



**ANZCA**  
FPM

# Instructional guide

## Annual subscription invoices and online payments

Annual subscription invoices are now available via 'My ANZCAportal'.

This advancement now streamlines the way you can review your invoice and pay for your annual subscription invoices all in one place.

### Step 1. Log into 'My ANZCAportal'

If you have forgotten your password or are locked out, use the 'Trouble signing in?' instructions available on the 'Sign In' screen.

Sign in | Create Account | Help

My Profile | Events | My Invoices | ANZCA FPM | Donation | Fellowship directory

### Sign in

College ID

Password

Keep me signed in

Sign In

### Trouble signing in?

Not a member?

- If you're not a fellow of the college or do not have an existing account, then click "Not a member? Create an account today" to create an account.

Trouble signing in?

- Forgot your College ID, click "Forgot username?" and provide your registered email address. You will then receive an email with further instructions.
- If you've forgotten your password, please click [here](#) to reset your password.

For assistance, please contact service desk via [servicedesk@anzca.edu.au](mailto: servicedesk@anzca.edu.au)

### Step 2. You will be directed to the 'Personal details tab'

- Locate 'My Invoices'
- Locate the invoice to be paid.

PERSONAL DETAILS		PAYMENTS	
Full name	Dr T User	Email	<a href="mailto:nc-reply@anzca.edu.au">nc-reply@anzca.edu.au</a>
Hospital/Company	ANZCA Head Office	Fax	03 9510 6786
Job title/Position		Mobile phone	
Work phone	03 9510 6299	Home phone	
Dietary requirements		Additional dietary	

## My Invoices

It may take up to 48 hours for your recent payments to be reflected here.

[Click here](#) to pay your outstanding invoice.

Date	Number	Description	Charges	Credits	Balance	PDF
4/11/2024	1010354	2025 ANZCA Membership Fee (AU) for the period from 01/01/2000 through 31/12/2000	110.00	0.00	110.00	<a href="#">PDF</a>

## Addresses

WORK



### Step 3. Click on the PDF link to review your invoice.

- To download a copy of your invoice, click on the pdf icon below

Refresh



1

of 1



Find | Next



### Tax Invoice / Receipt

Dr T User

College ID: 54453

ANZCA Head Office

Invoice number: 1010354

Australian & New Zealand College of Anae

Invoice date: 04/11/24

630 St. Kilda Road

Due date: 04/12/24

MELBOURNE VIC 3004

#### Description

#### Amount

2025 ANZCA Membership Fee (AU)

100.00

2025 ANZCA Membership Fee (AU) GST

10.00

Total

110.00

**Step 4. Click on 'Pay via My ANZCA Portal' link.**

Description	Amount
2025 ANZCA Membership Fee (AU)	100.00
2025 ANZCA Membership Fee (AU) GST	10.00
<b>Total</b>	<b>110.00</b>
Payment received/Credit applied	0.00
<b>Balance</b>	<b>AU \$ 110.00</b>

**HOW TO PAY**

**Pay online**

Pay via [My ANZCA Portal](#)

**Biller Code:** 69096

**Ref:** 544536

Telephone & Internet Banking - BPAY®

**Step 5. You will be redirected to 'Personal Details' tab**

- Locate the 'Click here' hyperlink.

### My Invoices

It may take up to 48 hours for your recent payments to be reflected here.  
Click here to pay your outstanding invoice.

Date	Number	Description	Charges	Credits	Balance	PDF
4/11/2024	1010354	2025 ANZCA Membership Fee (AU) for the period from 01/01/2000 through 31/12/2000	110.00	0.00	110.00	<a href="#">PDF</a>

**Step 6. The online payment screen will be presented.**

- Select your currency.
- Donations to the ANZCA foundation is available here
  - Remember to select 'Add to cart'.
- Tick the check box of the invoice you would like to pay.
- Click 'Next'.

**Step 7. Review payment details and add credit card.**

- Submit payment.

#### Payment Summary

<b>Invoice Total</b>	110.00
<b>TRANSACTION GRAND TOTAL</b>	110.00

#### Payment Details

**Card type** Mastercard ▾

**\*Card number**

**\*Name on card**

**\*Expiration date** 01 ▾ 2024 ▾

**CVV**

Submit Payment

**Step 8. Your payment will now be processed**

- Payment processing can take up to 48 hours to reflect on the 'My ANZCAportal'.
- The same PDF link from Step 3 will now be updated to reflect your payment.