



NCAT
NSW Civil &
Administrative
Tribunal



How To: Add Payment Method to Your Account

Quick Reference Guide

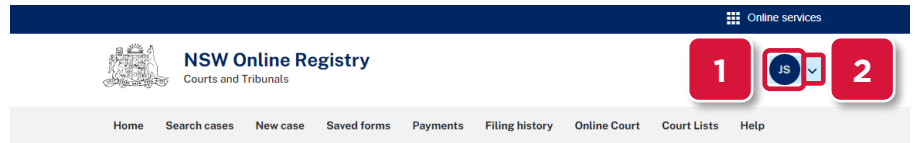
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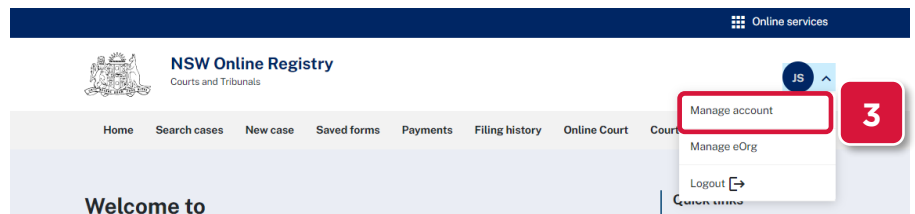
Add Payment Method to Your Account

Add Payment Method

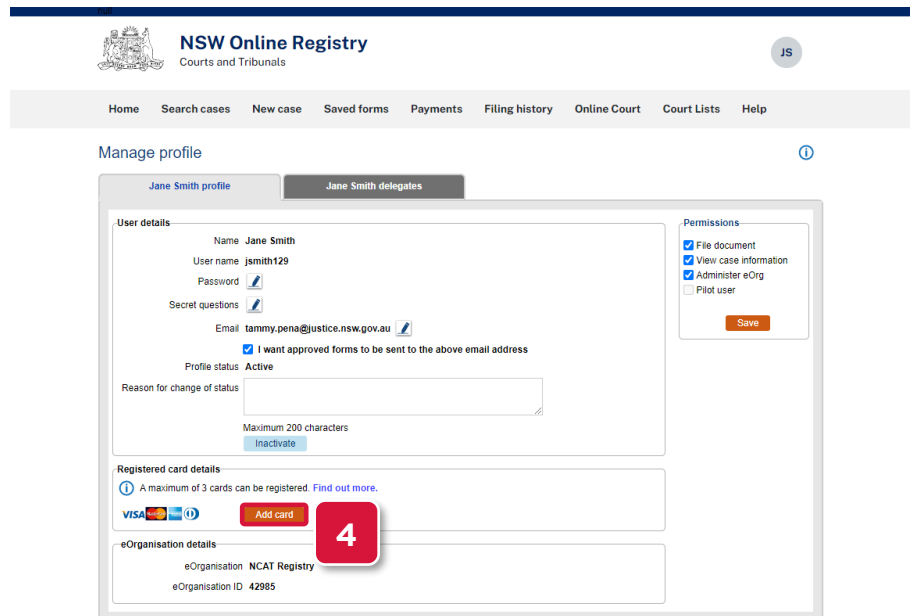
1. Hover over your icon in the top right
2. Click the drop down arrow



3. Select **Manage account**



4. Scroll down and click **Add card**



Add Payment Method to Your Account

Add Payment Method (cont')

5. Complete the fields, as required
6. Click **Next**

Online Registry
NSW Supreme, District & Local Courts

Westpac
Page hosted by Westpac

Enter card details

* Mandatory Field

Cardholder name *

Card number *

Expiry date (mm/yyyy) * 01 / 2023

VISA MasterCard American Express Discover

Cancel Next

7. The card has been added

NSW Online Registry
Courts and Tribunals

Home Search cases New case Saved forms Payments Filing history Online Court Court Lists Help

Manage profile

Jane Smith profile Jane Smith delegates

User details

Name Jane Smith

User name jsmith129

Password

Secret questions

Email tammy.pena@justice.nsw.gov.au

I want approved forms to be sent to the above email address

Profile status Active

Reason for change of status

Maximum 200 characters

Inactivate

Registered card details

A maximum of 3 cards can be registered. Find out more.

VISA MasterCard American Express Discover Add card

Card has been successfully added

VISA Card ending in ...242 | Expires: 01/2026 | Cardholder: Jane Smith

Default payment Method

Select your default payment method Card ending in ...242

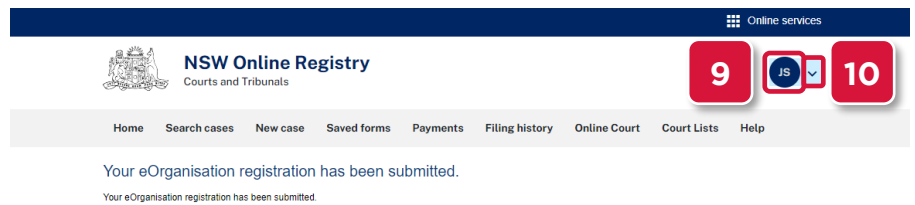
8. Repeat steps 1-6 to add additional cards

NOTE: A maximum of 3 cards can be registered.

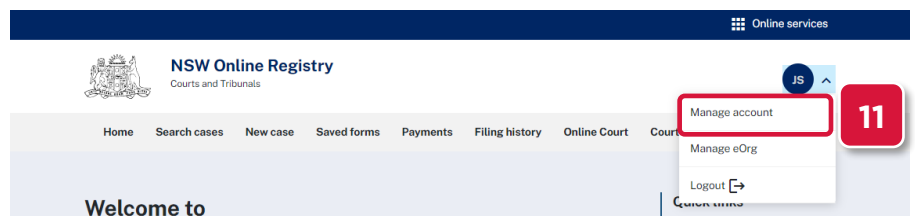
Add Payment Method to Your Account

Set Default Payment Method

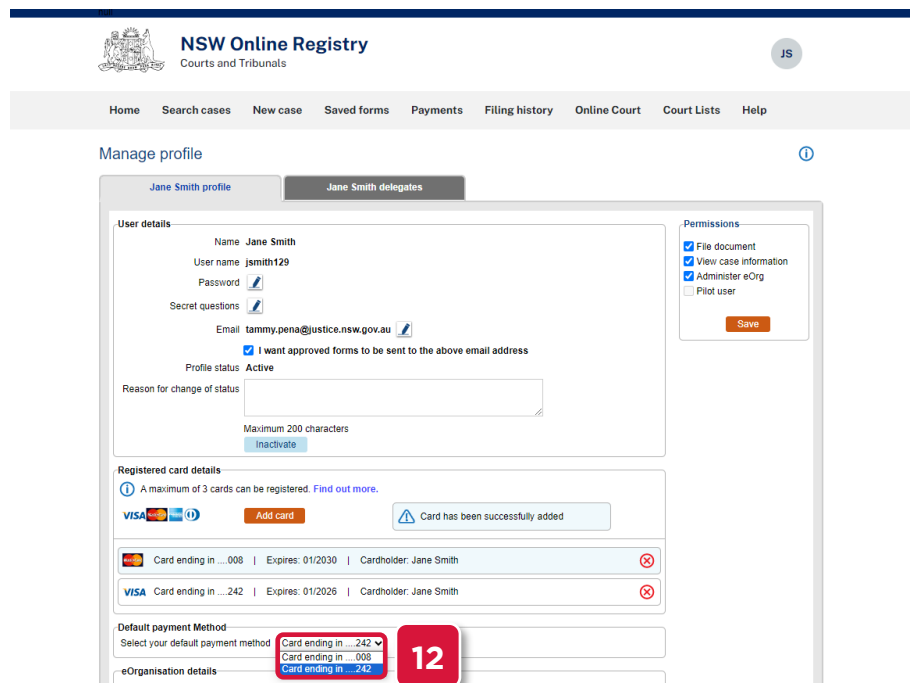
9. Hover over your icon in the top right
10. Click the drop down arrow



11. Select **Manage account**



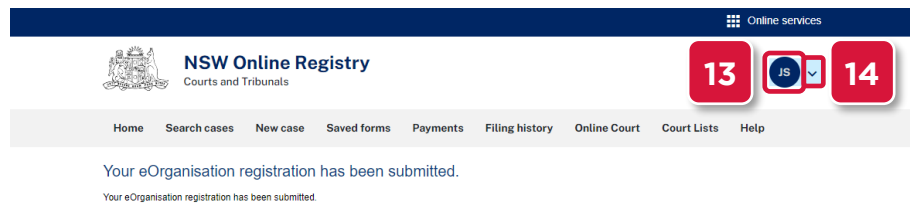
12. Scroll down and select the card to set as default from the drop down



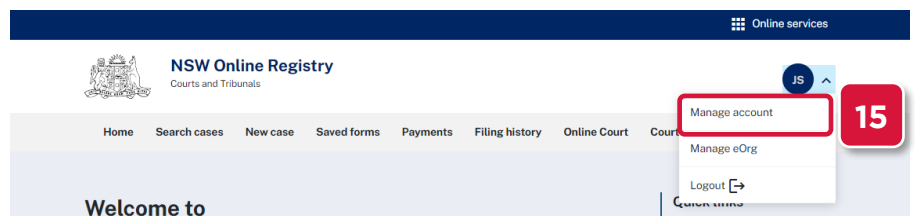
Add Payment Method to Your Account

Remove Payment Method

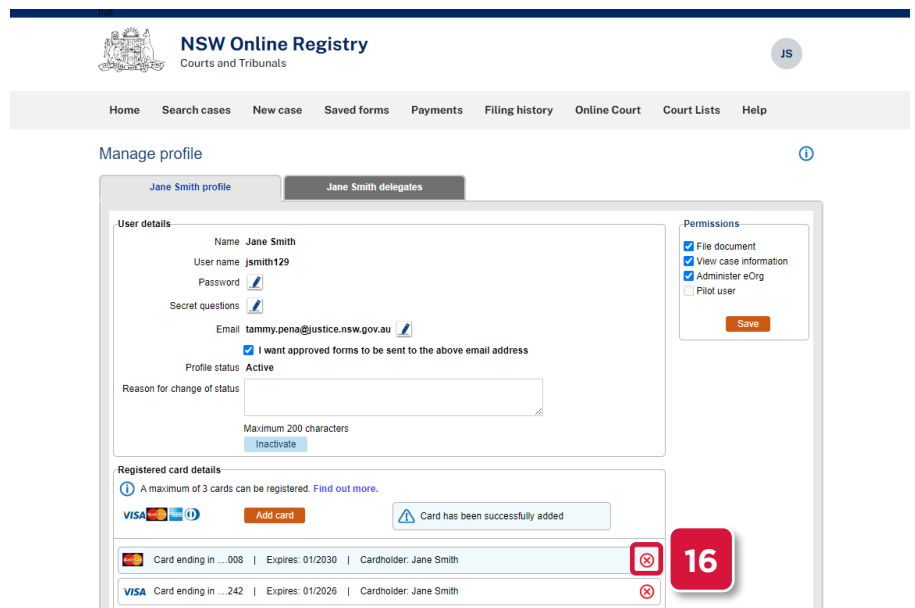
13. Hover over your icon in the top right
14. Click the drop down arrow



15. Select **Manage account**



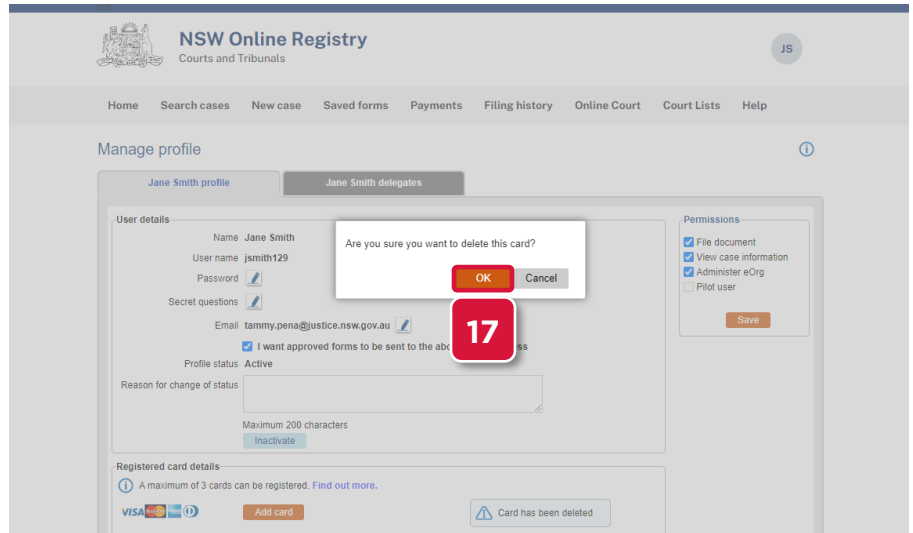
16. Scroll down and select the red **X** to remove a payment method



Add Payment Method to Your Account

Remove Payment Method (cont.)

17. Click OK on the confirmation message



18. The card has been removed

NOTE: If credit card is not a suitable payment method, direct debit is available for eOrganisations.

To set up direct debit, email: onlineregistry-support@justice.nsw.gov.au