How to pay for your online Annual Practising Certificate with Account to Account

Step One  
**Select Payment Method:** Select payment type from drop down

Step Two  
**Follow the screen prompts:** Select ‘ok’
Step Three  **Payment Method:** If your bank is not one of the ones listed, i.e. ANZ, ASB, BNZ, Kiwi Bank, National Bank and Westpac – then you will need to change your payment method to ‘Credit Card’ and then select next.

![Image of a payment screen with options for payment methods]

Step Four  **Payment Method:** If your bank is one of the ones listed, i.e. ANZ, ASB, BNZ, Kiwi Bank, National Bank and Westpac – then select ‘next’.

![Image of a payment screen with ‘Direct Account Transfer’ selected]

If you experience any difficulties please refer to our F.A.Qs on our website [http://www.nursingcouncil.org.nz/index.cfm/1,223,html/Online-Renewal-F-A-Qs](http://www.nursingcouncil.org.nz/index.cfm/1,223,html/Online-Renewal-F-A-Qs) or contact 0508 APC Online (0508 272 665)
Step Five  
**Complete your payment:** Choose your bank from the list provided

![Payment Checkout](Image)

<table>
<thead>
<tr>
<th>Merchant Reference:</th>
<th>DPS Reference, showing your registration number and date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Line 1:</td>
<td>This will show your registration number</td>
</tr>
<tr>
<td>Order Line 2:</td>
<td>1</td>
</tr>
<tr>
<td>Amount:</td>
<td>110.00</td>
</tr>
</tbody>
</table>

Step Six  
**Complete your payment:** Enter your internet banking ‘access number’ and ‘password’

![Payment Checkout](Image)

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![Account2Account](Image)

Select one of the currently available Account2Account banking services:
- ANZ  [www.anz.co.nz](http://www.anz.co.nz)
- ASB  [www.asb.co.nz](http://www.asb.co.nz)
- BNZ  [www.bnz.co.nz](http://www.bnz.co.nz)
- KiwiBank  [www.kiwibank.co.nz](http://www.kiwibank.co.nz)
- NationalBank  [www.nationalbank.co.nz](http://www.nationalbank.co.nz)
- Westpac  [www.westpac.co.nz](http://www.westpac.co.nz)

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Step Seven  Complete your payment: Depending on your bank answer any internet banking questions

Payment Checkout
Merchant Reference: DPS Reference, showing your registration number and date
Order Line 1: This will show your registration number
Order Line 2:
Amount: 110.00

Step Eight  Complete your payment: From the list of your accounts select your account that your annual practising certificate fee will come out of

Payment Checkout
Merchant Reference: DPS Reference, showing your registration number and date
Order Line 1: This will show your registration number
Order Line 2:
Amount: 110.00

If you experience any difficulties please refer to our F.A.Qs on our website http://www.nursingcouncil.org.nz/index.cfm/1,223.html/Online-Renewal-F-A-Qs or contact 0508 APC Online (0508 272 665)
Step Nine  Complete your payment:  Enter references that will appear on your statements

![Payment Checkout](paymentexpress.png)

**Payment Checkout**

- Merchant Reference: DPS Reference, showing your registration number and date
- Order Line 1: This will show your registration number
- Order Line 2:
- Amount: 110.00

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Step Ten  Complete your payment:  Payment successful, select ‘next’

![Account2Account](account2account.png)

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Step Eleven  Confirmation of payment: Details confirming your Annual Practising Certificate has been processed

Welcome [ Log Off, Change Password ]

Thank you for completing the Nursing Council's online renewal form for an annual practising certificate. An email confirming your online process will be sent to the email address provided.

Your annual practising certificate and receipt of payment will be posted to you within the next 5-10 working days.

In the meantime, your practising certificate status will be updated on the Nursing Council online register within the next 24 hours.

The Nursing Council online register can be found on the Nursing Council website www.nursingcouncil.org.nz

You are now deemed to practise under section 30 of the Health Practitioners Competence Assurance Act 2003 as the Nursing Council now has your application form and payment.

If you experience any difficulties please refer to our F.A.Qs on our website http://www.nursingcouncil.org.nz/index.cfm/1,223,html/Online-Renewal-F-A-Qs or contact 0508 APC Online (0508 272 665)