

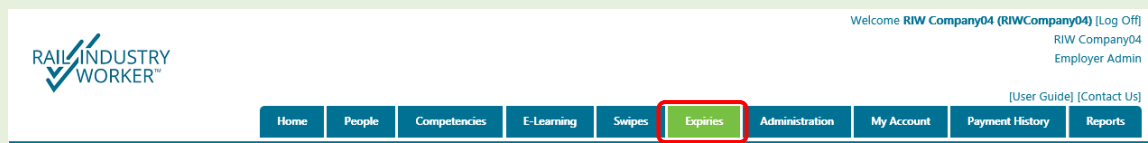
# How to pay the annual company subscription fee

## QUICK GUIDE

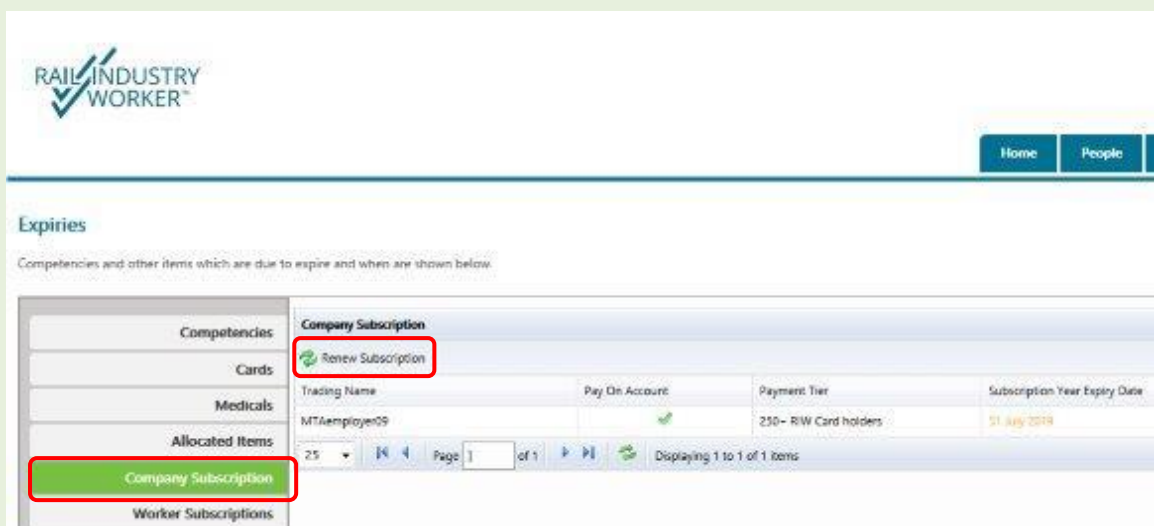
Follow the instructions below to pay an annual company subscription fee. This fee enables a company to use the RIW system. Refer to the [Pricing & Fees FAQ on riv.net.au](https://www.riv.net.au/pricing-fees-faq) for more information.

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

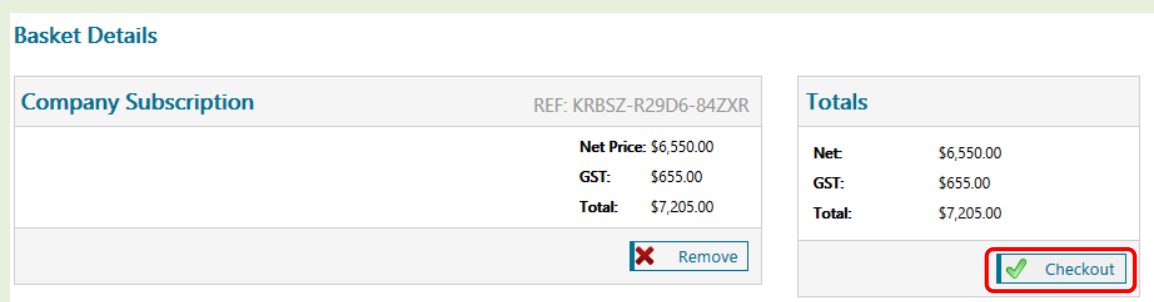
**Step 2** Click on the **Expiries** tab.



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



**Step 4** The Shopping Basket will display. Click **Checkout** to proceed to payment.



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**Step 5** At the **Checkout** screen, choose **Card / PayPal** and then click **Make Payment**. Some Premium Functionality Employers may have pay on account (POA) functionality which is granted by MTA. Choose **Pay On Account** if this is applicable.

Checkout

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

Payment Options

Card / Paypal
  Pay On Account

Make Payment



Back to Basket

**Step 6** After clicking on the **Make Payment** button the PayPal platform will display. Complete the payment via PayPal using a credit/debit card.

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?](#)

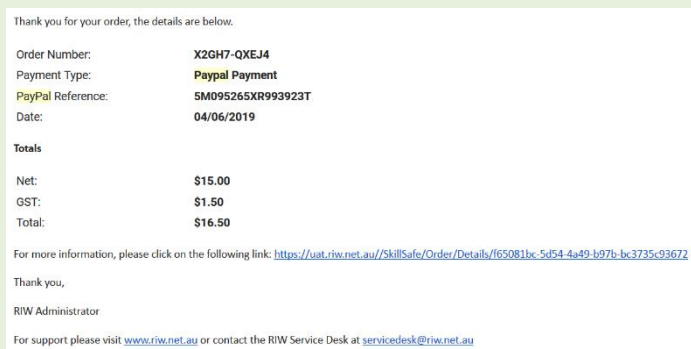
Order summary

Subtotal	6,550
GST	655
Total (AUD)	7,205

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



To review previously transactions, click on the **Payment History** tab on the main dashboard.

