

# A Guide How to Paying the Authorisation Fee



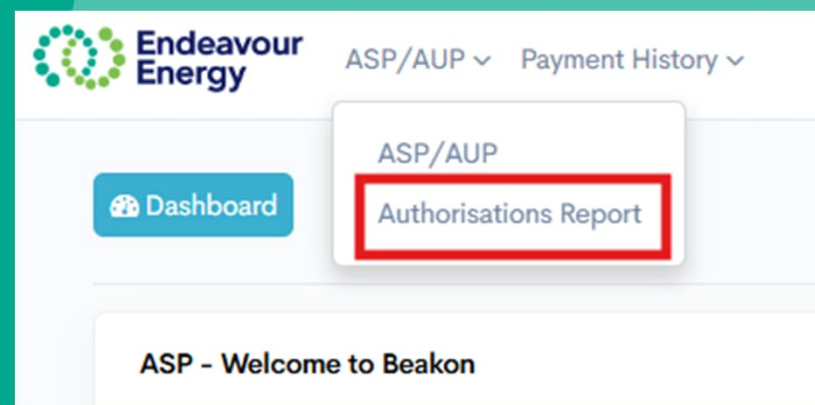
## New and Renewal Fees – some housekeeping notes

- 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 <a href="#">Pay Now</a>	Compliant
8/8	Renewal Due: 19/04/2024 <a href="#">Pay Now</a>	Compliant
7/7	Renewal Due: 19/04/2024 <a href="#">Pay Now</a>	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	<input type="text" value="Jacob Smith"/>
<input checked="" type="checkbox"/> 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.	
<button>Pay Now</button>	

- 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 Perform pole top rescue	06/03/2023	06/03/2024	<input type="text"/>	Expired	Beakon Admin
<a href="#">Add</a> <a href="#">Edit</a>	UETDRMP007 Perform rescue from a live LV panel	06/03/2024	06/03/2025	<a href="#">View</a>	Pending Approval	

- Once Training updated, Submit for Authorisation



7/7	Expired	Non-Compliant	<a href="#">Submit For Authorization</a>
8/8	Expired	Non-Compliant	<a href="#">Submit For Authorization</a>
7/7	Expired	Non-Compliant	<a href="#">Submit For Authorization</a>

## 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	Submit For Authorization
7/7	Paid	Non-Compliant	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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