



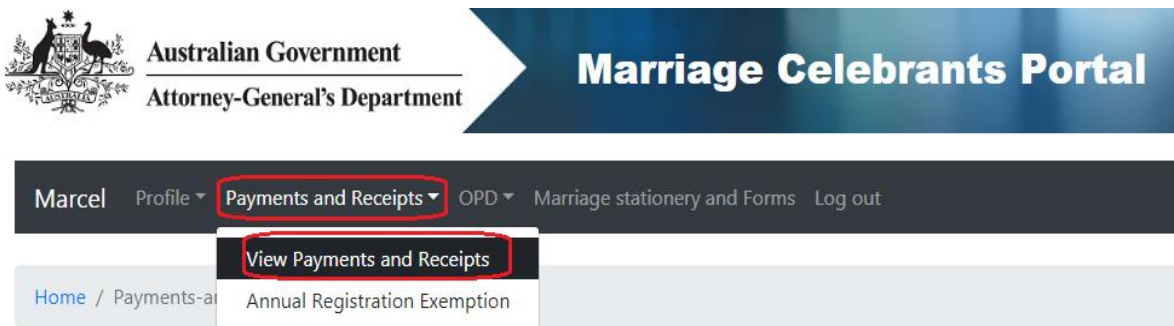
# Marriage Celebrants Programme

May 2019

## Fact sheet: Marriage celebrants self-service portal – invoices and receipts

### Where can I find invoices and receipts?

1. Log into your self-service [portal](#) – see the fact sheet, [Accessing the marriage celebrants self-service portal](#) – May 2019
2. Click on **View Payments and Receipts**



3. Unpaid invoices will appear under **Current Invoice**
4. To pay through the self-service portal, click on the **Pay Invoice** link beside the invoice you wish to pay, enter your credit card details and click **Pay**.
5. You can also click on the Reference No to view and print your invoice and view other options to pay.

[Home](#) / [Payments-and-Receipts](#)

## Invoices and Receipts

### Current Invoices

Reference No	Issue Date	Due Date	Invoice Type	Invoice Status	Actions
<a href="#">1611100000500...</a>	16/01/2019	17/03/2019	Renewal	Invoice Delivered	<a href="#">Pay Invoice</a>

## Payment

Payment of Invoice.

Our preferred method is payment via secure online credit card (Visa or Mastercard). A receipt will be sent to your email address within 5 working days.

Customer Reference Number: **1611100000500998**

Amount to be Paid: **\$240.00**

6. If an invoice has been paid the invoice will be removed and a receipt will appear under **Receipts** –click on Download Receipt link beside the invoice to view and print the receipt.

## Receipts

Reference No	Invoice Type	Date of Clearance	Actions
1611100000501475	O P D Exemption	01/03/2019	<a href="#">Download Receipt</a>
1611100000501459	Renewal	01/03/2019	<a href="#">Download Receipt</a>

## What if I have already paid but my invoice is still showing?

If you believe you have paid an invoice which is still showing in the self-service portal and have not yet received a receipt for that invoice payment, please email The Attorney-General’s Department’s Marriage Law and Celebrants Section (MLCS) at [marriagecelebrantssection@ag.gov.au](mailto:marriagecelebrantssection@ag.gov.au) with a copy of your bank statement showing the name of the bank, the payment being debited from your account, and the date of the transaction. This information will help us identify and reconcile your payment.

It may take up to 3-5 business days to reconcile payments. If you have recently paid your invoice and have still not received a receipt within 3-5 business days you should follow up with the MLCS.