

How to Register for ComPay ?

ComPay is an online payment system for paying freight and storage invoices. If you would like to know more about ComPay please click [here](#).

What to Expect during the registration process?

- The registration process involves below steps:
 - Filling out an online form
 - Downloading and filling out the Direct Debit Request Form(DDR)
 - Sending the form to 1-Stop
 - Relevant checks by 1-Stop
 - Receiving login details to access ComPay
- Make sure you have this information handy while filling out the application form:
 - Company name and ABN
 - Address, phone and fax
 - Bank account or credit card details

Application Form

In order to start the application process please click on [this link](#).

Here, you'll be presented with the ComPay Client User Agreement. This is **Question 1** of a six-stage process (Questions 1 to 5 and Summary).

Question 1

Question 1 » Question 2 » Question 3 » Question 4 » Question 5 Summary

Question 1 - End User Licence Agreement

COMPAY CLIENT LICENCE AGREEMENT

This is an AGREEMENT between PSP LOGISTICS PTY LTD ABN 62 121 309 224 of Level 11, 50 Queen Street, Melbourne, Victoria, 3000, Australia, (the Licensor), and the party registering their details with the Licensor for the purpose of applying for that party to be able to use ComPay (You). The Licensor provides ComPay.

By ticking the box below and selecting 'I Agree', the person undertaking such action | acknowledges that as part of the registration process they have read and agree to the terms and conditions in this Agreement AND that they are authorised to enter this Agreement on behalf of and bind You (whether you are a company, partnership, trust, other entity or an individual). You agree that:

1. You will:

I have read, understand and agree to be bound by the Client Licence Agreement.

Print Client Licence Agreement

Before beginning the registration process, please ensure you have the following information ready:

- Corporate Details (Legal Name, Trading As, ABN, ACN, etc)
- Address Details
- Relevant Phone and Fax Numbers
- Bank Account Details (Payable and Receivable Accounts)
- Credit Card Details (optional)

Print out the agreement and read it thoroughly. When you've read and understand the agreement, tick the checkbox which states 'I have read, understand and agree to be bound by the Client License Agreement'.

Fill in the information required in the boxes below then click **'Next'**.

Name:

*** Mandatory Information**

Name: *

Position: *

Contact Phone: 61 - - * (eg 61-3-99999999)
 NOTE: This must be a landline number

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[Download the Direct Debit Request Form](#)

Question 2

In **Question 2**, you'll be asked to fill in your company details, as below.

Question 1 > **Question 2 >** Question 3 > Question 4 > Question 5 Summary

Question 2 - Corporate Details

Primary Business Function: *

Legal Name: *

Trading As: *

Type of Entity: *

Name of Partnership or Trust: *

ABN: *

ACN: *

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Note:

Legal Name: The name your company is registered with the ABR

Trading As: The name that other ComPay members know you by. For example, your company may be registered as "The Trustee for XYZ Company Pty Ltd" but you are actually known as "XYZ Company" to the industry.

ABN is mandatory whereas ACN is not a mandatory field

Question 3

In **Question 3**, you'll be asked to fill in your address details, as below. All fields are mandatory.

Question 1 > Question 2 > **Question 3 >** Question 4 > Question 5 Summary

Question 3 - Address Details

Business Address:

Address Line 1: *

Address Line 2: *

Suburb: *

State: *

Postcode: *

Postal Address:

[Same As Above](#)

Address Line 1: *

Address Line 2: *

Suburb: *

State: *

Postcode: *

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Question 4

Here you'll be asked to fill in your contact details, as below. The primary contact is the person who will have access to maintain your ComPay account. You can click [here](#) to find out what the user will have access to.

Remittance Advice Email: Email address of the primary contact user. This user will be notified when a payment has been made for your company.

CC Email for Remittance Advice: When a payment is made to your company the email addresses you nominate here will also receive the payment advice. You can add multiple email addresses separated by a comma or you can leave this field blank.

Question 1 > Question 2 > Question 3 > **Question 4 >** Question 5 Summary

Question 4 - Contact Details

Primary Contact:

Title: Ms

First Name: *

Last Name: *

Position: *

Phone: 61 - - (eg 61-3-99999999) *

Fax: 61 - - (eg 61-3-99999999) *

Mobile:

Remittance Advice Email: *

CC Email for Remittance Advice:

Secondary Contact (Optional):

Title: Mr

First Name:

Last Name:

Position:

Phone: 61 - - (eg 61-3-99999999)

Fax: 61 - - (eg 61-3-99999999)

Mobile:

Email:

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Complete the boxes, then click 'Next'.

Question 5

In **Question 5**, you'll be asked to fill in details for bank accounts payable and receivable.

Accounts Payable:

Any payments you create you will be debited from this account. Hence, please ensure that the bank details are filled in correctly. Click on the Add Payable account to fill out the bank details.

If you have multiple payable accounts you can click on the "Add Payable Account" button. You can also add your credit card if you wish to make a payment from the credit card.

At the time of making a payment, you will be able to choose which account to pay from.

Payable Accounts (maximum of 5)

Account Alias: *

Bank Institution Name: *

Address Line 1:

Address Line 2:

Suburb:

State: ACT

Postcode:

Account Name: *

BSB: *

Account Number: *

Default Delete

Add Payable Account

Credit Card Details (maximum of 5)

Card Alias: *

Credit Card Number: *

Card Holder Name: *

Card Expiry Date: *

Default Card

Add Credit Card

Accounts Receivable:

This is the account where you want to receive funds. You can only have one receivable account.

Receivable Account NOTE: Receivable account mandatory if any payable accounts have been entered

Name of Financial Institution *

Address Line 1

Address Line 2

Suburb

State ▼

Postcode

Country ▼

Account Name *

BSB Number - *

Account Number *

Default Currency ▼

Registration Summary

You will be presented with all the details you have entered so far. There is an Edit link on the left-hand side if you want to amend any details.

If the details are correct you can click on the "Complete Registration" button on the bottom left-hand side of the page.

Question 1 ▶	Question 2 ▶	Question 3 ▶	Question 4 ▶	Question 5	Summary
Primary Contact					
Title:	Mr				
First Name:	Kalandika				
Last Name:	Sharma				
Position:	PO				
Phone:	61-09-123456				
Fax:	61-09-112345				
Mobile:					
Email for Remittance Advice:	kalandika@gmail.com				
CC Email for Remittance Advice:	kalandika@gmail.com				
Secondary Contact					
Title:	Mr				
First Name:					
Last Name:					
Position:					
Phone:	61--				
Fax:	61--				
Mobile:					
Email:					
Edit					
Question 5 - Bank Account Details					
Payable Accounts					
Account Alias:	1962	Address Line 1:	Suburb:	Account Name:	Default
Institution Name:	1962	Address Line 2:	State:	BSB:	
			ACT	062 - 235	
			Postcode:	Account Number:	
				123456	
Receivable Account					
Name of Financial Institution:	NAB				
Address Line 1:					
Address Line 2:					
Suburb:					
State:	ACT				
Postcode:					
Country:	AU				
Account Name:	ADSA				
BSB:	062-235				
Account Number:	123456				
Default Currency:	AUD				
Edit					
<input type="button" value="◀ Back"/> <input type="button" value="Complete Registration"/>					

This is a secure page. ComPay has implemented SSL security technology designed to prevent unauthorised people from reading this page, or the information you send to us via this page. Please refer to ComPay's Privacy Statement for detailed information.

What happens next?

You will receive a confirmation email with the direct debit form attached. You will need to follow the instructions in the email to:

- complete the direct debit form
- the form needs to be signed by your primary contact
- fax it back; and

All details for postage and faxing are contained in the email.

At the same time, the 1-Stop Helpdesk will receive an email advising them of your registration.

Completing the direct debit form

When you complete the direct debit request (DDR) form you will be asked to confirm:

- your business details and identification;
- your accounts payable and receivable — note that if you have registered just to receive payments as a credit card holder, you only need to fill in account receivable; and
- whether your company requires dual authorisation for payments.

Dual authorisation

You will be asked to choose whether or not you want to have dual authorisation on payments made by your organisation.

Dual authorisation is similar to having two signatories to a cheque. 1-Stop can activate dual authorisation for your account once you've filled out the required information on the direct debit form.

To opt for dual authorisation on payments above a certain amount, select a minimum dollar amount. For instance, if you select a minimum amount of \$2000, all payments below this will not require dual authorisation and all payments above will require it. To opt to have dual authorisation for all payments, select a minimum dollar amount of \$0.01.

When you create Administrator accounts (see [Add new users](#)), you will nominate who can provide first level and second (final) authority on payments. These permissions will reflect the usual hierarchy of payment authority for financial transactions in your organisation.

Proof of ID for new customers

Customers who are new to 1-Stop will need to supply the standard 100 points of identification required by the *Financial Transactions Reports Act 1988* (Cth) in addition to supplying their company information. This means supplying all of the following:

- a passport, citizenship certificate or birth certificate;
- a letter from your bank, stating you're a known customer of more than a years' standing;
- a drivers' license; and
- a utility bill showing your name and address (not a mobile phone bill).

Test of bank details

When the direct debit form is received by the 1-Stop, we will complete a bank test of the accounts (\$5 is withdrawn and deposited again to test the validity of each bank account; this normally takes three working days).

Once the bank test has been conducted successfully, we will then send the Master Login details to the primary contact by email, with the:

- Master Admin client number (6 digit code), which is a unique identifier of your business on ComPay;
- user ID; and
- temporary

You will be prompted to change both user ID and password on the first usage.