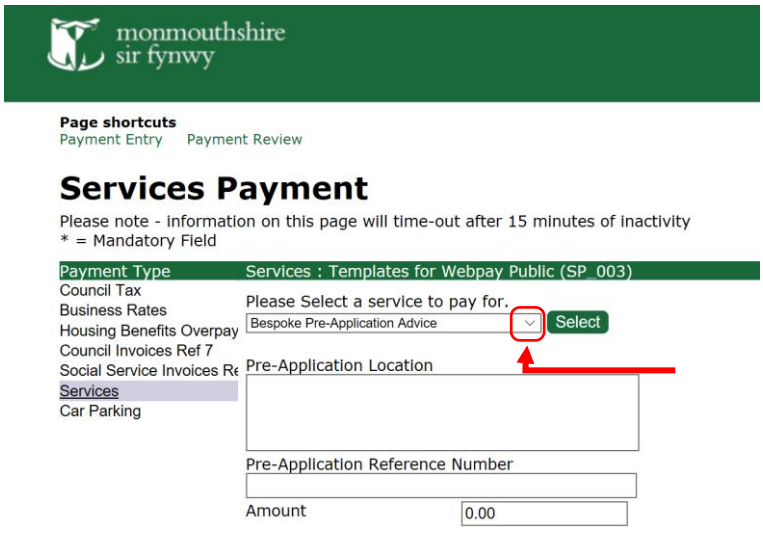
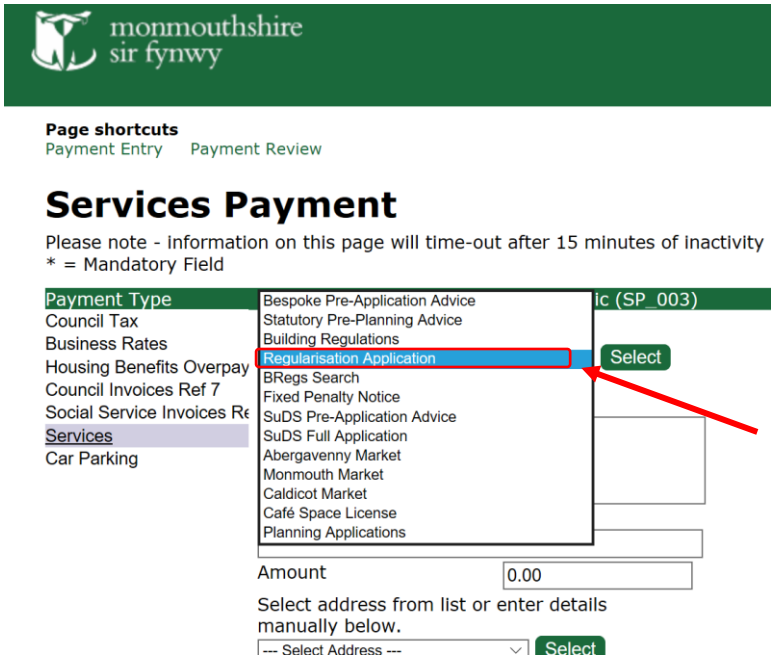
How to Pay for your Regularisation Application online

Step 1. Click “Services”

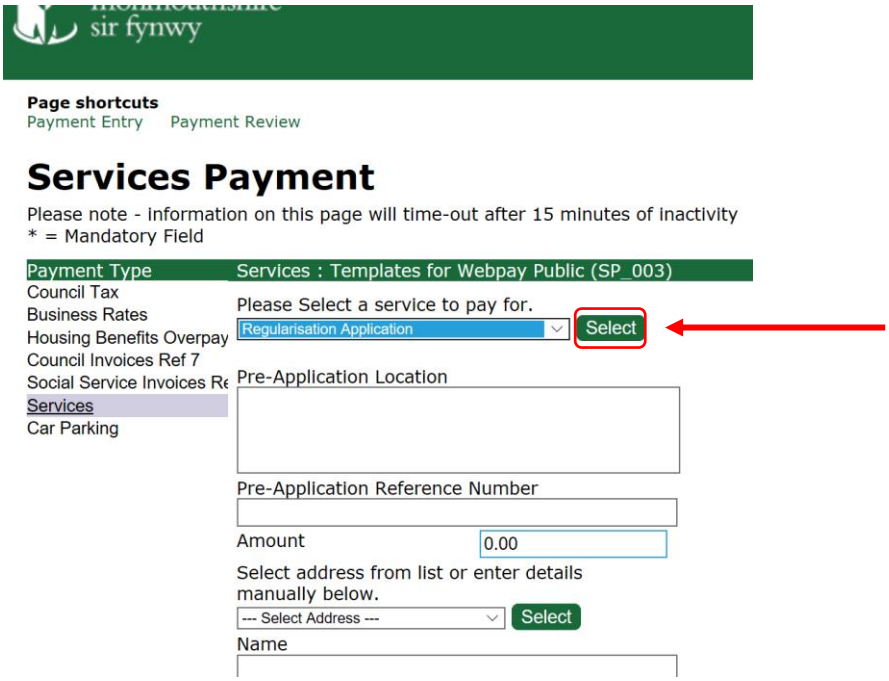
Step 2. Click down arrow



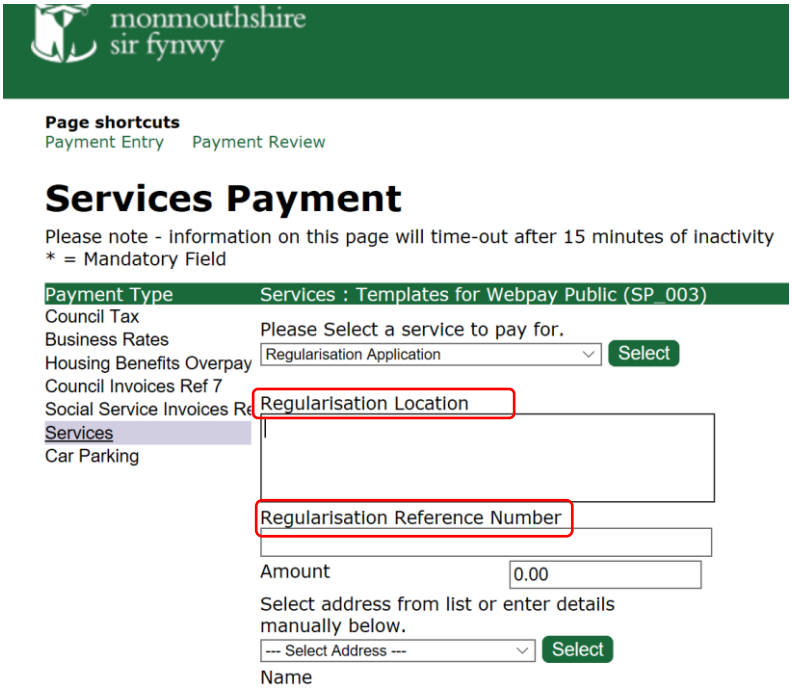
Step 3. Click “Regularisation Application”



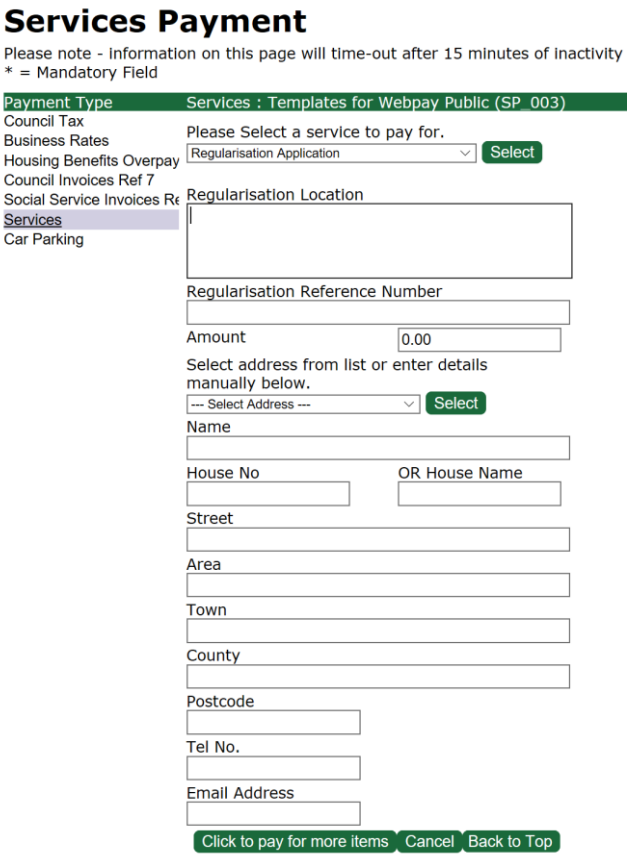
Step 4. Click “Select”



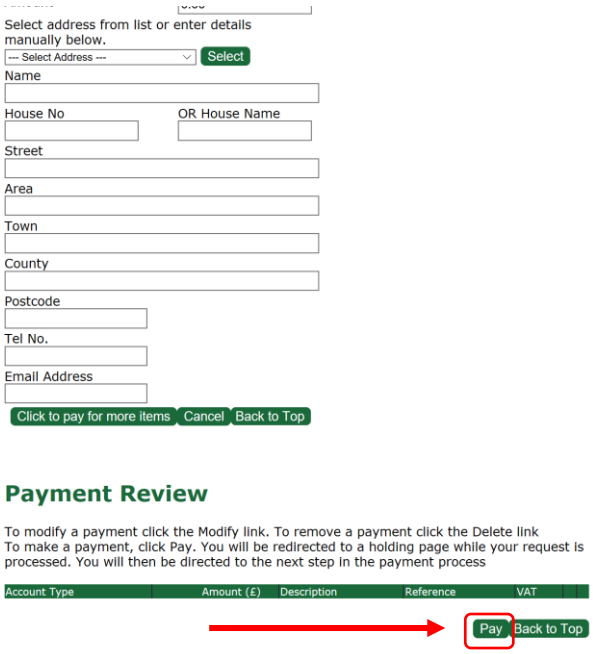
Step 5. Check wording has changed to Regularisation Location and Regularisation Reference



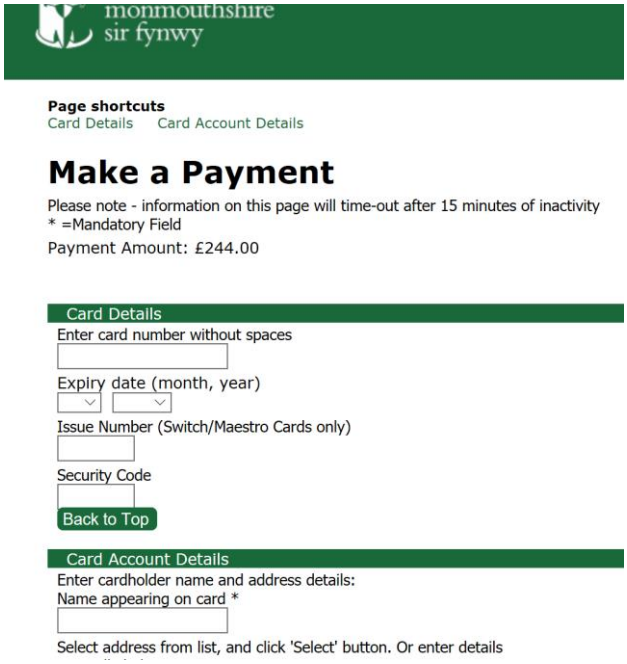
Step 6. Fill in the boxes



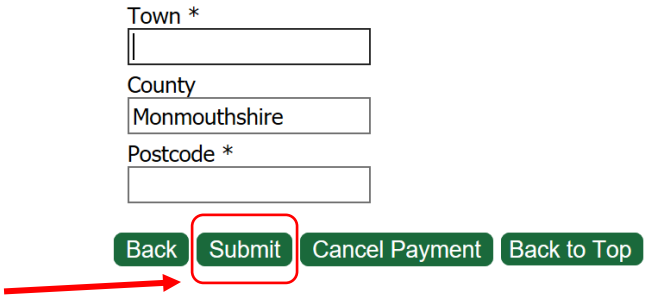
Step 7. Scroll down the page and click “Pay”



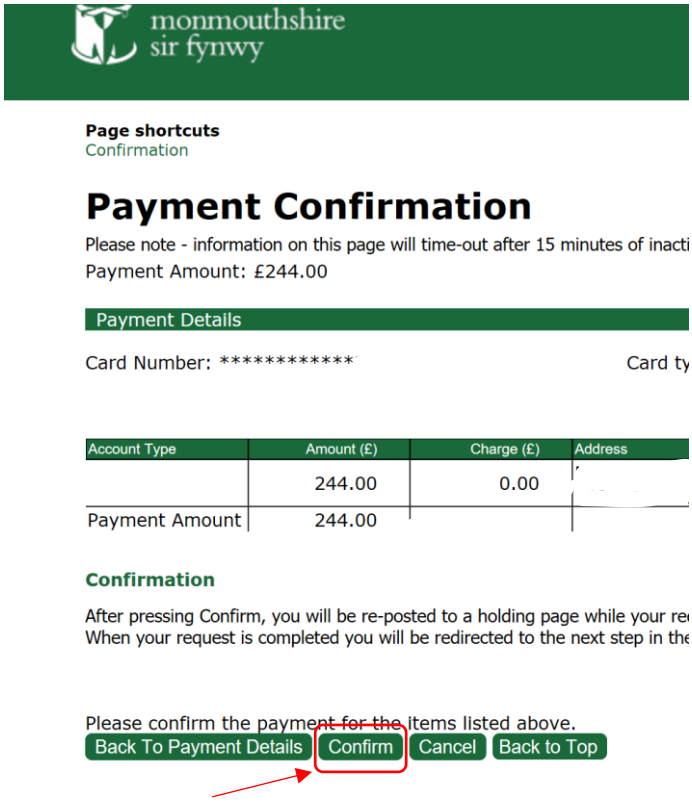
Step 8. Fill in your card details and card account details



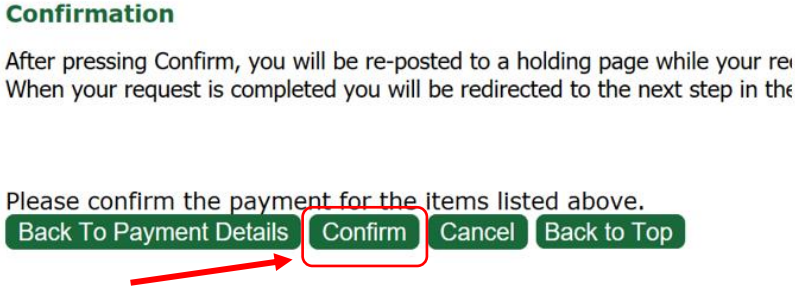
Step 9. Click “Submit



Step 10. Check information is correct. Please note, this is **NOT** confirmation that is has been paid.



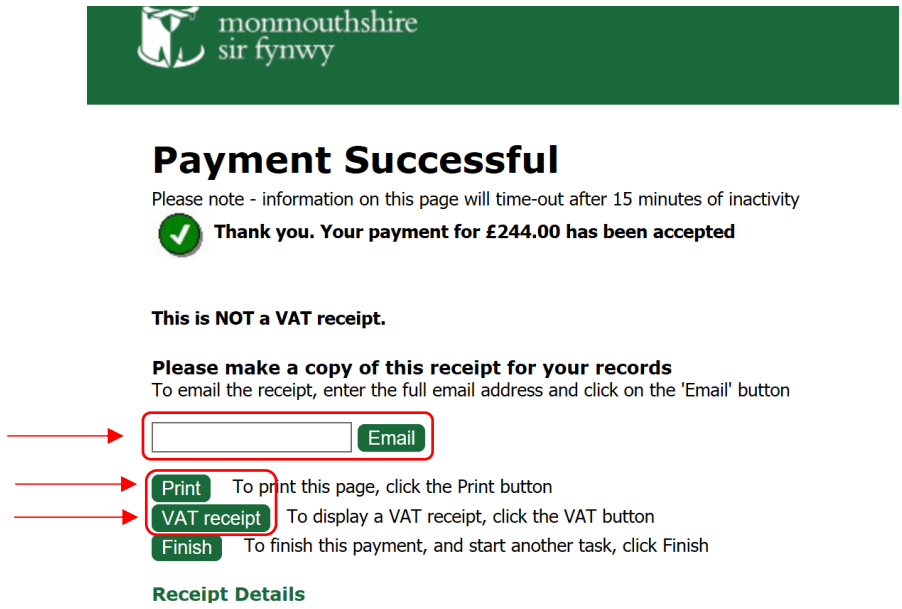
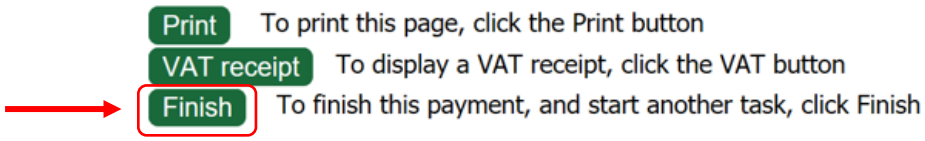
Step 11. Click “Confirm”



Step 12. Authorise payment. Follow on screen details from your bank.

Step 13. Optional extras:

i. Add email address and click “Email” to send yourself a copy of the receipt
ii. Click “Print” to print a copy
iii. Click “VAT receipt” to see a VAT receipt



Step 14. Click “Finish”. Your payment is all done.