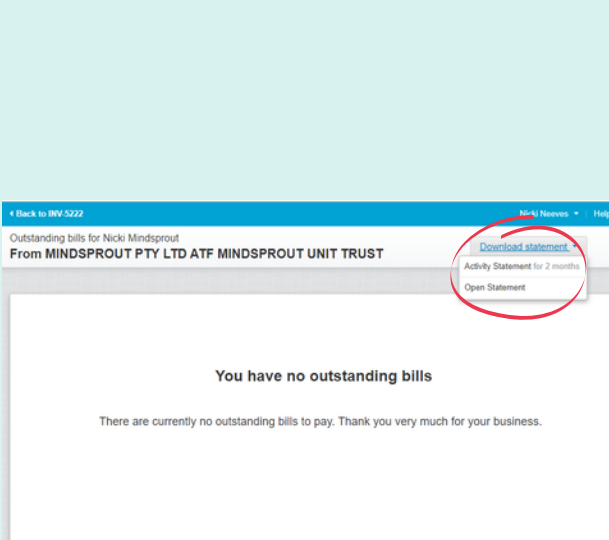
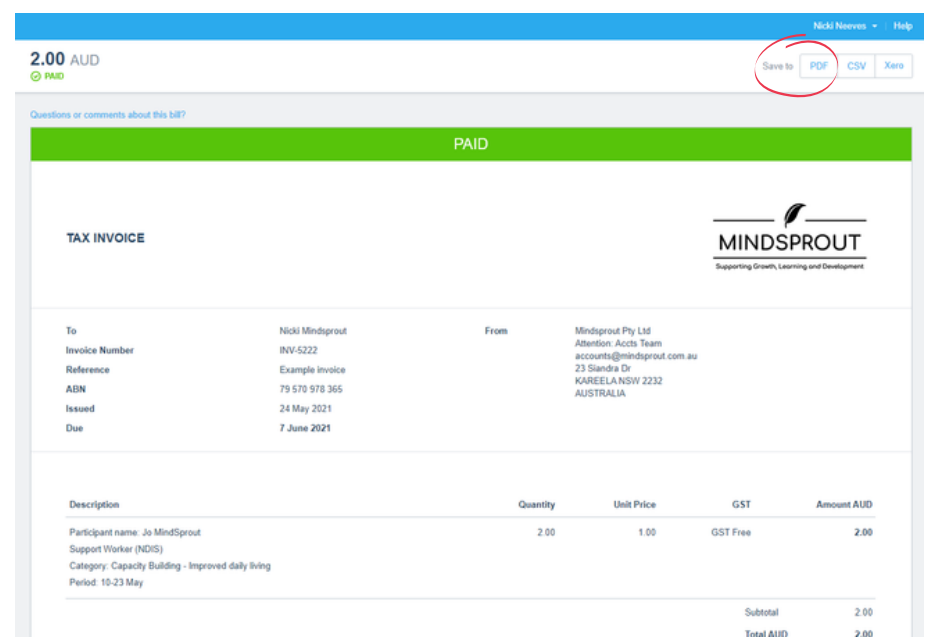
Get started



2 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.

3 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.



4 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.

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