How do I Check the Payment Status of my Lodgement?

This task card demonstrates how to check the payment status of your lodgement in the Cargo Online Lodgement System (COLS).

Check Payment Status

****Go to **COLS** and select the **Check Payment Status** icon.

Enquiry screen

You will be redirected to the departments **Online Payments** system**.**

****Enter your invoice number into the **Reference Number** fieldand select **Check Status.**

Invoice status

Here you will be able to see your **Payment Status**.

You can click on the **Email Invoice** buttonto send an email to the nominated recipient.

Once the email has been sent, the following notification will appear on your screen.

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*NOTE: Please allow two hours to receive copies of invoices, statements and receipts as they do not get transmissted instantly upon request.*