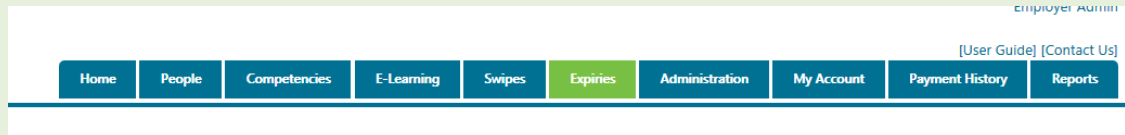


Paying Worker Subscriptions

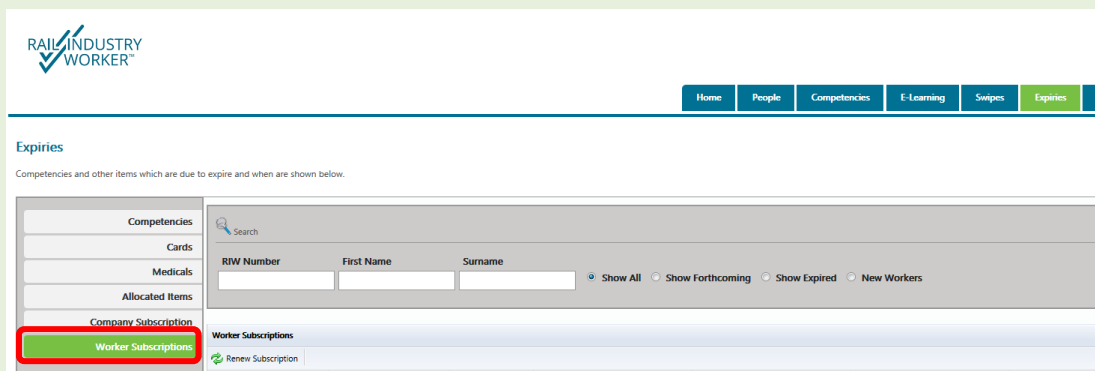
QUICK GUIDE v1.0

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

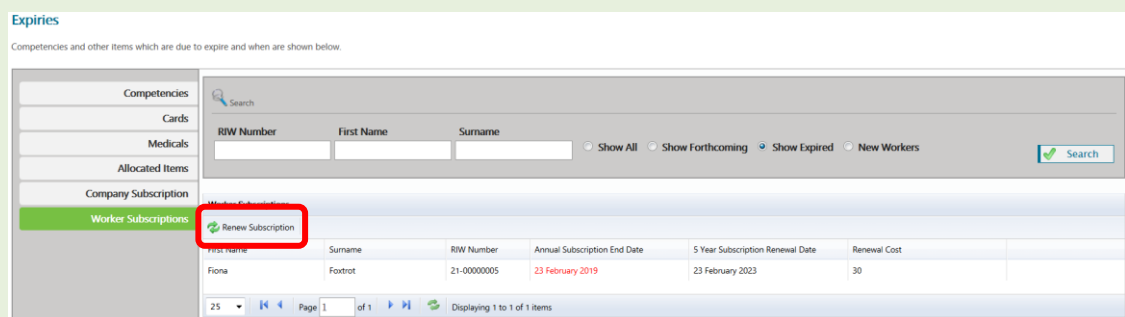
Step 2 Click on the **Expiries** tab.



Step 3 Click on **Worker Subscriptions** tab on the left hand side menu.



Step 4 You will be provided a list of all your workers and their pending subscriptions. Clicking on the radio buttons **Show All**, **Show Forthcoming**, **Show Expired** and **New Workers** will help to filter the list. Workers whose subscriptions have expired will be highlighted in red.



To renew a subscription, click **Renew Subscription**.

Note: If paying for an annual subscription (\$30+GST), the item will be sent straight to your shopping basket. If paying a 5 year subscription renewal fee (\$85+GST), then you will be prompted to order a new card. The 10 year renewal fee (\$100+GST) will also include an ID check and new card order.

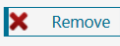
Paying Worker Subscriptions

QUICK GUIDE v1.0

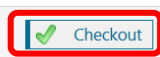
Step 5 You will then be taken to your Shopping Basket. Click **Checkout** to proceed to payment.

Basket Details

Worker Subscription			REF: T4DJ3-WQMGR-VHYCE
First Name	Surname	RIW Number	Net Price: \$30.00
Fiona	Foxtrot	21-00000005	GST: \$3.00
			Total: \$33.00



Totals	
Net:	\$30.00
GST:	\$3.00
Total:	\$33.00



Step 6 At the Checkout screen, choose **Card / PayPal** and then click **Make Payment**.
NOTE: Tier 1 organisations may elect to pay on account (POA) as previously agreed with MTA.

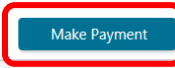
Checkout

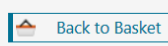
Worker Subscription			REF: T4DJ3-WQMGR-VHYCE
First Name	Surname	RIW Number	Net Price: \$30.00
Fiona	Foxtrot	21-00000005	GST: \$3.00
			Total: \$33.00

Totals	
Net:	\$30.00
GST:	\$3.00
Total:	\$33.00

Payment Options

Card / Paypal
 Pay On Account





Paying Worker Subscriptions

QUICK GUIDE v1.0

Step 7 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.

PayPal **PAY WITH PayPal**

> Pay with my credit or debit card

Card number

Payment types **VISA** **MasterCard**

Expiry date mm / yy

CVV

What is this?

Billing information

First name

Last name

Country **Select**

Address line 1

Address line 2

Town/City

State **Select**

Postcode

Phone number

Email address

Pay Now

Secure payments by **PayPal**

Order summary

Subtotal	30
GST	3
Total (AUD)	33

Step 8 A confirmation email will be sent to verify 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: **T4DJ3-WQMGR**
 Payment Type: **Pay On Account**
 PO Number: **sadas**
 Date: **19/08/2019**

Totals

Net: **\$30.00**
 GST: **\$3.00**
 Total: **\$33.00**

For more information, please click on the following link: <https://demo.riv.net.au/Sk>

Thank you,
 RIW Administrator

For support please visit www.riv.net.au or contact the RIW Service Desk at services@riv.net.au

MTA |

Metro Trains Australia

Order Confirmation

ABN: 88 614 061 960
 Order Number: T4DJ3-WQMGR
 Order Date: 19/08/2019
 Employer Name: Aurecon Australasia Pty Ltd
 Payment Type: Pay On Account
 PO Number: sadas

Quantity	Description	Unit Price	Total
1	Worker Subscription • Flona Foxtel(Z1-00000005) Subscription Period: 24/02/2019 - 23/02/2020	\$30.00	\$30.00

Subtotal \$ 30.00
 GST \$ 3.00
 Total \$ 33.00

EFT Details
 Australia and New Zealand Banking Group
 Metro Trains Australia Pty Ltd
 BSB: 013-200
 Account: 836907286

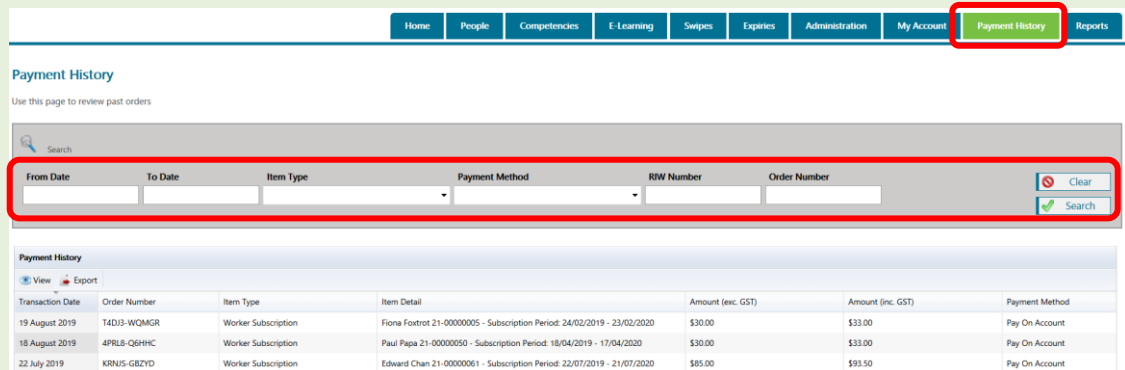
Order Enquiries:
 Service Desk Phone: 1300 101 682
 Email: accounts.receivable@metrotrainsau.com

An MTR, John Holland and UGL Company

Paying Worker Subscriptions

QUICK GUIDE v1.0

Step 9 To access a history of previous transactions, go to the **Payment History** tab on the main dashboard. You can use the drop down boxes to filter payments as required.



Payment History

Use this page to review past orders

Search

From Date To Date Item Type Payment Method RW Number Order Number

Clear Search

Payment History

View Export

Transaction Date	Order Number	Item Type	Item Detail	Amount (exc. GST)	Amount (inc. GST)	Payment Method
19 August 2019	T4D18-WQMG8	Worker Subscription	Fiona Foxtrot 21-00000005 - Subscription Period: 24/02/2019 - 23/02/2020	\$30.00	\$33.00	Pay On Account
18 August 2019	4PRL8-Q6HHC	Worker Subscription	Paul Papa 21-00000050 - Subscription Period: 18/04/2019 - 17/04/2020	\$30.00	\$33.00	Pay On Account
22 July 2019	KRN15-GBZYD	Worker Subscription	Edward Chan 21-00000061 - Subscription Period: 22/07/2019 - 21/07/2020	\$85.00	\$93.50	Pay On Account