

# A Guide How to Paying the Authorisation Fee

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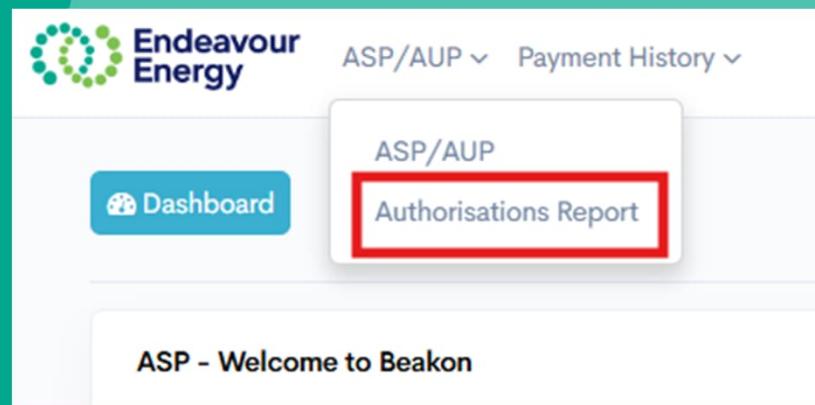
## New and Renewal Fees – some housekeeping notes

- Beakon will only accept Credit or Debit Card payments, We do not accept AMEX at this time
- Notification from Beakon will be emailed 15 days prior to expiry
- Payment is to be made prior to the expiry renewal date to avoid authorised person becoming Non-Compliant for all authorisations
- If you are going to process more than one person, please allow 5 minutes between processing another authorised person, or either close Beakon, to ensure the link to the Bank will close, and log back in before making another payment

**Please note:**

The Reference number is NOT a mandatory field however, it is helpful for accounting purposes and it can be used to enter a reference name or number for large companies

Please ensure you are in the Authorisations Report Page, this is the only area you are able to pay the authorisations fee



## Some samples of screen shots that will advise payment is required There is only one fee per Authorised Person Annually

Sample 1 –Compliant authorisations payment due date, pay by expiry date

6/6	Renewal Due: 19/04/2024	Compliant
8/8	Renewal Due: 19/04/2024	Compliant
7/7	Renewal Due: 19/04/2024	Compliant

Sample 2 – Authorisation has become Non-Compliant due to renewal expiry, needs to be paid, Click on Submit for Authorisation

9/9	Expired	Non-Compliant
10/10	Expired	Non-Compliant
9/9	Expired	Non-Compliant
12/12	Expired	Non-Compliant

Sample 3 – Authorisation has become Non-Compliant due to :  
- Payment expired  
- Authorisation requirements also expired, need updating

3/10	Expired	Non-Compliant
3/7	Expired	Non-Compliant
3/10	Expired	Non-Compliant

## How to Submit Payment When Authorisation is Compliant— Payment can only be made in the Authorisations Report Page

- Click Pay Now
- If you have more than one worker, enter the purchase order no or Name of the authorised person, tick box, then Pay Now



Amount Paid	\$0.00
Balance Due	\$530.29
Purchase Order Number	Jacob Smith

I declare that I am the employer, or nominated representative, of the applicant and the submitted persons for who authorisation is applied; are competent to carry out the noted; and have met all requirements to maintain competency.

**Pay Now**

- Follow the prompts until payment is made
- If compliant, once payment is made, all the authorisations will become Compliant



6/6	Paid	Compliant
8/8	Paid	Compliant
7/7	Paid	Compliant
8/8	Paid	Compliant

# How to Submit Payment when Authorisations Expired and Non-compliant

- Update Training and expiry date and attach documents



<a href="#">Add</a>	<a href="#">Edit</a>	UETDRMP006	06/03/2023	06/03/2024	<span style="border: 1px solid red; display: inline-block; width: 20px; height: 15px;"></span>	<span>Expired</span>	Beakon Admin
<a href="#">Add</a>	<a href="#">Edit</a>	UETDRMP007	06/03/2024	06/03/2025	<span>View</span>	<span>Pending Approval</span>	

- Once Training updated, Submit for Authorisation



<span>7/7</span>	<span>Expired</span>	<span>Non-Compliant</span>	<span>Submit For Authorization</span>
<span>8/8</span>	<span>Expired</span>	<span>Non-Compliant</span>	<span>Submit For Authorization</span>
<span>7/7</span>	<span>Expired</span>	<span>Non-Compliant</span>	<span>Submit For Authorization</span>

## How to Submit Payment when Authorisations Expired and Non-compliant (Continued)

- Once payment is made then Submit each authorisation for approval, payment only needs to be made once, but authorisations need to be resubmitted for approval



7/7	Paid	Approval Pending
8/8	Paid	Non-Compliant
7/7	Paid	Non-Compliant

[Submit For Authorization](#)

[Submit For Authorization](#)

- Fee has been paid, and all authorisations have been submitted for approval



7/7	Paid	Approval Pending
8/8	Paid	Approval Pending
7/7	Paid	Approval Pending



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