
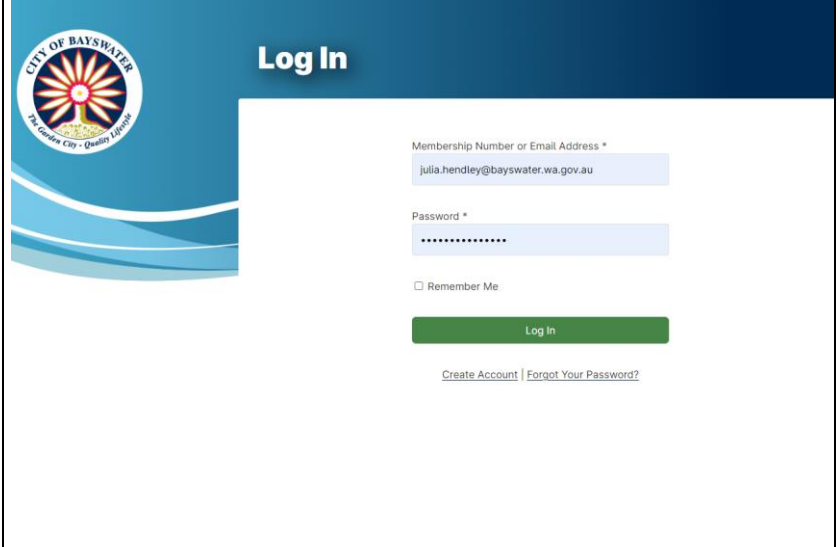
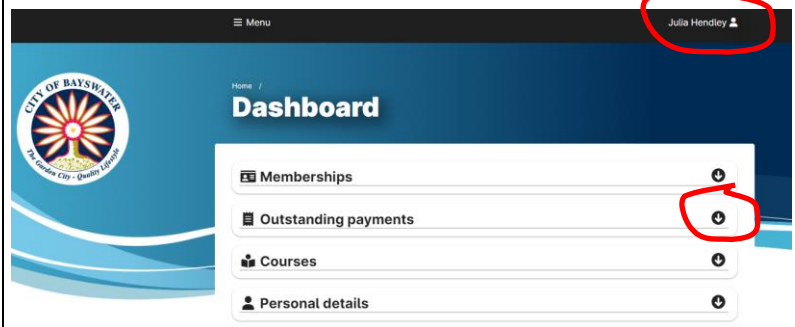
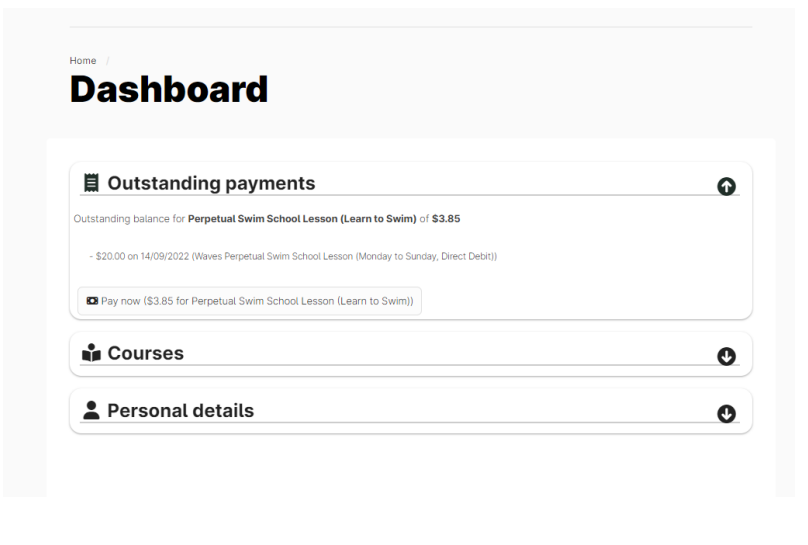
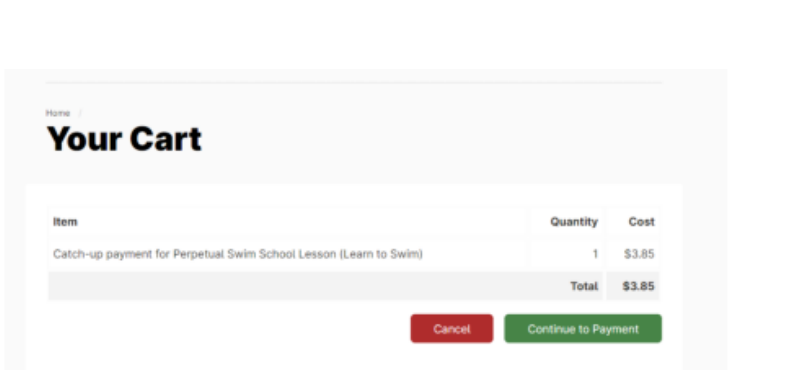
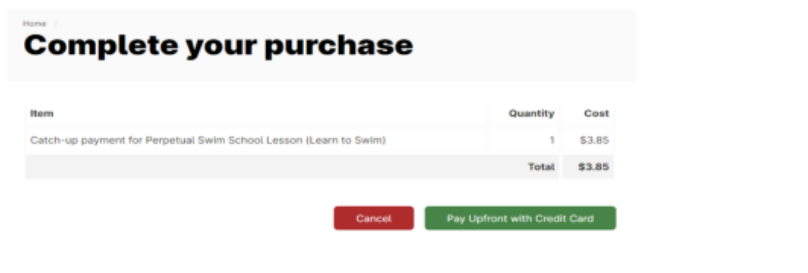




Customer Resource – Paying an Outstanding Payment	Screen Image
<p>1</p> <p>Navigate to the Phoenix portal using the link on your device or the URL - https://phoenix.bayswater.wa.gov.au</p>	
<p>2</p> <p>When prompted login to the portal</p>	
<p>3</p> <p>You should automatically be directed to the Dashboard. If not, select your name in the top right-hand corner and select Dashboard from the dropdown list.</p> <p>Your dashboard should look like the image provided.</p> <p>Click on the down arrow next to Outstanding Payments</p>	



4	The next screen will display the outstanding payment details and amounts.	
5	Click Continue to Payment	
6	Click Pay up front with Credit card *Make sure you have your card details handy.	
7	On the next screen enter your credit card details and follow the prompts.	