

## Fast Payment Service: How to receive your payment

For our Fast Payment Service, Plan Partners uses a virtual credit card system called WEX to transfer payments to you.

As soon as your invoice has been processed and approved by the NDIS, we will send you an email like the one shown below in *Fig. 1*.

### Authorisation for Payment

To receive payment for the below referenced invoice(s), please click on the Account Information link below and charge the total amount of **1.00 (AUD)** on your assigned MasterCard account. By charging the amount shown as a single transaction within 72 hours you will significantly reduce the possibility of payment complications.

[Account Billing Information \(Click Here\)](#)

Payment Instruction			
Company Name:	WEX Testing	Merchant Code:	WEXTEST
REQ Number:	X4R2H142MKQ1CKH17S	Account Number(Last 4):	*8174
Total Amount:	1.00 (AUD)	Uncharged Amount:	1.00 (AUD)
Merchant Note:		Customer Account No.:	

Invoice Details				
Claim No	Service Confirmation Date	Customer ID	Item No	Amount
78784	22/09/2016	87876520	4787	1.00
				1.00

Payor Information			
Organisation Name:	Plan Management Partners	Contact Name:	
Address:	LEVEL 21, 360 ELIZABETH STREET	City, State, Postal Code:	MELBOURNE VIC, , 3000


*Fig. 1.*

As well as details of the payment to be made, the email will include a link (highlighted in the diagram) which you can use to quickly and easily activate your payment.

Just click this link to access your unique virtual credit card, like the one illustrated in *Fig.2*.

### Authorized Card View

Please use the billing information below for your payment. Note that this page may not be available for you to view again later, so it is important that you make this charge now.



AMOUNT **1.00** AUD

870

This card is issued by WEX Finance, a subsidiary of WEX Bank, pursuant to license from MasterCard Asia Pacific Pte Ltd. Your MasterCard® must be treated like cash and must be kept safe at all times. For conditions of use, refer to the cardholder agreement.

Please take your payment within the designated time frame. Failure to do so can result in your funds being expired.

⚠ Authorized view time remaining for this session:

**19:50**  
MINUTES SECONDS

For security purposes, please **Log Out** when you are done viewing the card information.

*Fig.2.*

As you can see, this looks just like a regular credit card, with a card number, CNC number and expiry date. The amount of the authorised transfer will also be shown.

Just use these card details as you would for any other EFTPOS credit card payment, by entering them into your credit card terminal.

You can only view this virtual credit card for a set time (see the timer at the bottom of the screen) and all WEX cards expire after 30 days. For these reasons, we recommend you process your payments as soon as possible after you receive the email. Please note that under the NDIS guidelines we are unable to pay any credit cards surcharges that might be applicable.

So, here's a summary:

1. Open your 'Authorisation for Payment' email from Plan Partners
2. Click on *[Account Billing Information \(Click Here\)](#)*
3. Enter details of the virtual credit card into your credit card terminal
4. Receive your payment