

Title: Paying your Subscription Invoice

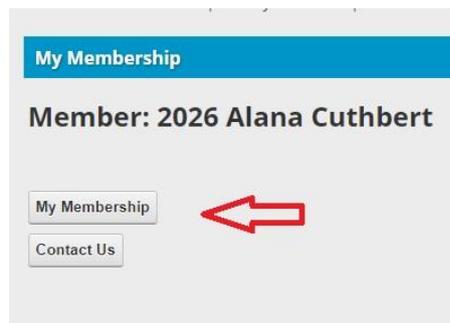
The membership subscription invoices for the 2018/2019 financial year were sent out yesterday by email. The easiest way to pay the invoice is via your Member Self Portal. The portal links directly to the Payment Express gateway, a secure website that allows you to make payment either by credit/debit card or internet banking. Payment Express will then send a message to the NZIQS membership database advising us the payment has been received.

Below is a step by step guide to paying via the Member Self Portal

- 1) Log in to your Member Self Portal on www.nziqs.co.nz by clicking the padlock icon on the top right hand corner then entering your username and password.



- 2) Click the "membership" tab along the top of the screen and select "my membership". You then need to click the grey "my membership" button.



- 3) You are now in your member portal. Click the "My Invoices" tab and tick to select the invoice you would like to pay and click "pay now". Note you will then be taken to a second screen where you need to click the "complete payment" button.

Document Code	Description	Amount Inc. Tax	Due Date	Amount Owing	Pay Invoice
MAN00001179	My membership 2018/2019 - testing	\$1.00	4/04/2018	\$1.00	<input checked="" type="checkbox"/>
Total		\$1.00		\$1.00	

\$ My Invoices

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Cancel Payment

Your Selection	
Item Description	Item Amount
MAN00001179/ My membership 2018/2019 -testing	\$1.00
Total NZD amount payable including Tax:	\$1.00



Complete Payment

- 4) You will now be taken to the NZIQS Payment Express payment page. You will have the option to choose by credit/debit card or internet banking. The details you enter ie credit card numbers are secure and not available in full to NZIQS.

Payment Checkout
Amount: \$1.00 (NZD)

Select Payment Method
Select a payment method from the following available options:

Credit Card Payment

Card Number:*

Name On Card:*

Expiry Date:* 03 ▼ 18 ▼

CVC: [What is this?](#)

[Cancel Payment](#)

Payment Checkout
Amount: \$1.00 (NZD)

Select Payment Method
Select a payment method from the following available options:



SELECT BANK BANK LOGON SELECT ACCOUNT REFERENCE DETAILS PAYMENT VERIFICATION

1 2 3 4 5

Please select one of the currently available banking services:

- ANZ www.anz.co.nz
- ASB www.asb.co.nz
- BNZ www.bnz.co.nz
- KiwiBank www.kiwibank.co.nz
- TSB www.tsbbank.co.nz
- Westpac www.westpac.co.nz

I have read and accepted the [terms and conditions](#)

 [About Account2Account security](#)

[Cancel Payment](#)

- 5) Once your payment has been completed please click the "Next" button. This will take you back to your member portal. From here you can print a receipt, though please note one will automatically be emailed to you.

Payment Checkout
Amount: \$1.00 (NZD)


Transaction Approved

Response Code: 00
Amount: \$1.00 (NZD)
Card: [REDACTED]
Card Type: Visa
Card Holder: ALANA CUTHBERT
Transaction Type: Purchase
Auth Code: 100234
Reference: 0000000b012a579e
Help Text: The Transaction was approved



\$ My Invoices

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Finish

Your Selection

Item Description	Item Amount
MAN00001179/ My membership 2018/2019 - testing	\$1.00
Total NZD amount payable including Tax:	\$1.00

Payment Complete

Your payment has been successfully processed. Please print this page as a record of your transaction. 

Your Transaction Id is: SS00003718

Your Receipt Id is: SS00003718

A confirmation email has been sent to alana@nzigs.co.nz.

Your details have been updated.

You can print your Tax Invoice/s by visiting the My Invoices section from the home screen of this Portal.

Please do not refresh this page or use the back button in your browser.

If you have forgotten your username or are yet to register for a log in please email or call us. If you have not received your subscription invoice, please email accounts@nzigs.co.nz though please note if you are a student studying you will not receive an invoice.