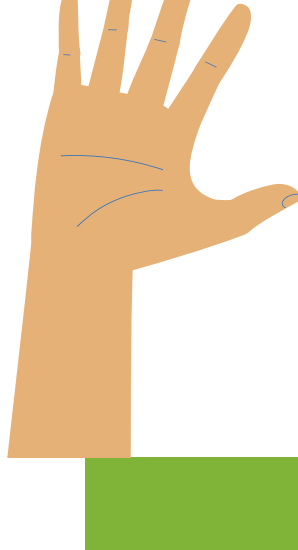


Developer Services Portal

Fees, Invoices, and Infrastructure Charges changes



There are 5 key changes in the Developer Services Portal that you should be aware of:

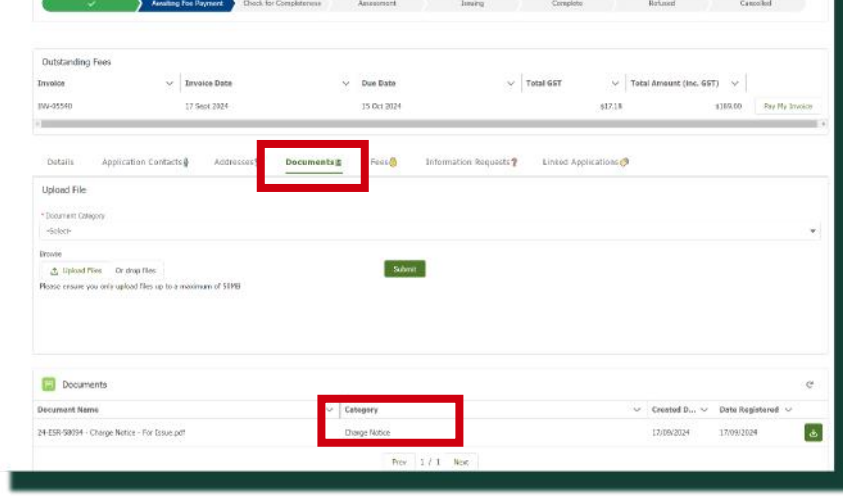
1. Charge Notice and Invoice name change.
2. Outstanding fees block.
3. Progression of Application Stages.
4. Adding individual and business contacts.
5. Infrastructure Charges.

So what are the changes?

1 Charge Notices new look!

Charge notices are now known as **Development Pro Forma Invoices**. The new template also reflects our updated branding.

Terms in the Document Category of your application will remain as **Charge Notice** for now, but will change in the near future.



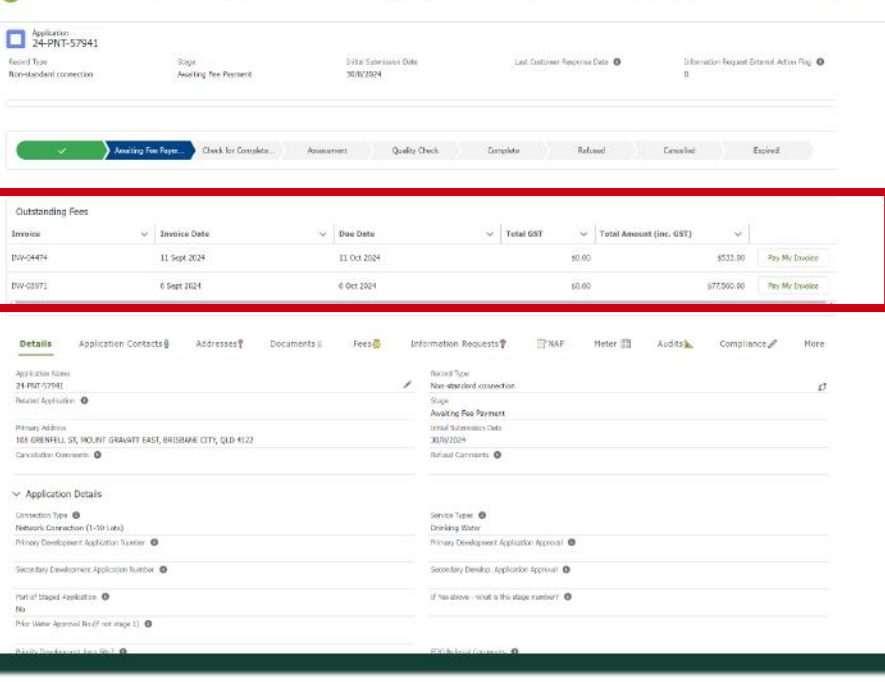
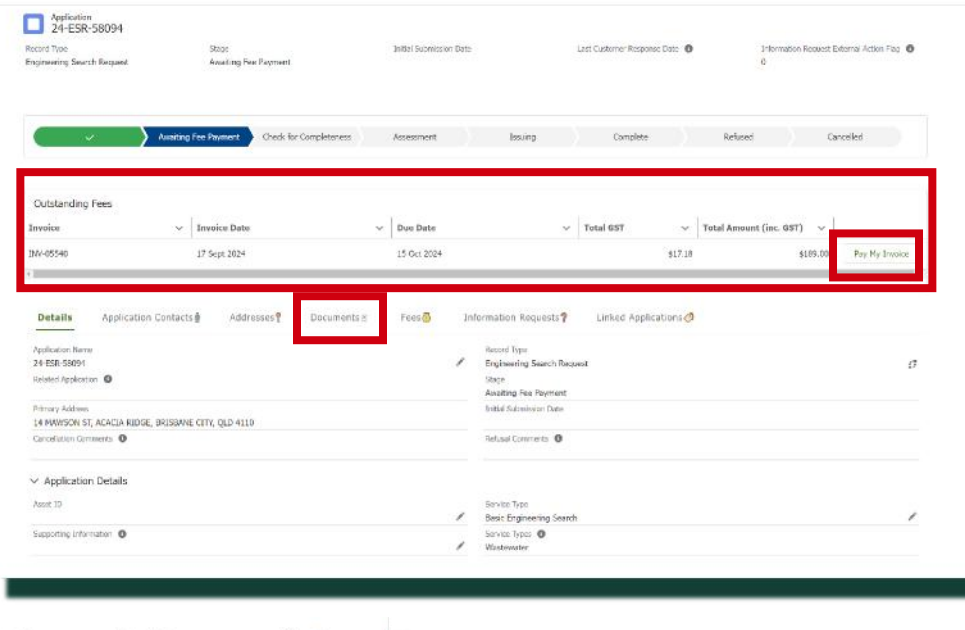
When you download the document, you will see the **Development Pro Forma Invoice**.

When full payment is cleared in the Developer Services Portal, you will receive a **Development Tax Invoice / Receipt**.



2 Outstanding Fees

There is an updated Outstanding Fees component where you can **Pay My Invoice** via the portal, or download the Development Pro Forma Invoice or Infrastructure Charges Pro Forma Invoice via the Documents tab.

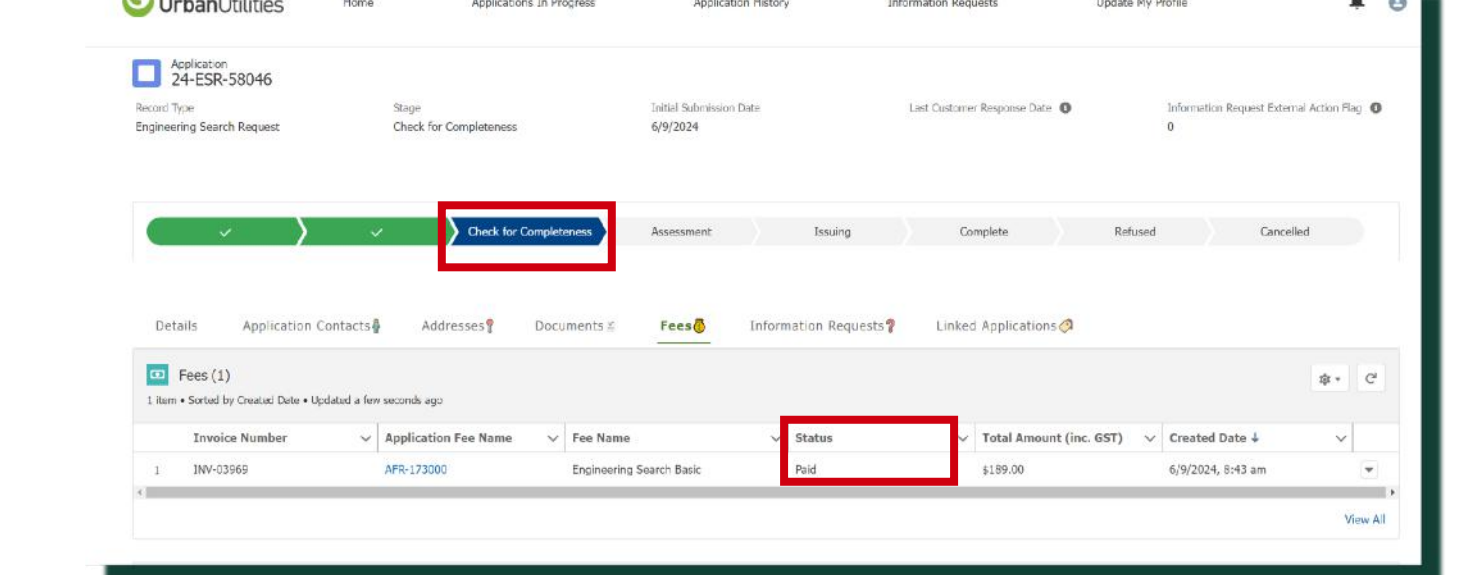
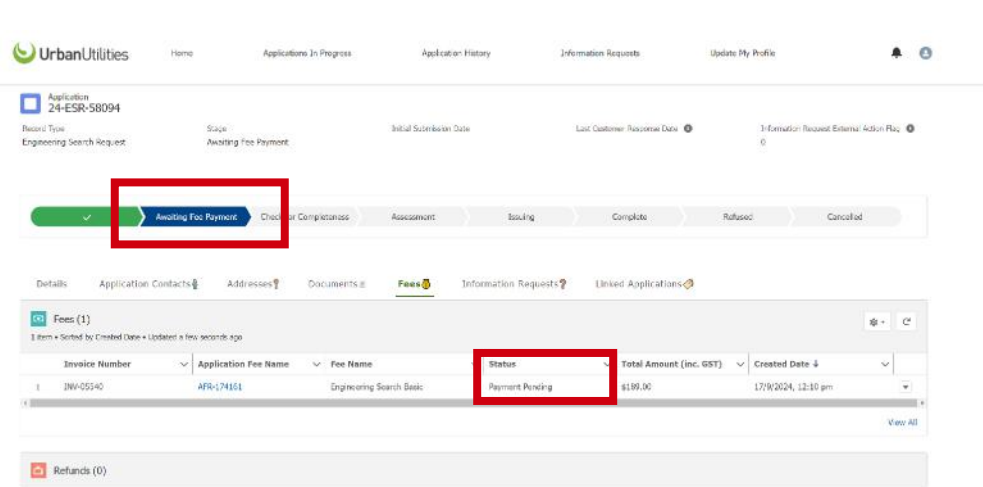


When you have more than one invoice, you will have an option to choose which one to pay.

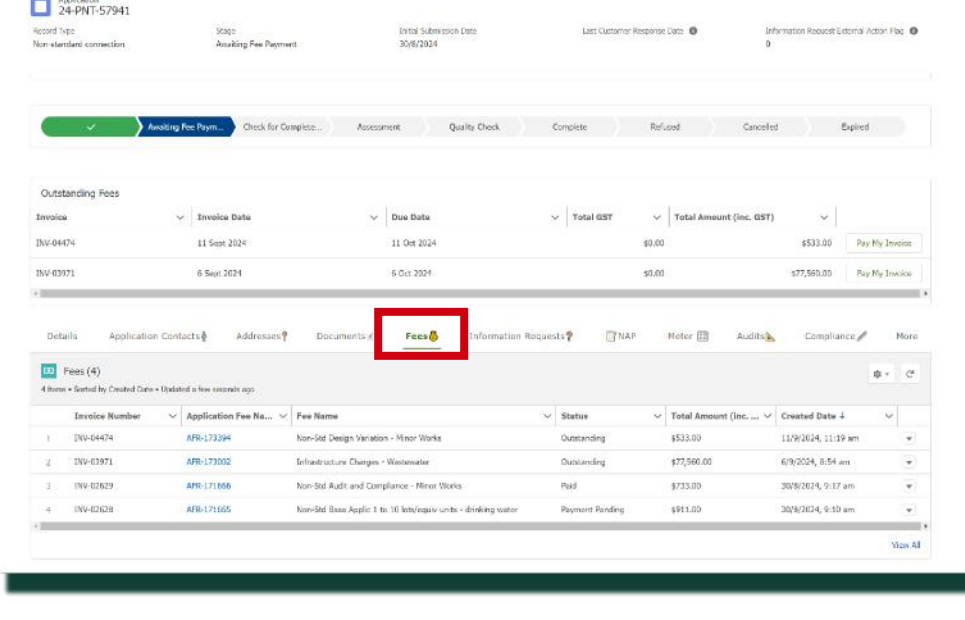
3 Application stages will not progress

Application stages will not progress until fees have been fully paid and receipted in the Developer Services Portal.

Your invoice status will show **Payment Pending** while waiting to be cleared. It will move to **Paid** and then the application stage will progress accordingly when the payment is cleared.

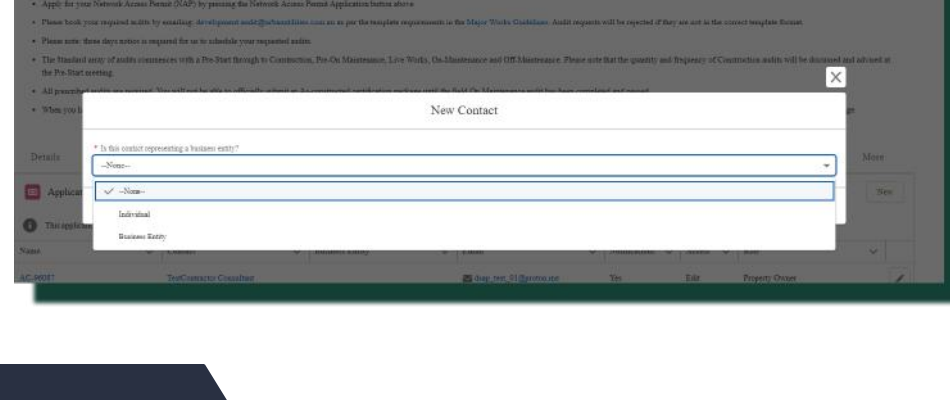


You can view your invoice status in the **Fees** tab.



4 Adding individual and business contacts

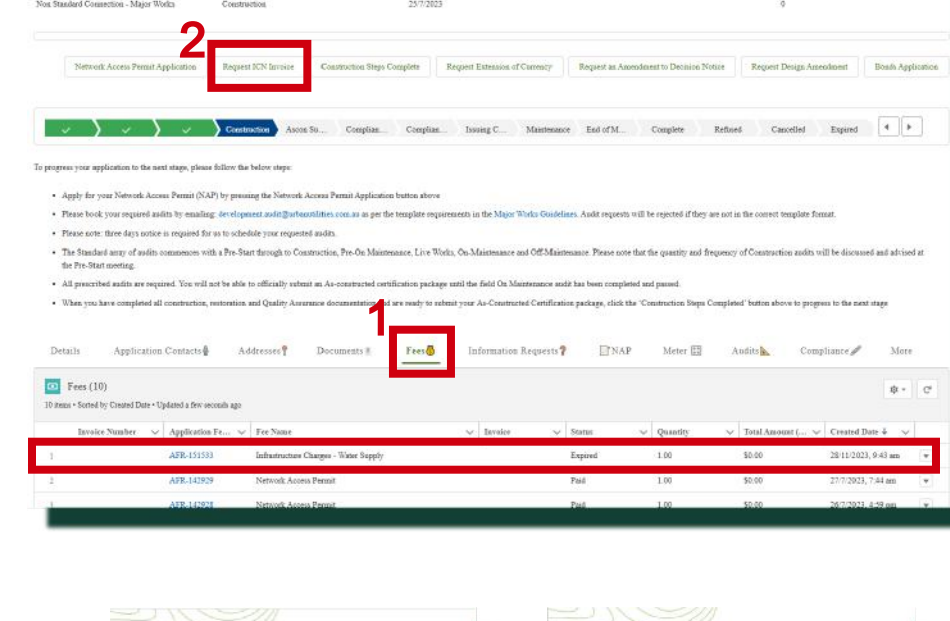
When adding contacts to an application, you will now have the option to add an **Individual** or **Business Entity**.



5 Infrastructure Charges

1. Infrastructure Charges Fees are now visible in the portal under the **Fees** tab.

2. Click the **Request ICN Invoice** button when you are ready to pay.



When you download the document, you will see the **Infrastructure Charges Pro Forma Invoice**.

When full payment is cleared in the Developer Services Portal, you will receive the **Infrastructure Charges Tax Invoice / Receipt**.

