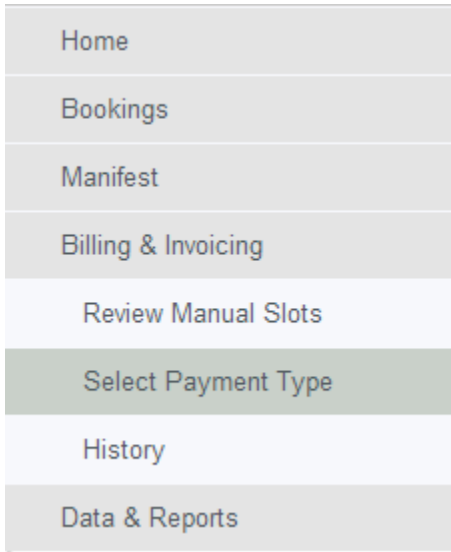


# How to Link your VBS account with ComPay?

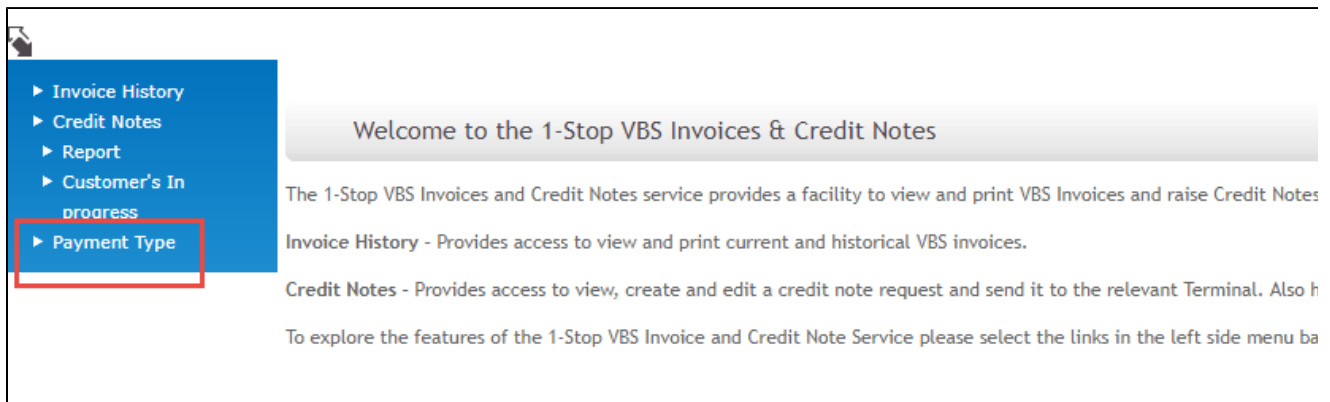
If you are already a member of ComPay, you can link your ComPay account with VBS. It is a one-off process that allows you to make payments without having to log onto to ComPay for each payment. For more details on how to pay Patrick Invoices, please click [here](#) and if you would like to register to ComPay, please click [Registering for ComPay](#)

1. Log into VBS and select 'Select Payment Type' from the Main Menu which is shown under the **Billing & Invoicing** section.

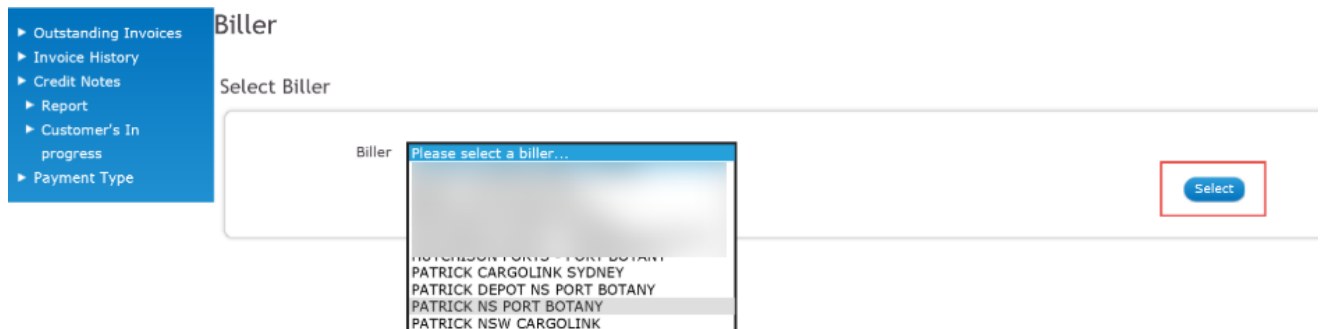


Alternatively, you can click on this link <https://geni.1-stop.biz/>

2. This will then direct you to the Generic Invoicing System (GENI), where you can select the Payment Type from the Main Menu.



3. Select a Biller from the drop down list and then press the **Select** button.



4. This will take you to the "Select Payment Type" screen. On this screen you will need to:

- Accept the terms and conditions outlined
- Enter the ComPay Client ID as Customer ID, ComPay username and password
- Click on the Confirm button

\*\*\*If you do not have a ComPay account, you can click on the link provided to register your account.

\*\*\*The ComPay user provided above will need to have access to **Authorise** the payments.

Your invoices will be sent to the email address: debug\_1stop@test.1-stop.biz

You can link your ComPay account with your VBS account. This will allow you to pay multiple invoices at once without having to go to ComPay.

- Enter your ComPay details below
- The user needs to have access to authorise payments
- Your login details will be authenticated
- Select multiple invoices from the list of outstanding invoice
- Click on Pay button

Please note :

- There will be transaction fee of \$1.76 per transaction.
- Multiple invoices can be paid in single transaction for the same biller/site.
- If you have set up dual authorisation in ComPay, then the payment would require authorisation by logging into ComPay
- If you are paying by credit card, there is *MSF fee* applicable
- By confirming to proceed with the payment, you acknowledge the Company [T's & C's](#)

Click [here](#) for more FAQ

\* I have read and understood the details above about the payment option that I have selected

Your ComPay Customer ID:  ComPay User Name:  ComPay Password: (not stored)

Don't have ComPay yet? [Click Here Now! Free Registration!](#)

[Confirm these details](#)

5. If the login details are correct, then you should see a message advising that the Changes have been successfully saved.

### Select Payment Type

**Biller** - PATRICK NS PORT BOTANY ([Change](#))

Changes saved successfully

Please note that for security purposes you will not see username and password once these details have been authenticated.