**COLS Script for ‘How to Check Payment Status’**

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| **Action** | **Script** |
| Biosecurity biosphere on screen with video tutorial title ‘How to Check Payment Status’ fading into COLS home page. |  |
| Hover ‘hand’ cursor under ‘Home’.  Move cursor along left side of main menu options. | This video shows you how to ‘Check Payment Status’ in the Cargo Online Lodgement System, or COLS. You can access the main menu on the COLS home page. |
| Select highlighted ‘Check Payment Status’. | Select the icon titled ‘Check Payment Status’ to check the status of a payment. |
| Hover cursor under highlighted ‘Payment’ heading.  Hover cursor under ‘Reference Number’ field.  Hover cursor ‘hand’ on ‘Check Status’ button.  Hover cursor ‘hand’ on ‘Make Payment’ button. | Under ‘Payment’, enter the reference number in the required field.  For tax invoices, enter your invoice number.  For an account balance, enter your account number to check any amounts owing and to pay the total due.  Please note this may not be the total amount you owe, as it may not include tax invoices that are still within the 28 calendar day pay period, or those being disputed. You will incur late payment penalties if your individual tax invoices are not paid within 28 calendar days.  Select ‘Check Status’ or ‘Make Payment’ depending on requirements.  If ‘Make Payment’ is selected, you will be directed to our online payment system to complete payment.  Please refer to the Department of Agriculture and Water Resources website for additional information on each payment status, how to read and pay invoices, fees and charges that may apply, as well as terms and conditions. |
| Fade out to black screen with branding crest and text:-  For further information visit [agriculture.gov.au](http://www.agriculture.gov.au/import/online-services/cols) |  |