



# How do I pay for my new lodgement?

This quick reference guide demonstrates how to pay for your new lodgement in COLS. If you do not have an AIMS account number, issued by the department, you will be required to make an upfront payment when submitting your new lodgement. You may do this through your third party cargo logistics software, or ICS. You may also pay with a credit card.

## 1. AIMS account client with the department

If you are an AIMS account client with the Department of Agriculture, Water and the Environment, you will be invoiced for your lodgement.

## 2. Non-AIMS account client with the department - Pay by credit card

If you do not have an AIMS account with the department, you will still be able to submit a new lodgement in COLS. You can do this by entering your credit card details, once you have been presented with the payment screen.

**NOTE:** You will not be able to lodge your documents for assessment, unless you make a payment.

## 3. Non-AIMS account client with the department - Pay by third party software or the Integrated Cargo System (ICS)

### 3.1 Go to your software or ICS to check available funds

To submit a new lodgement in the Cargo Online Lodgement System (COLS), you will need to have a credit of \$30 or more, available in your cargo logistics software or ICS, to pay for your assessment.

COLS will verify that the account balance is \$30 or greater.

If your account has less than \$30, you will be presented with a payment screen to enter credit card details. If you do not wish to pay by credit card, you will need to return to your software or ICS to add funds.

**NOTE:** Please ensure this has been completed, prior to you commencing your new lodgement in COLS. If you have commenced your lodgment prior to adding the funds, you will need to start your lodgement again.

Once verification of your credit is complete, you will be able to submit your new lodgement.

## 4. Become an AIMS account client with the department

If you wish to apply to become an AIMS Account Client, please send your request to: [arhelpdesk@agriculture.gov.au](mailto:arhelpdesk@agriculture.gov.au) or call 1800 647 531.