

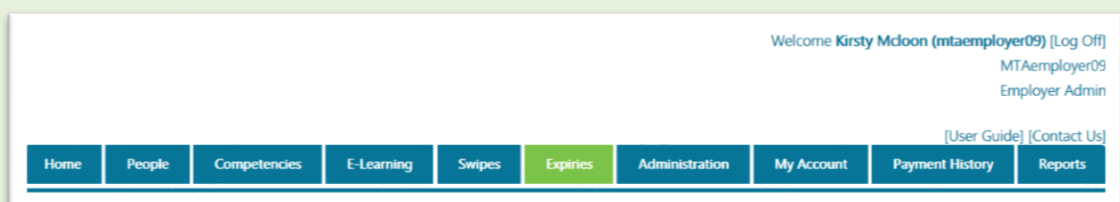
# How to pay the annual company subscription fee

## QUICK GUIDE v1.0

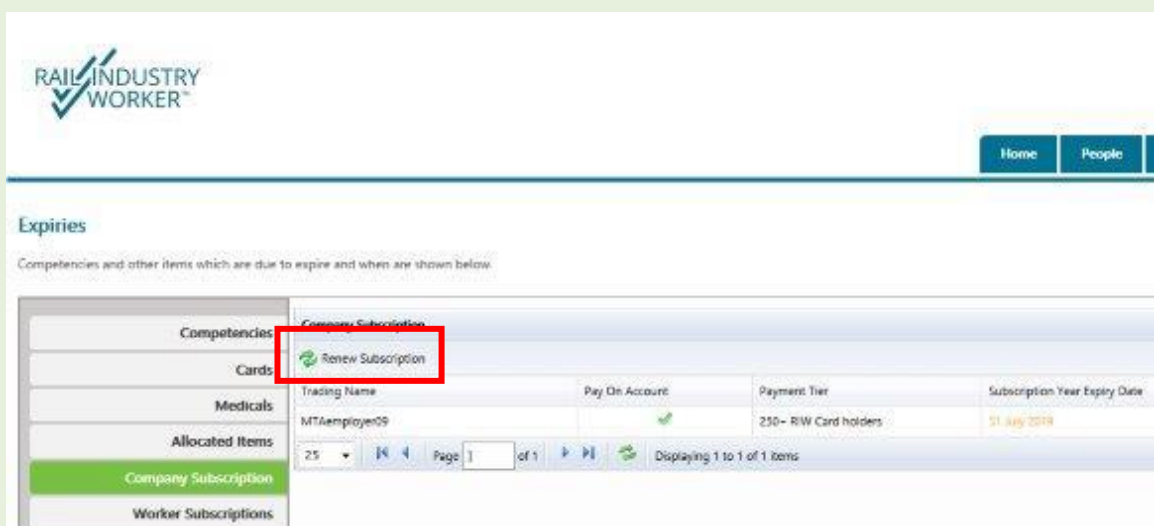
Follow the instructions below to pay your annual company subscription fee, which is also known as the annual license fee. This fee enables your company to use the RIW system. Refer to the [Pricing & Fees FAQ on riw.net.au](#) for more information.

**Step 1** Go to <https://app.riw.net.au> and login using your credentials.

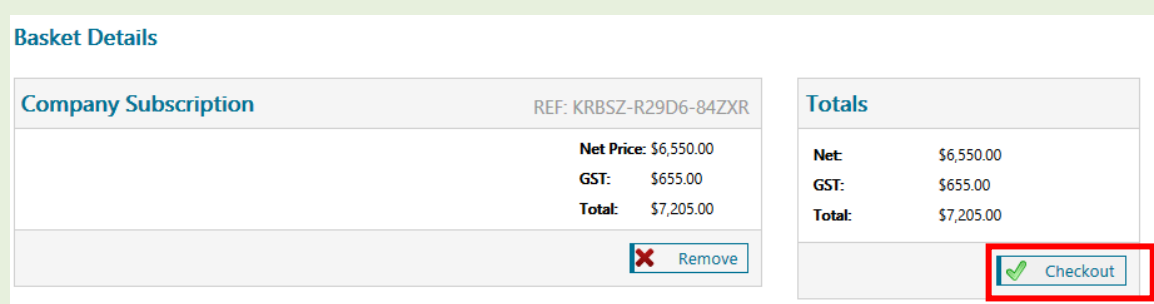
**Step 2** Click on the **Expiries** tab.



**Step 3** Click on the **Company Subscription** tab on the left hand menu and click on **Renew Subscription**.



**Step 4** You will be taken to your Shopping Basket. Click **Checkout** to proceed to payment.



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- Step 5** At the Checkout screen, choose **Card / PayPal** and then click **Make Payment**. Tier 1 organisations will be contacted directly by MTA regarding pay on account (POA).

Checkout

Company Subscription	REF: KRBSZ-R29D6-84ZXR	Totals
Net Price: \$6,550.00		Net: \$6,550.00
GST: \$655.00		GST: \$655.00
<b>Total: \$7,205.00</b>		<b>Total: \$7,205.00</b>

**Payment Options**

Card / PayPal
  Pay On Account

**Make Payment**



[Back to Basket](#)

- Step 6** After clicking on the **Make Payment** button you will be taken to the PayPal platform. Complete the payment via your PayPal account or by using a credit/debit card in the paypal platform.

Choose a way to pay



> Pay with my PayPal account

The faster, safer way to pay.

> Pay with my credit or debit card

Card number

Payment types  

Expiry date mm / yy  /

CVV

[What is this?](#)

**Order summary**

Subtotal	6,550
GST	655
<b>Total (AUD)</b>	<b>7,205</b>

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**Step 7** A confirmation email will be sent to confirm that your payment has been accepted, and will include an order number and PayPal reference number for your records.

Thank you for your order, the details are below.

Order Number:	<b>X2GH7-QXEJ4</b>
Payment Type:	<b>Paypal Payment</b>
PayPal Reference:	<b>5M095265XR993923T</b>
Date:	<b>04/06/2019</b>

**Totals**

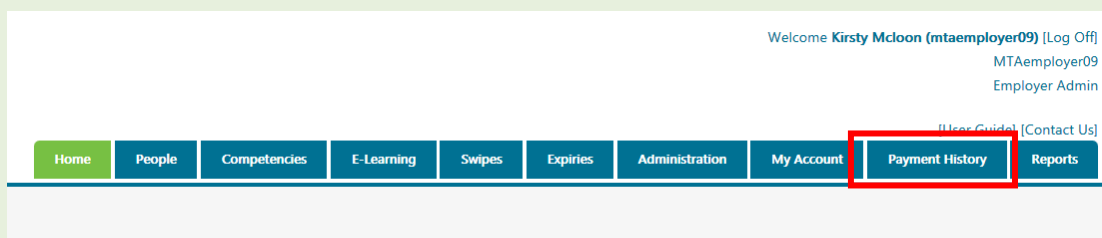
Net:	<b>\$15.00</b>
GST:	<b>\$1.50</b>
Total:	<b>\$16.50</b>

For more information, please click on the following link: <https://uat.riw.net.au/SkillSafe/Order/Details/f65081bc-5d54-4a49-b97b-bc3735c93672>

Thank you,  
RIW Administrator

For support please visit [www.riw.net.au](http://www.riw.net.au) or contact the RIW Service Desk at [servicedesk@riw.net.au](mailto:servicedesk@riw.net.au)

To access previous transaction histories, go to the **Payment History** tab on the main dashboard.



Welcome **Kirsty Mcloon (mtaemployer09)** [Log Off]  
MTAemployer09  
Employer Admin

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