

ASP Scheme – ASP Platform User Guide

How-to: Make a payment for your application through the ASP Platform


Navigate to...

ASP Scheme – ASP Platform User Guide	1
Introduction.....	1
Payment option 1: Credit card	4
Payment option 2: BPay	6
Payment option 3: PayPal	9
Payment option 4: Google Pay	12

Introduction

Step 1

Once the ASP Assessments Team approves your application, you will receive an email prompting you to pay for your accreditation. Follow the payment link. This link will take you to the platform where you can provide your payment details through the secure payment portal.



Dear Laura,

Your accreditation application REF-25120011 has been conditionally approved.

To proceed to final accreditation, you are required to complete payment based on your selected accreditation level:

Accreditation Level: Level 2

Amount Due: \$411.00

Due Date: 9/2/2026

You can complete the payment by clicking the link below:

[Payment Link](#)

Once payment is received and verified, you will receive a confirmation of your final accreditation status.

If you need help or have questions, please contact us at asp.scheme@planning.nsw.gov.au or on (02) 8275 1960.

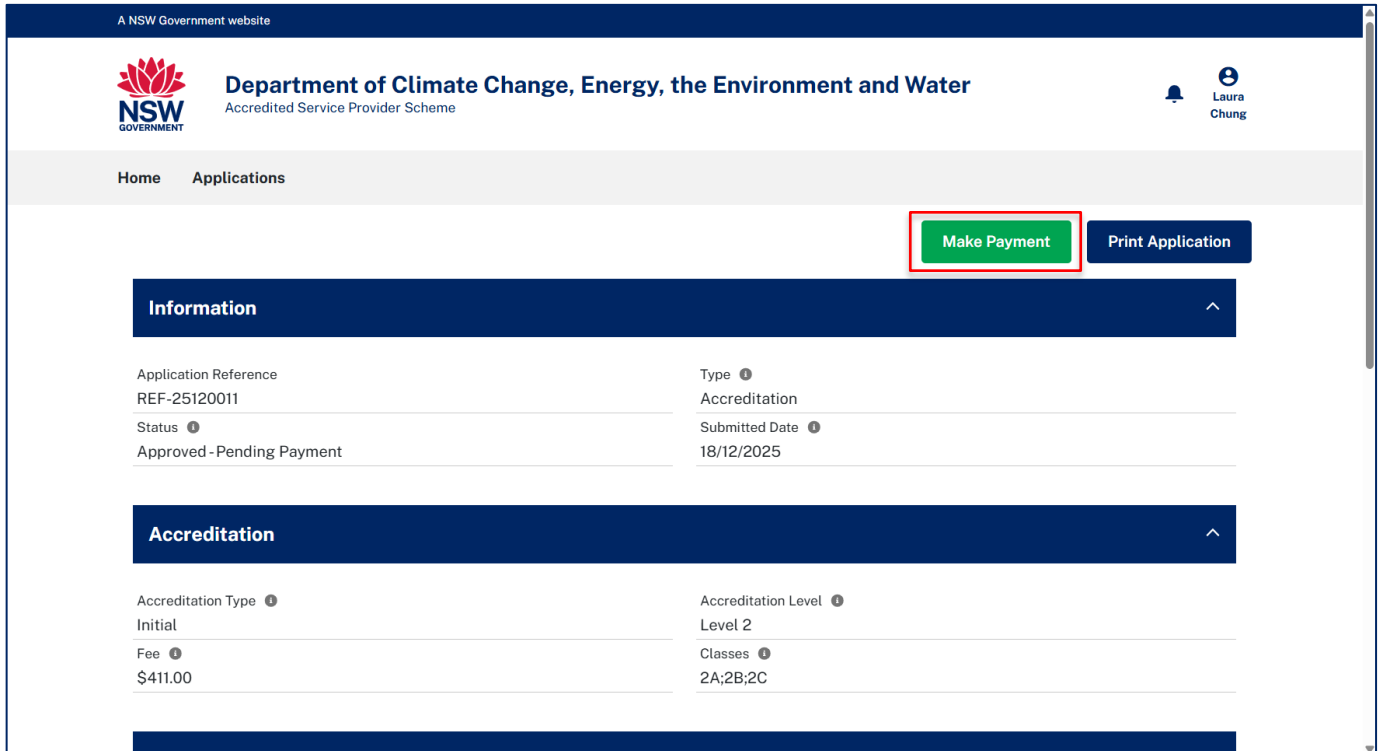
Thanks,

ASP Support Team
Department of Climate Change, Energy, the Environment and Water

Step 2

After clicking the 'Payment Link' in your email, you will enter the ASP Platform. From here, you should click on the **Make Payment** button, then click **Continue**.

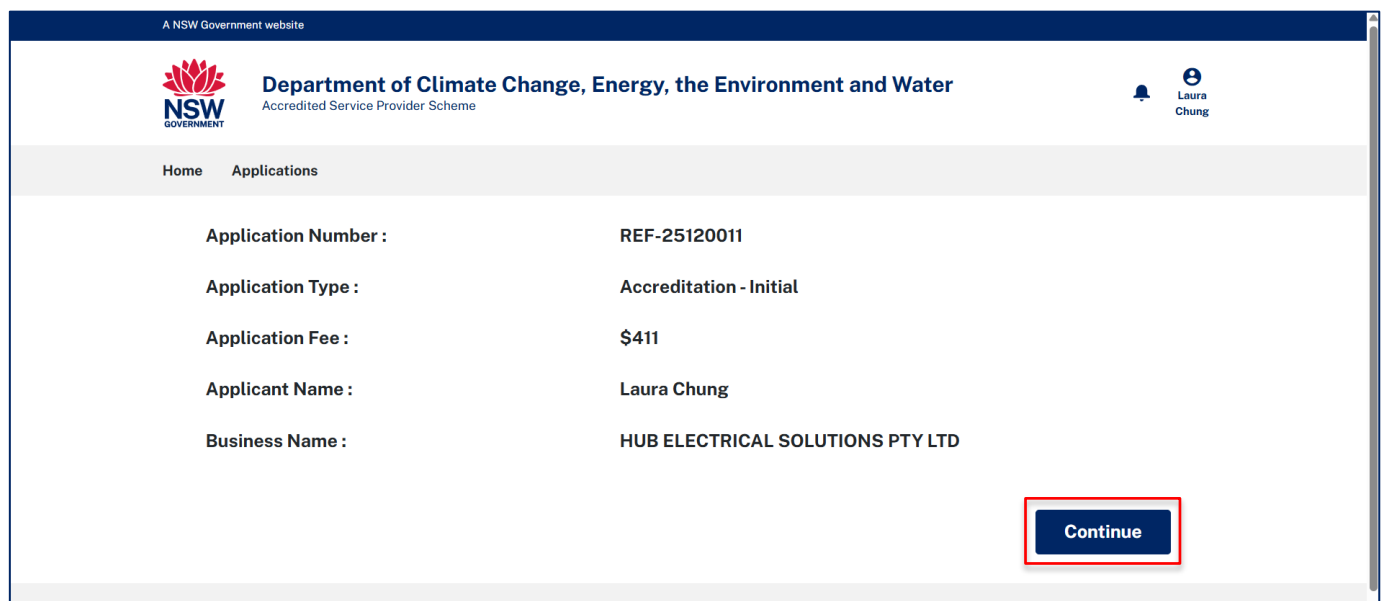
Note that you can also access this page by clicking **Applications > Submitted Applications > Your Application Number**.



A screenshot of the ASP Platform 'Information' page. The page header includes the NSW Government logo and the Department of Climate Change, Energy, the Environment and Water. The user is identified as Laura Chung. The page has a navigation bar with 'Home' and 'Applications'. Two buttons are visible: 'Make Payment' (highlighted with a red box) and 'Print Application'. Below the buttons is an 'Information' section with a table of application details.

Information	
Application Reference	REF-25120011
Type	Accreditation
Status	Approved - Pending Payment
Submitted Date	18/12/2025

Accreditation	
Accreditation Type	Initial
Accreditation Level	Level 2
Fee	\$411.00
Classes	2A;2B;2C



A screenshot of the ASP Platform 'Summary' page. The page header is identical to the previous screenshot. The user is identified as Laura Chung. The page has a navigation bar with 'Home' and 'Applications'. The main content area displays a list of application details in a key-value format. A 'Continue' button (highlighted with a red box) is located at the bottom right of the page.

Application Number :	REF-25120011
Application Type :	Accreditation - Initial
Application Fee :	\$411
Applicant Name :	Laura Chung
Business Name :	HUB ELECTRICAL SOLUTIONS PTY LTD





Step 3

Select your preferred payment type.

Payment options

Card iBPAY PayPal G Pay

Credit and debit cards accepted

Card number

Expiry date

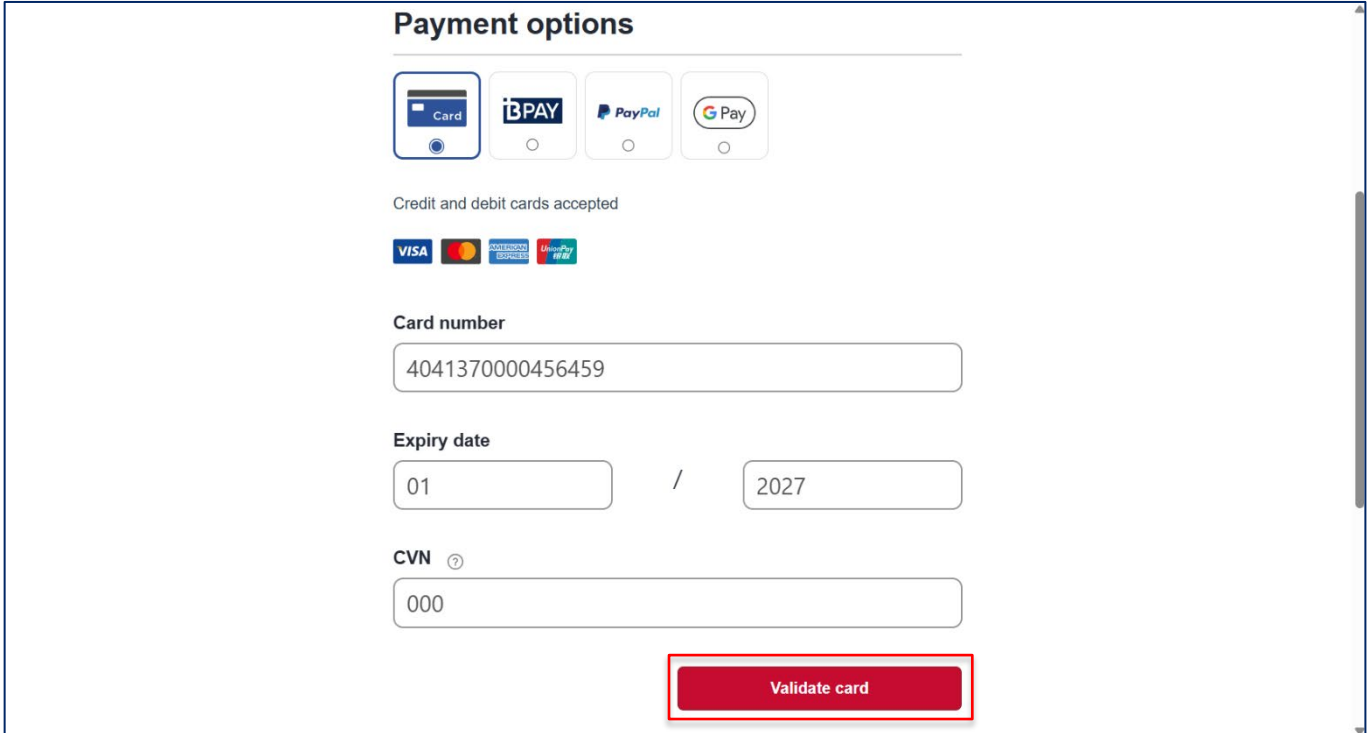
Month / Year

CVN [?](#)

Payment option 1: Credit card

Step 1




Enter in your card details and click the **Validate Card** button.



Payment options

Card iBPAY PayPal G Pay

Credit and debit cards accepted

VISA   

Card number
4041370000456459

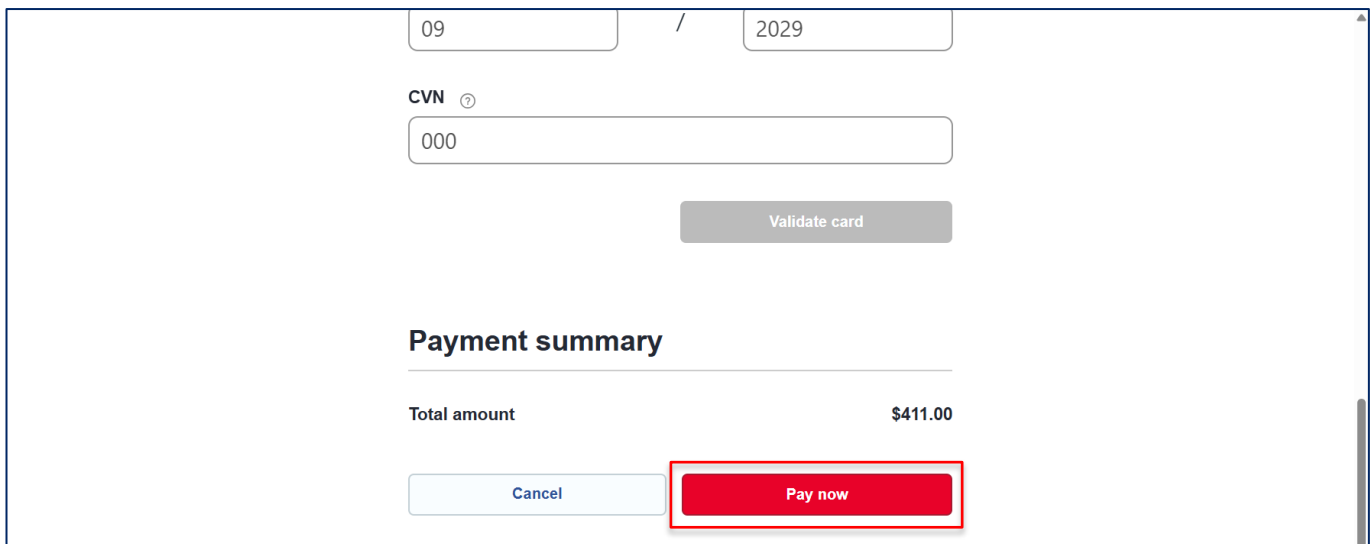
Expiry date
01 / 2027

CVN [?]
000

Validate card

Step 2

When your card is successfully validated, the Validate Card button will grey out. You will now be able to click the **Pay now** button. After clicking the button, wait for your payment to process. Do not close your screen while your payment is processing.



09 / 2029

CVN [?]
000

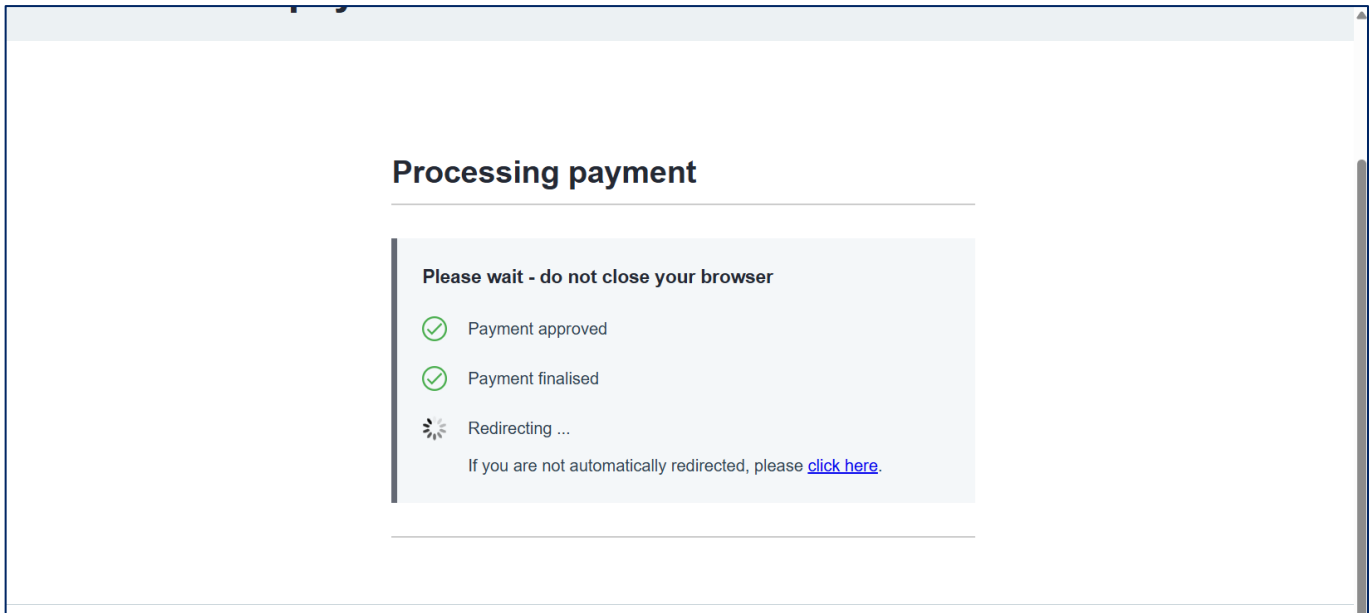
Validate card

Payment summary

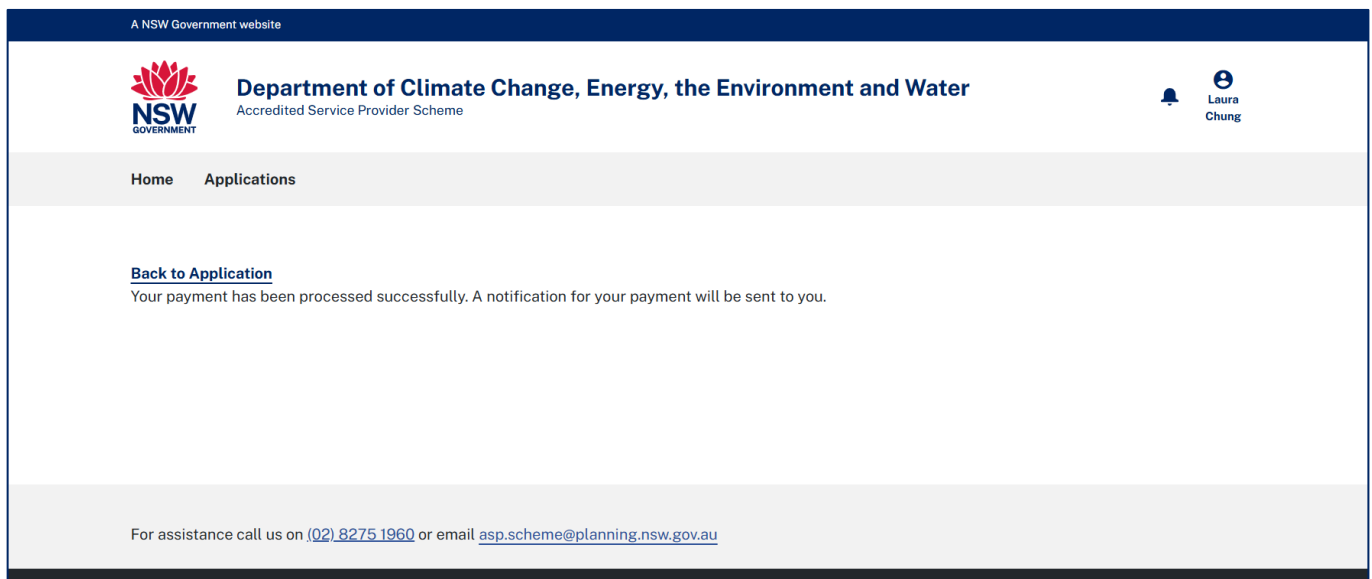
Total amount \$411.00

Cancel **Pay now**

Step 3



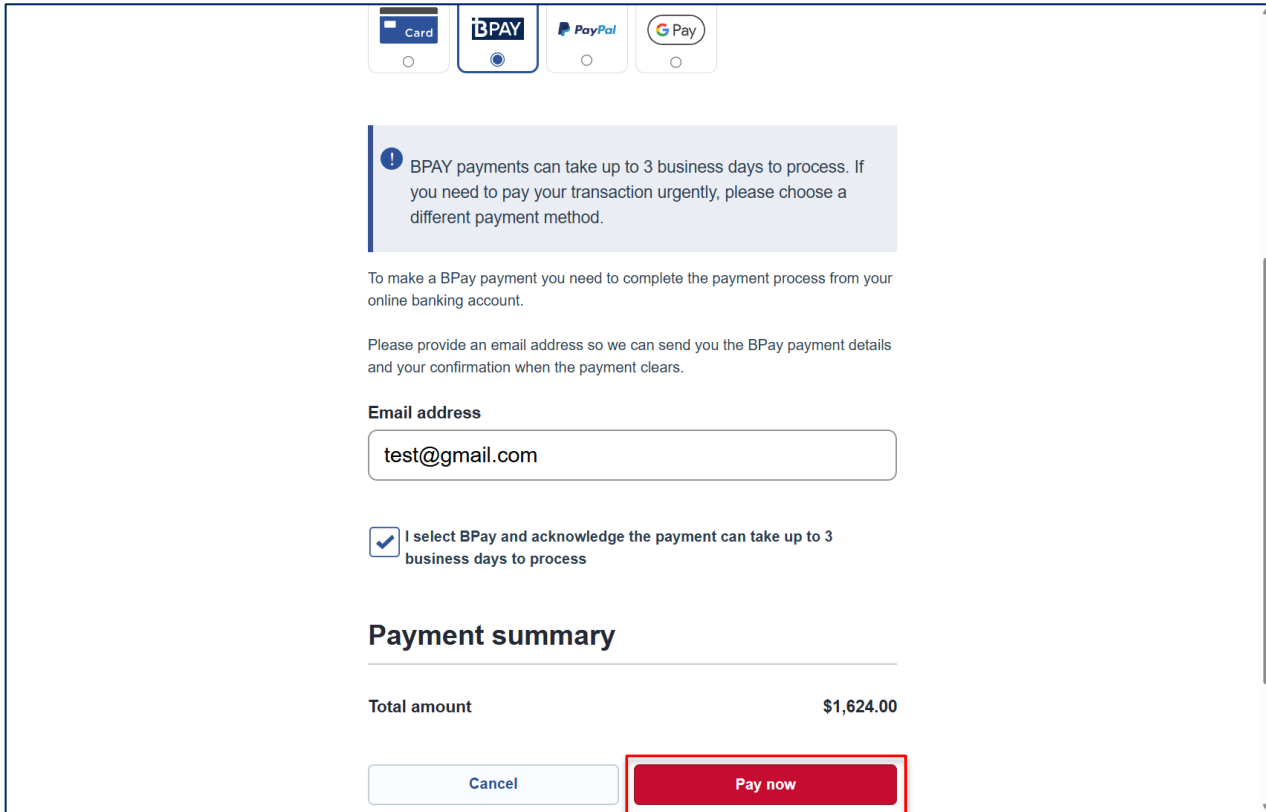
Once your payment has been processed, you will receive a confirmation message in the platform, and a notification of your payment will be sent to you via email.



Payment option 2: BPay

Step 1

Enter your email and check the box acknowledging that payment could take up to 3 days, then click **Pay now**.

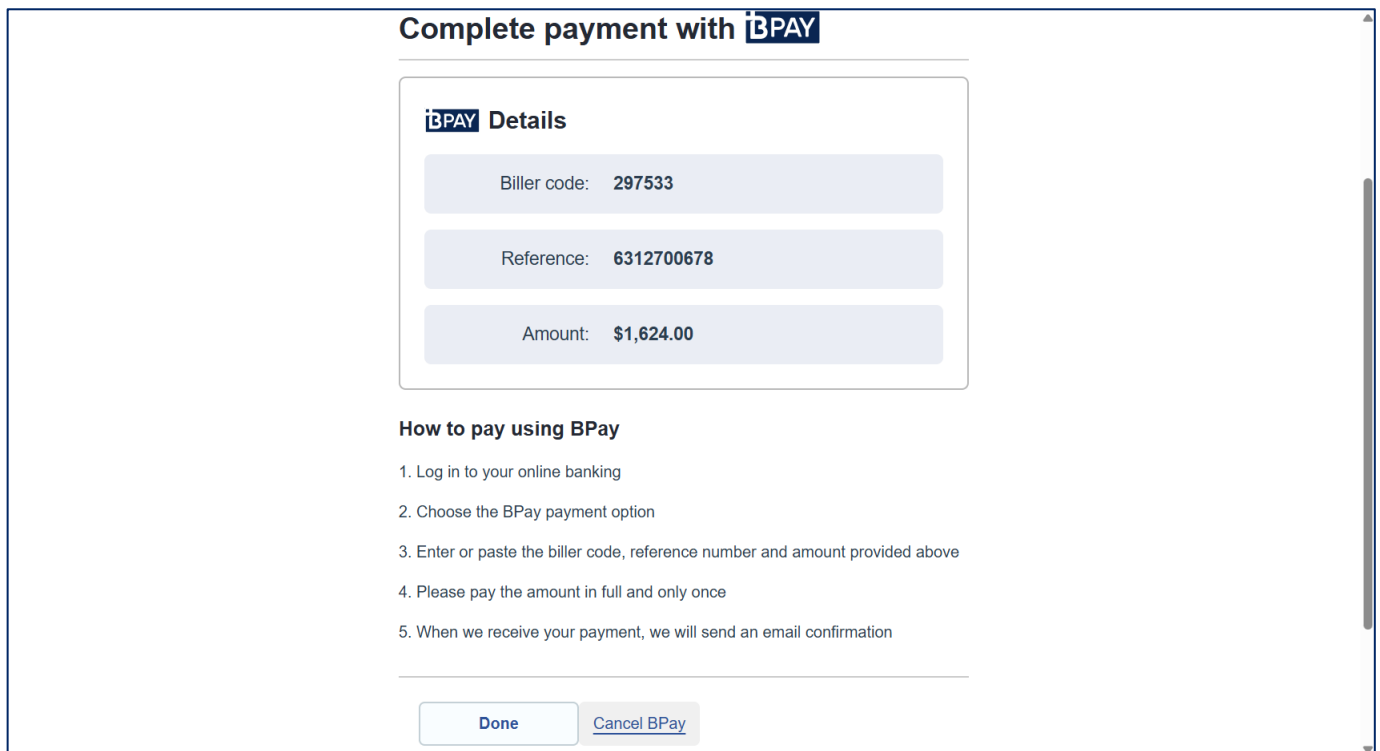


The screenshot shows a payment selection interface. At the top, there are four payment method options: Card, BPAY (selected), PayPal, and Google Pay. Below this is a warning box with an exclamation mark icon: "BPAY payments can take up to 3 business days to process. If you need to pay your transaction urgently, please choose a different payment method." Below the warning, there is explanatory text: "To make a BPay payment you need to complete the payment process from your online banking account." and "Please provide an email address so we can send you the BPay payment details and your confirmation when the payment clears." There is an "Email address" label and a text input field containing "test@gmail.com". Below the input field is a checked checkbox with the text "I select BPay and acknowledge the payment can take up to 3 business days to process". At the bottom, there is a "Payment summary" section with a table showing "Total amount" as "\$1,624.00". At the very bottom, there are two buttons: "Cancel" and "Pay now", with the "Pay now" button highlighted with a red border.

Step 2

You will be directed to a page that lists the Biller code and reference number to enter into BPay through your online banking portal. It will also include instructions to guide you through completing your BPay payment.

You will also receive an email with the same details and instructions



The screenshot shows a web page titled "Complete payment with BPAY". It features a "BPAY Details" section with three input fields: "Biller code: 297533", "Reference: 6312700678", and "Amount: \$1,624.00". Below this is a "How to pay using BPay" section with five numbered steps: 1. Log in to your online banking, 2. Choose the BPay payment option, 3. Enter or paste the biller code, reference number and amount provided above, 4. Please pay the amount in full and only once, and 5. When we receive your payment, we will send an email confirmation. At the bottom, there are two buttons: "Done" and "Cancel BPay".

Complete payment with BPAY

BPAY Details

Biller code: 297533

Reference: 6312700678

Amount: \$1,624.00

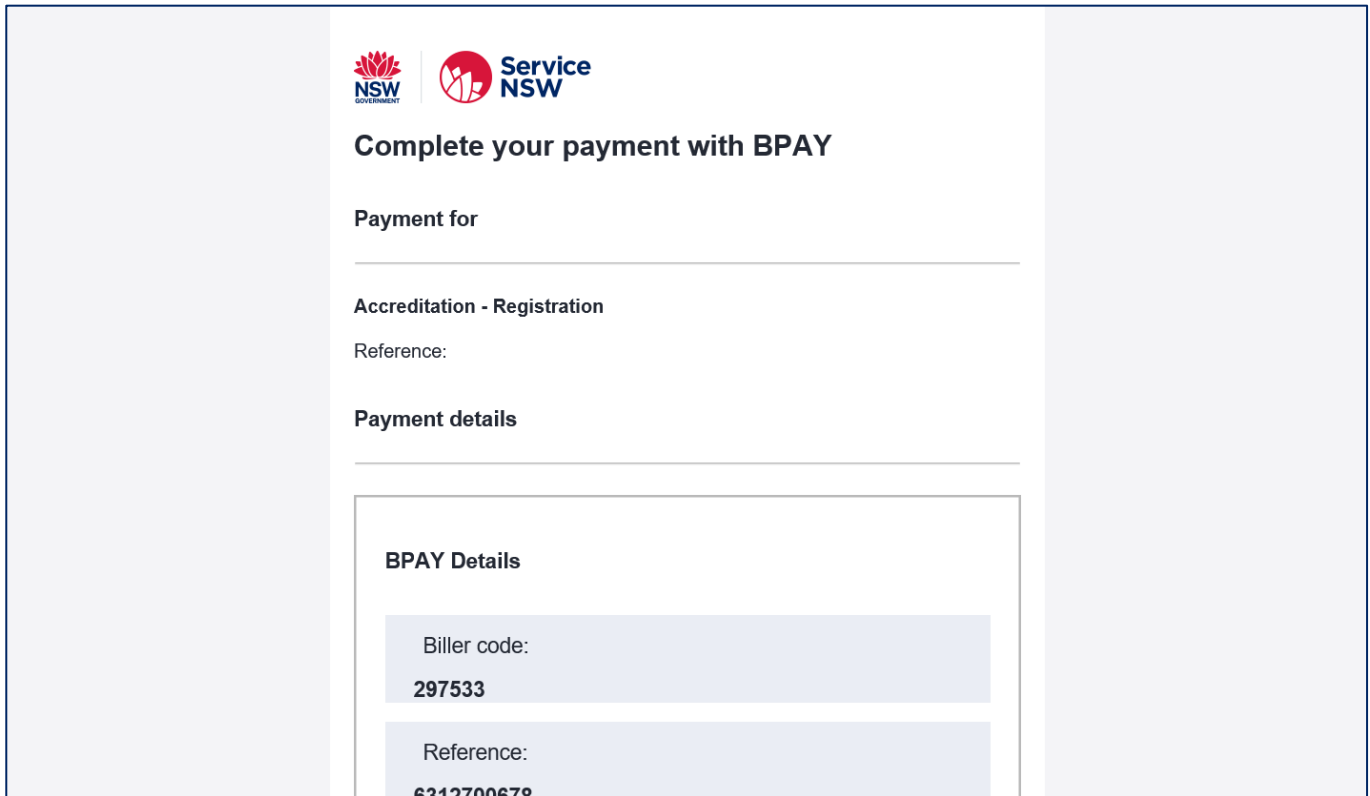
How to pay using BPay

1. Log in to your online banking
2. Choose the BPay payment option
3. Enter or paste the biller code, reference number and amount provided above
4. Please pay the amount in full and only once
5. When we receive your payment, we will send an email confirmation

[Done](#) [Cancel BPay](#)

Step 3

Once you have completed payment, you may navigate back to the page in Step 2 and click **Done**.



Complete your payment with BPAY

Payment for

Accreditation - Registration

Reference:

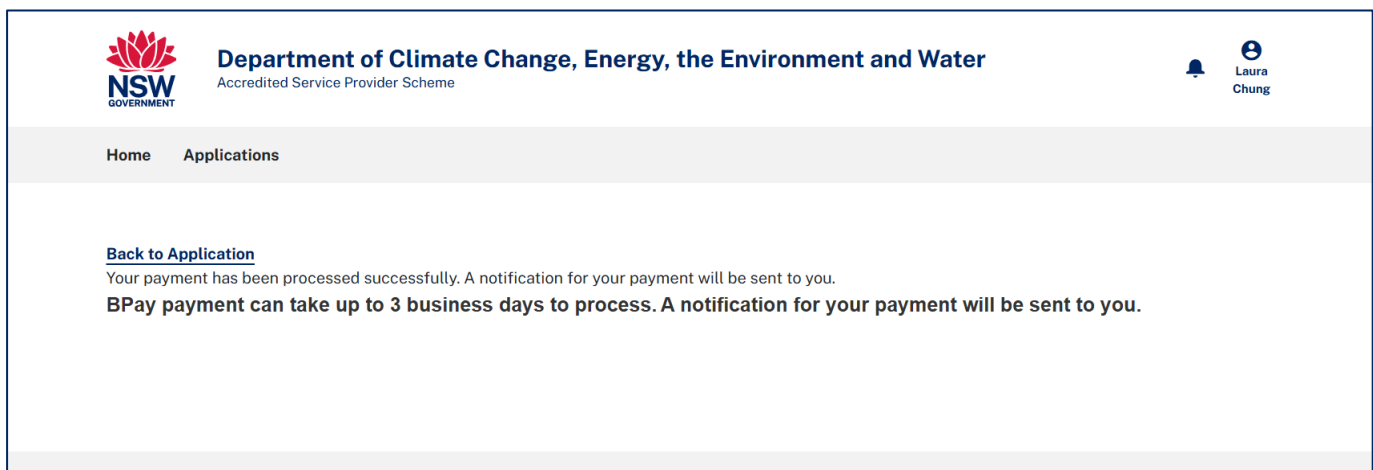
Payment details

BPAY Details

Biller code:
297533

Reference:
6312700678

You will be redirected to the following page. Please note this does *not* mean your payment has been successfully processed.



NSW GOVERNMENT | Department of Climate Change, Energy, the Environment and Water
Accredited Service Provider Scheme

Home Applications

[Back to Application](#)

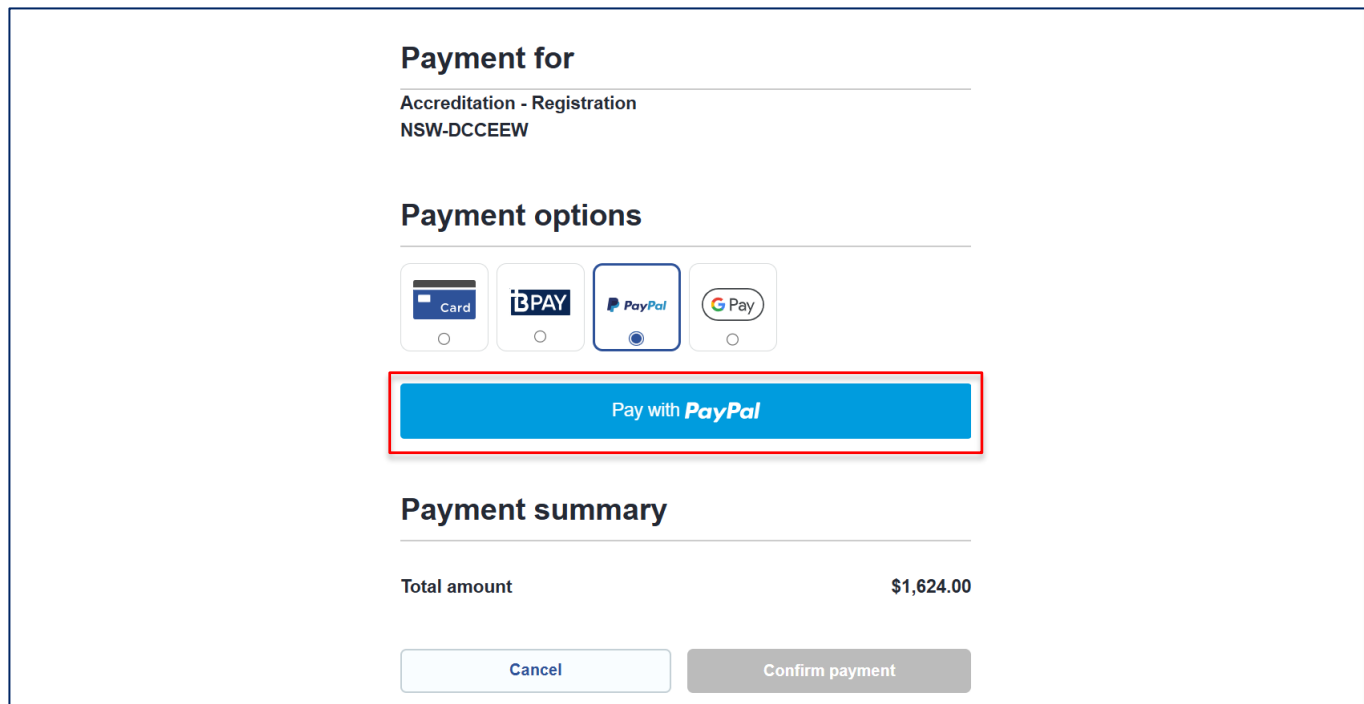
Your payment has been processed successfully. A notification for your payment will be sent to you.
BPay payment can take up to 3 business days to process. A notification for your payment will be sent to you.

An email notification for your payment will be sent to you once the payment has been successfully processed. As noted, this process can take up to 3 days.

Payment option 3: PayPal

Step 1

After you select this option, wait for the Pay with PayPal button to appear. When you click this button, a PayPal payment window will appear.

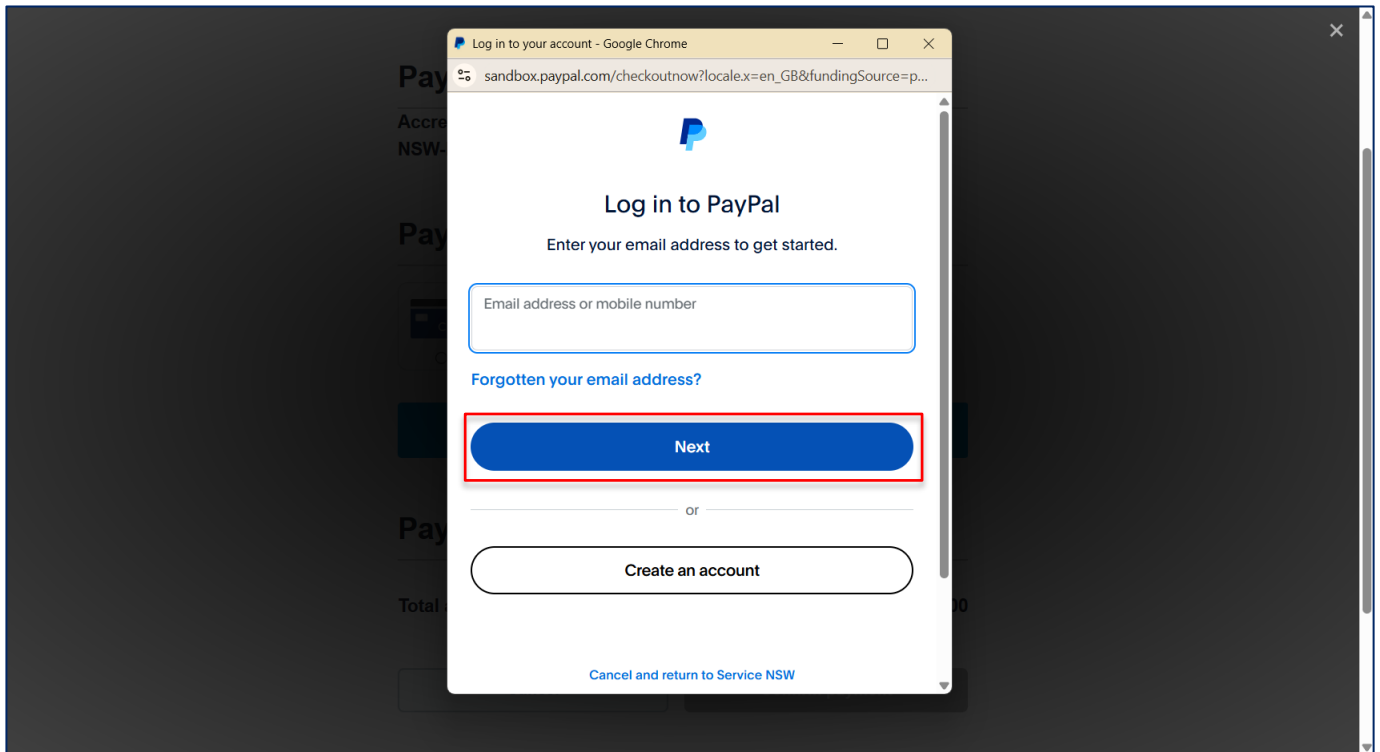


The screenshot displays a payment interface with the following sections:

- Payment for:** Accreditation - Registration, NSW-DCCEEW
- Payment options:** Four options are shown: Card, iBPAY, PayPal, and Google Pay. The PayPal option is selected, indicated by a blue dot.
- Pay with PayPal:** A prominent blue button with white text, highlighted by a red rectangular box.
- Payment summary:** Shows a total amount of \$1,624.00.
- Buttons:** 'Cancel' and 'Confirm payment' buttons are located at the bottom.

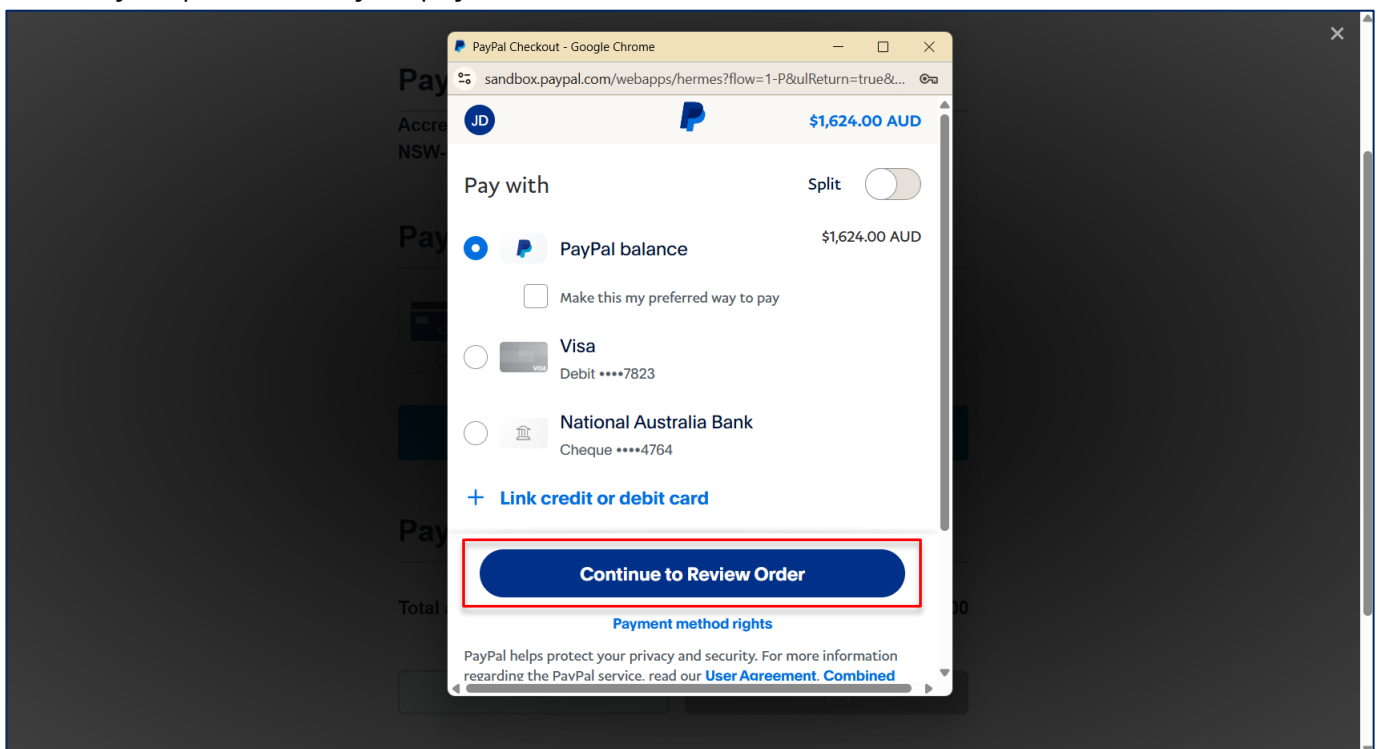
Step 2

Log in with your PayPal credentials.



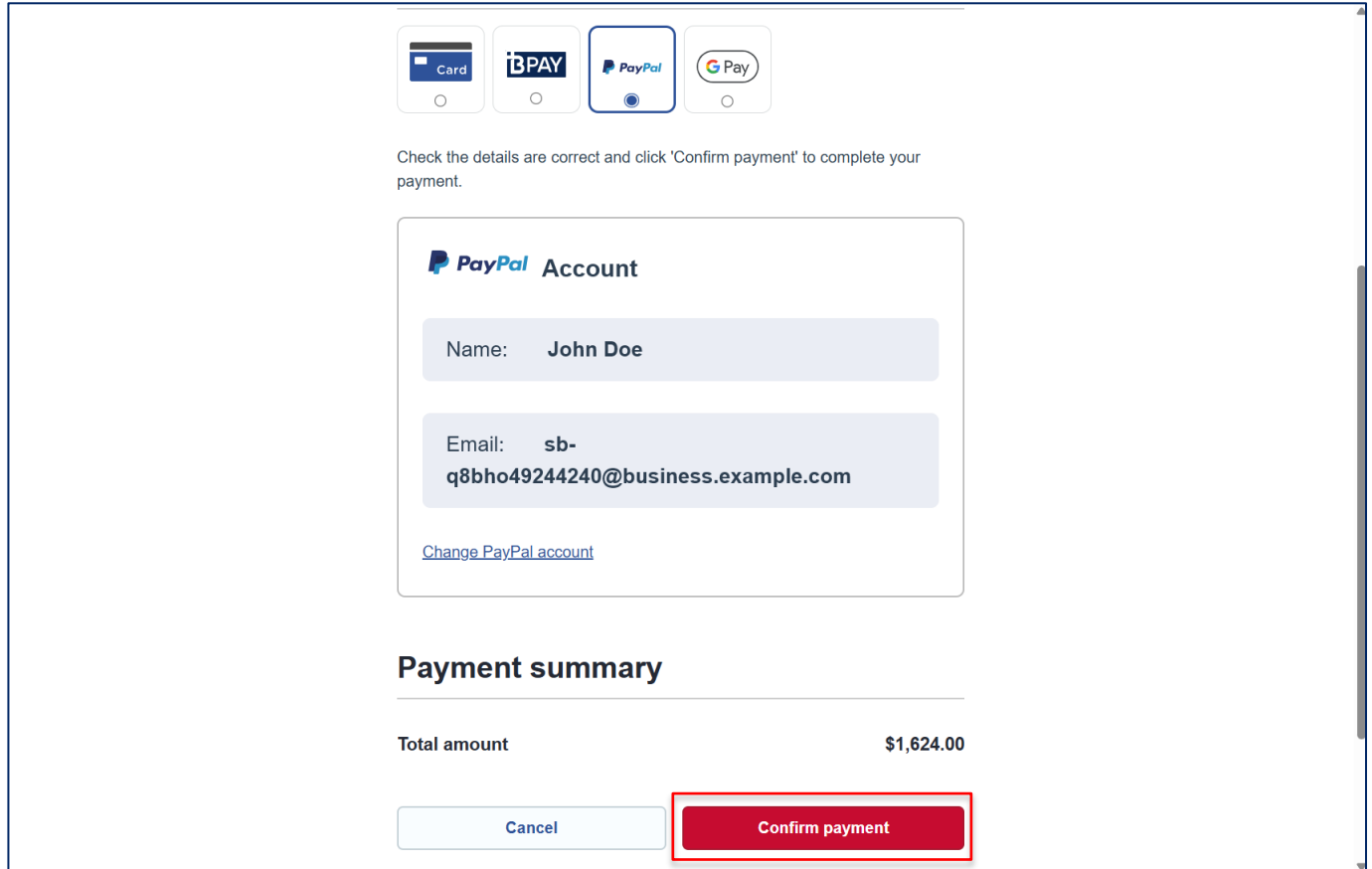
Step 3

Choose your preferred PayPal payment method and select Continue to Review Order.

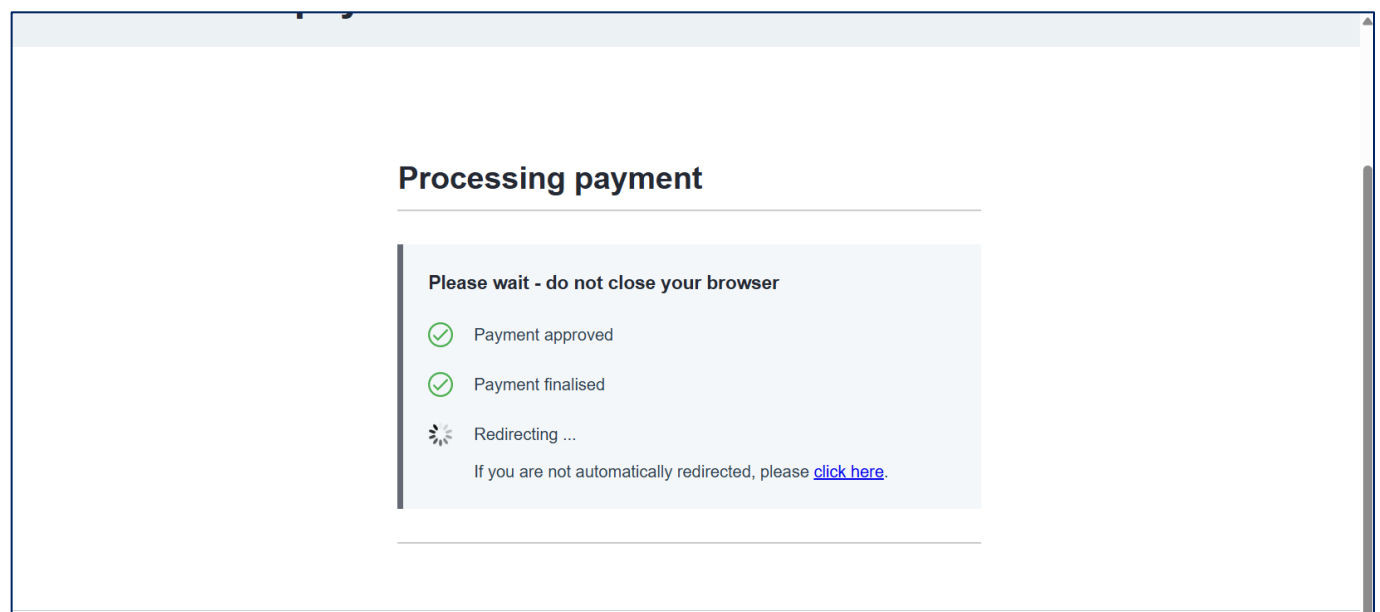


Step 4

You will be redirected back to the payment page, where you should now click **Confirm payment** and wait for your payment to be processed.



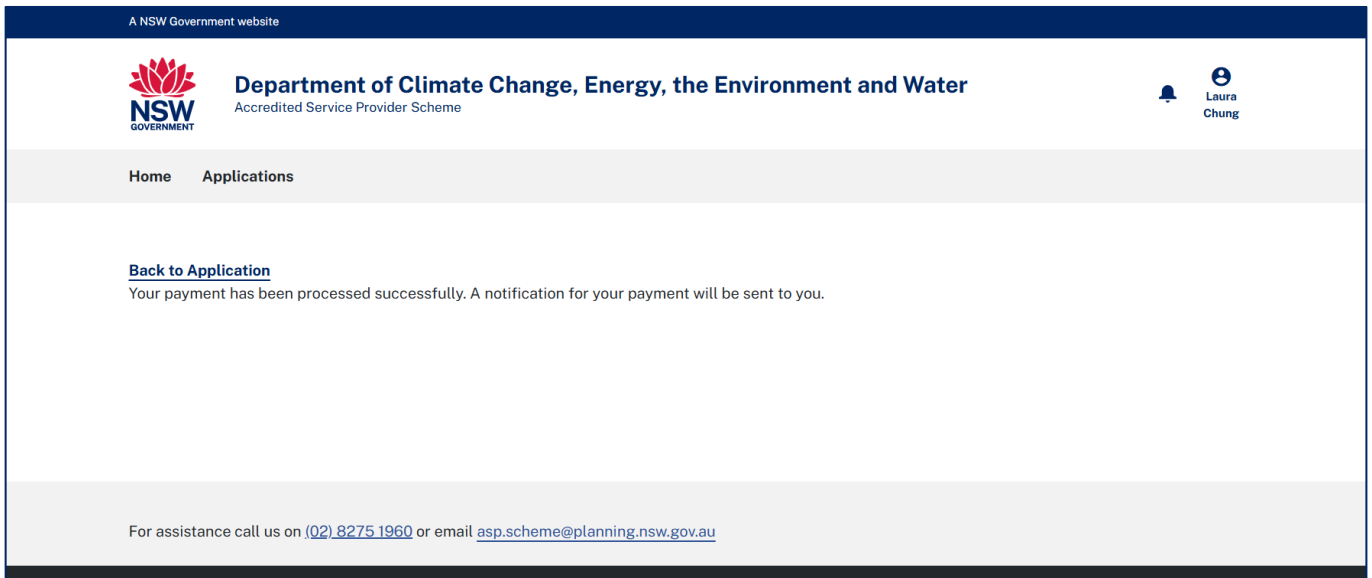
The screenshot shows a payment confirmation interface. At the top, there are four payment method icons: Card, iBPAY, PayPal, and Google Pay. Below these icons, a text prompt reads: "Check the details are correct and click 'Confirm payment' to complete your payment." A "PayPal Account" section displays the user's name as "John Doe" and their email as "sb-q8bho49244240@business.example.com". A link for "Change PayPal account" is provided below the email. A "Payment summary" section shows a "Total amount" of "\$1,624.00". At the bottom, there are two buttons: a light blue "Cancel" button and a red "Confirm payment" button, which is highlighted with a red border.



The screenshot shows a "Processing payment" page. The main heading is "Processing payment". Below this, a light blue box contains the following text: "Please wait - do not close your browser". A list of three items follows, each with a green checkmark icon: "Payment approved", "Payment finalised", and "Redirecting ...". Below the list, a text prompt says: "If you are not automatically redirected, please [click here](#)." The page is otherwise blank.

Step 5

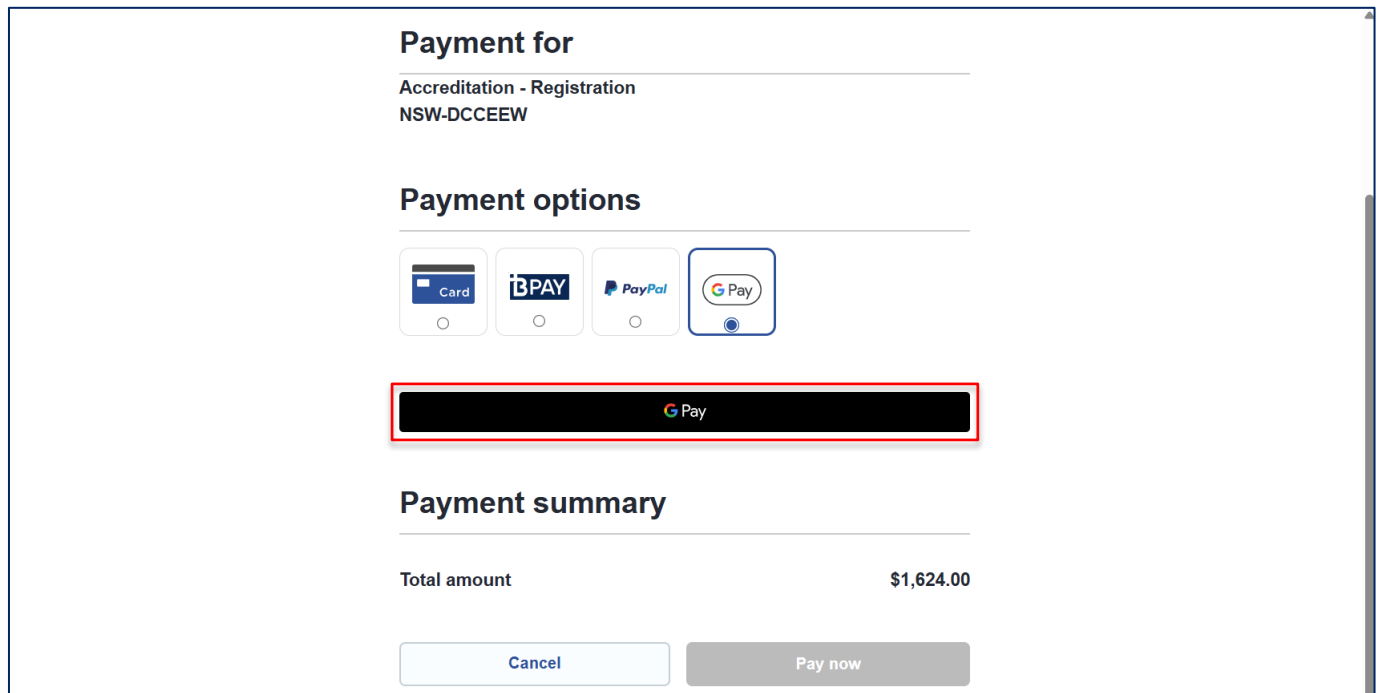
Once your payment has been processed, you will receive a confirmation message in the platform. A notification for your payment will also be sent to you via email.



Payment option 4: Google Pay

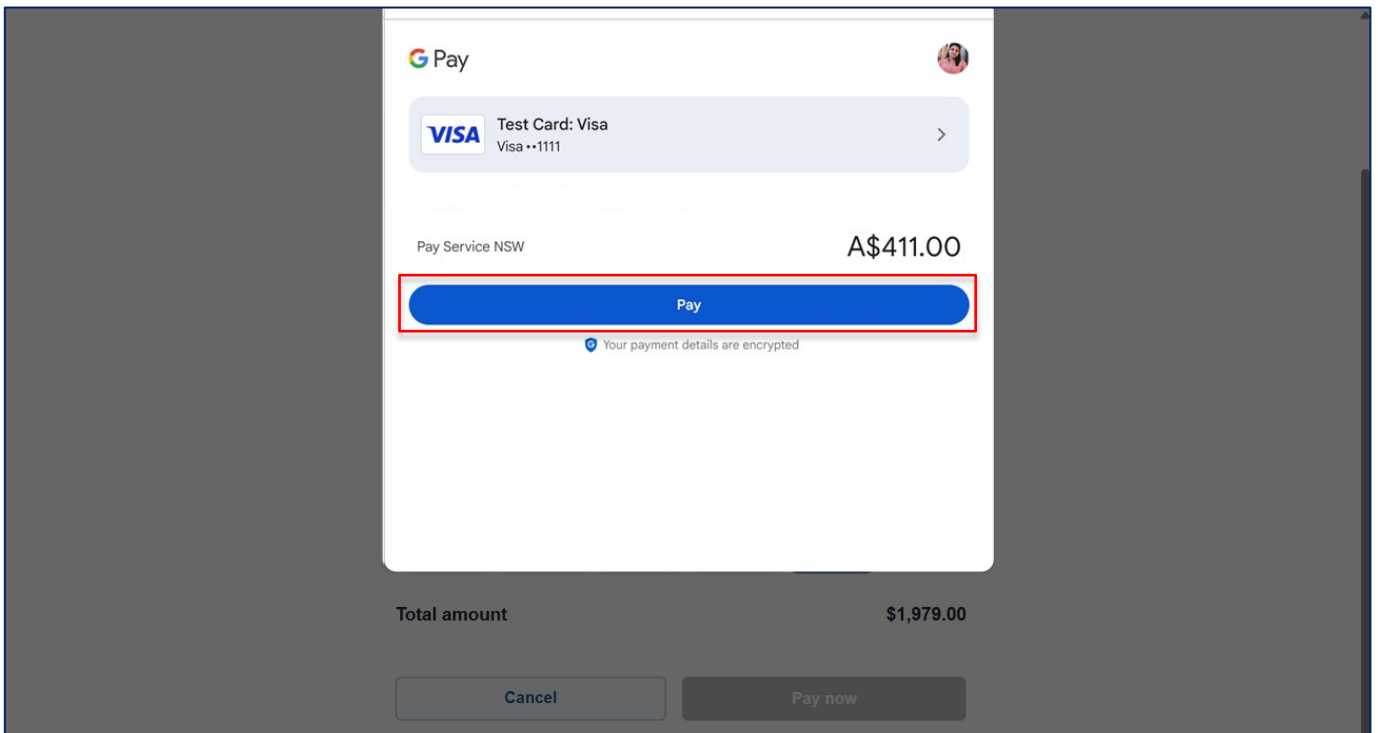
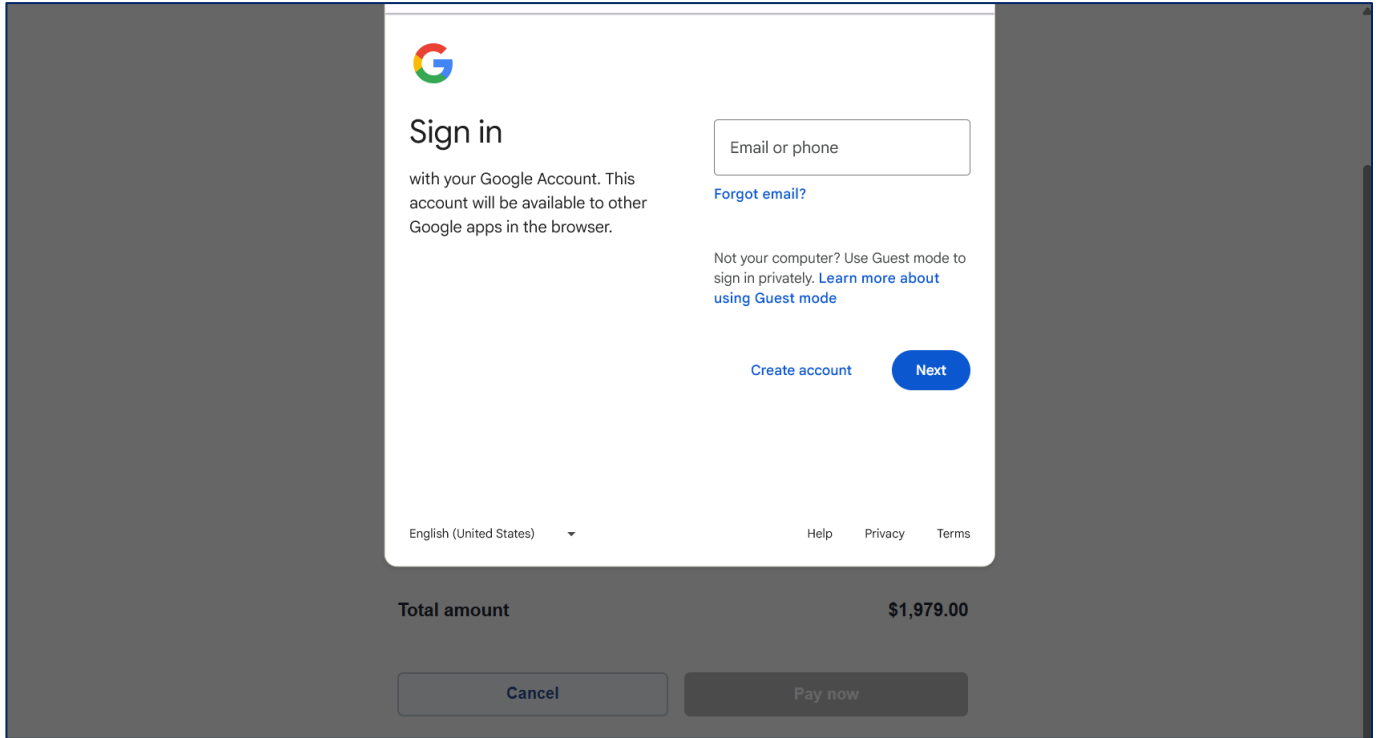
Step 1

After you select this option, wait for the G Pay button to appear. When you click this button, a G Pay payment window will appear.



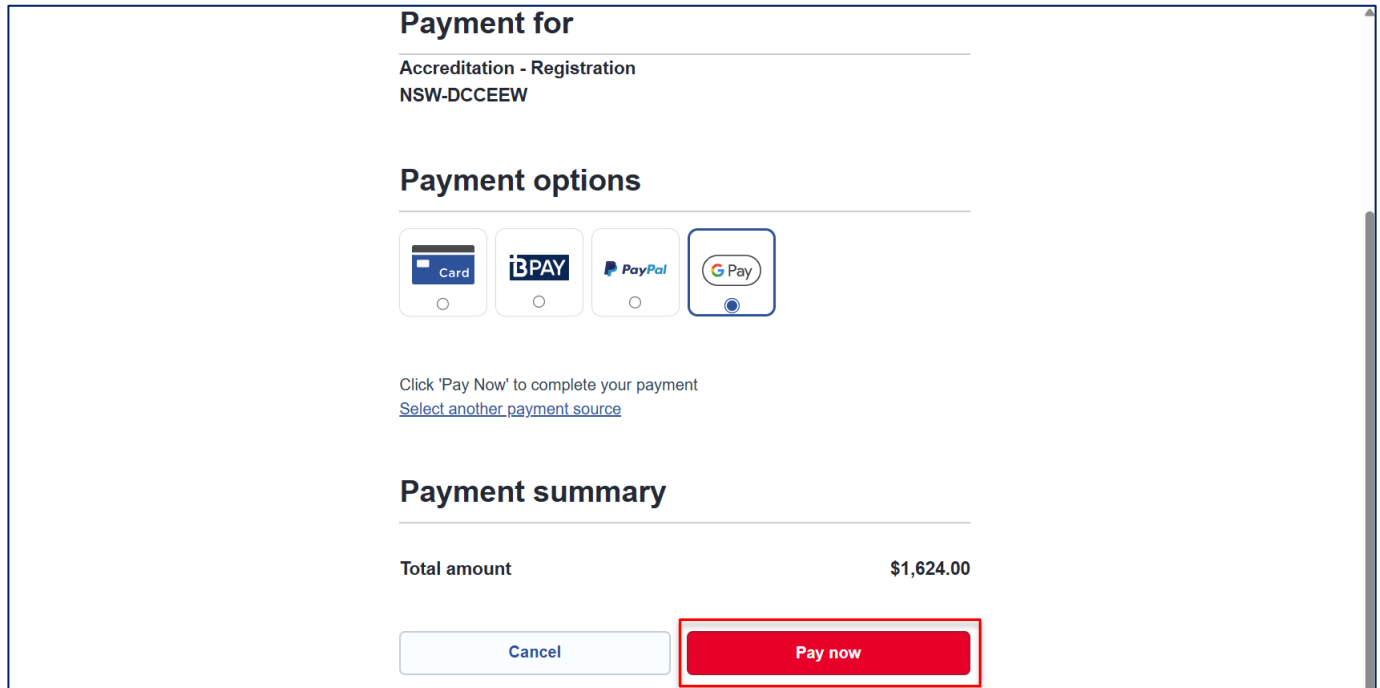
Step 2:

Sign into your Google account and select the card linked to your Google account that you wish to pay with.



Step 3:

You will be returned to the payment portal, where you should click the Pay Now button and wait for your payment to be processed.



Payment for
Accreditation - Registration
NSW-DCCEEW

Payment options

Card iBPAY PayPal Google Pay

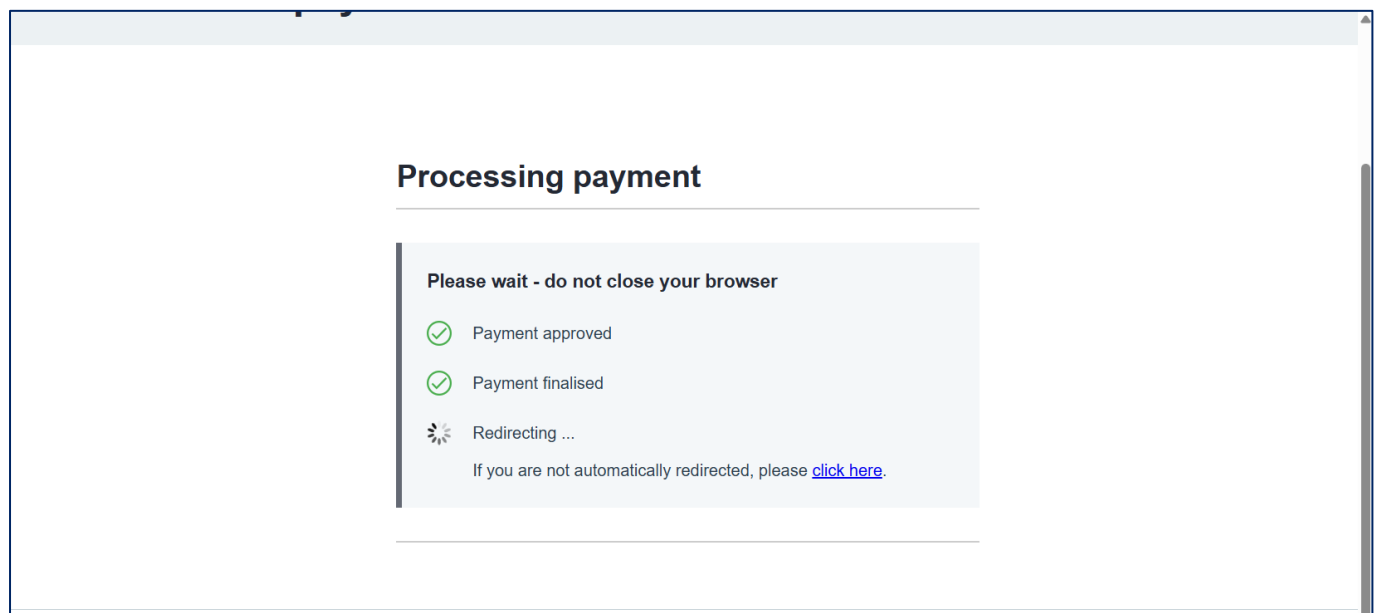
Click 'Pay Now' to complete your payment
[Select another payment source](#)

Payment summary

Total amount	\$1,624.00
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Step 4:

Once your payment has been processed, you will receive a confirmation message in the platform. A notification for your payment will also be sent to you via email.




Processing payment



Please wait - do not close your browser

- ✓ Payment approved
- ✓ Payment finalised
- ⌄ Redirecting ...

If you are not automatically redirected, please [click here](#).

A NSW Government website

 **Department of Climate Change, Energy, the Environment and Water**
Accredited Service Provider Scheme

  Laura Chung

[Home](#) [Applications](#)

[Back to Application](#)
Your payment has been processed successfully. A notification for your payment will be sent to you.

For assistance call us on [\(02\) 8275 1960](tel:0282751960) or email asp.scheme@planning.nsw.gov.au