

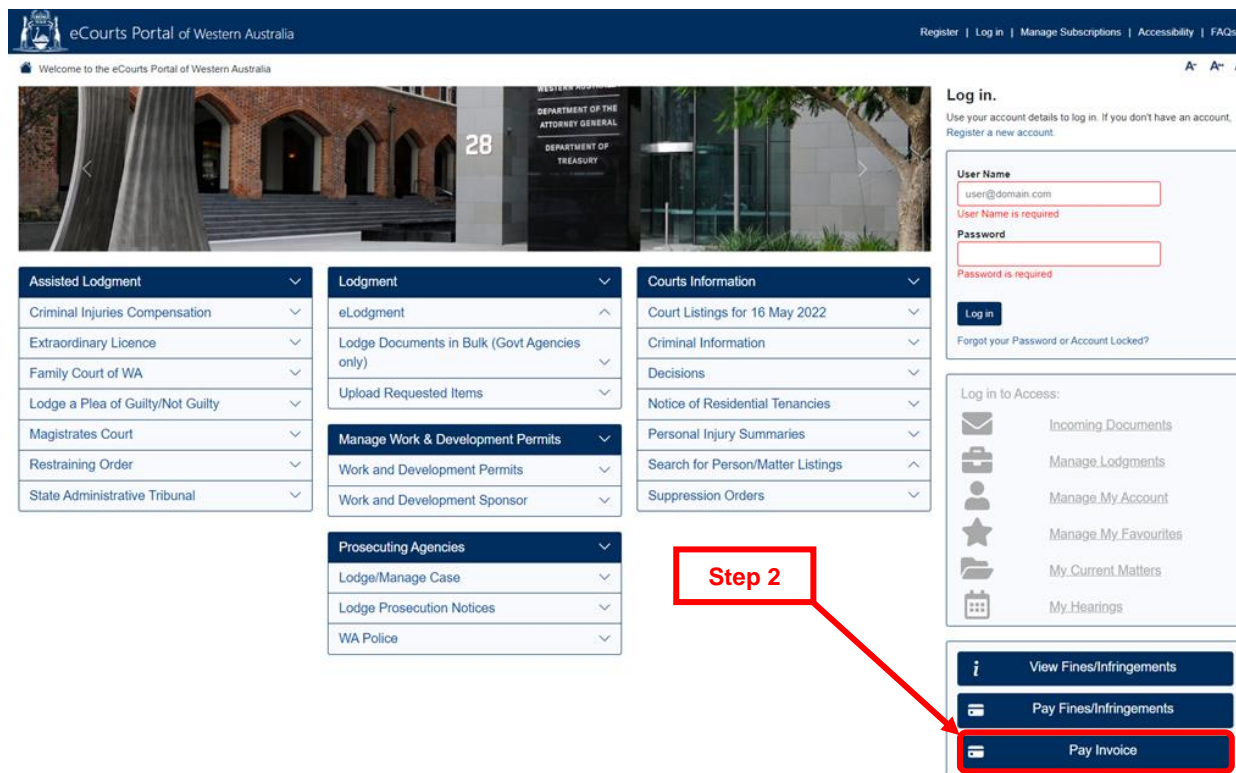
Help Card #6

eCourts - How do I pay a fee or invoice online?

Parties can make payments for any invoice via the eCourts portal home page. This allows an outstanding invoice to be paid instantly, there is no processing required by the Tribunal and parties can receive their receipt online once payment has been made.

STEP 1: Open the eCourts Portal - [eCourts Portal Home - eCourts Portal \(justice.wa.gov.au\)](https://justice.wa.gov.au)

STEP 2: Select 'Pay Invoice' on the bottom-right side



The screenshot shows the eCourts Portal of Western Australia. The page has a dark blue header with the logo and navigation links. Below the header is a banner image of a building. The main content area is divided into several sections. On the left, there are several dropdown menus for navigation. On the right, there is a 'Log in' section with input fields for 'User Name' and 'Password', and a 'Log in' button. Below the login section is a 'Log in to Access' section with a list of links and icons. At the bottom right, there is a vertical stack of three buttons: 'View Fines/Infringements', 'Pay Fines/Infringements', and 'Pay Invoice'. A red box highlights the 'Pay Invoice' button, and a red arrow points to it from a box labeled 'Step 2'.

STEP 3: Find invoice in three easy clicks

eCourts Portal of Western Australia

> Pay Invoices

Pay Invoices

Invoice Number: *

Step 3.1: Put in your invoice number. This can be found on the letter sent by the Tribunal.

Step 3.2: Enter Unique Captcha Code

Step 3.3: Click 'Find Invoice'

Enter Payment Details

Step 4: Confirm invoice details are correct, correct matter and amount to be paid.

eCourts Portal of Western Australia

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> Pay Invoices

Pay Invoices

Invoice 29249730 has been added.

Invoice Number: *

Invoice to Pay

Invoice Number	Line Description	Amount
29249730	1. SAT/PER/CC/123/2022 - SMITH v CITIZEN ASSOCIATION (INC) - Associations Incorp Act Appln	\$623.00
Invoice Total		\$623.00

Step 4

Remove

Enter Payment Details

STEP 5: Click Enter Payment Details

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> Pay Invoices A- A+ A*

Pay Invoices

Invoice 29249730 has been added.

Invoice Number: * [Find Invoice](#)

Invoice to Pay

Invoice Number	Line Description	Amount	
29249730	1 SAT/PER/CC/123/2022 – SMITH v CITIZEN ASSOCIATION (INC) – Associations Incorp Act Appln	\$623.00	Remove
Invoice Total		\$623.00	

Step 5

[Enter Payment Details](#)

STEP 6: Enter payment details

eCourts Portal of Western Australia [Register](#) | [Log in](#) | [Manage Subscriptions](#) | [Accessibility](#) | [FAQs](#)

> Pay Invoices A- A+ A*

Payment Details

Invoice Number	Line Description	Amount
29249730	1 SAT/PER/CC/123/2022 – SMITH v CITIZEN ASSOCIATION (INC) – Associations Incorp Act Appln	\$623.00
Invoice Total		\$623.00

Credit Card

Card Number: *

Card Name: *

Card Type: *

Expiry (MM/YY): * /

CVV2/CVC2: *

*The CVV2/CVC2 is a unique 3 digit number located on the rear of the credit card.

Amount: \$623.00

Step 6.1

Step 6.2: Click 'Submit'

[Submit](#)