

HOW TO: PAY REGISTRATION FEES

Access Online Services

Log in to Online Services https://trbaccount.ntschools.net/Login.aspx

Payment Selection

Navigate to the Payments page and select the number of years you would like to pay for.



Online Payment by Credit Card

Click Pay Online by Credit Card and you will be directed to an alternate payment page.

Please enter your credit card details and click | Submit

Successful payment by credit card will result in the automatic update of your registration details.

You can print your new teacher registration certificate immediately.

No additional confirmation of payment will be issued by TRB.

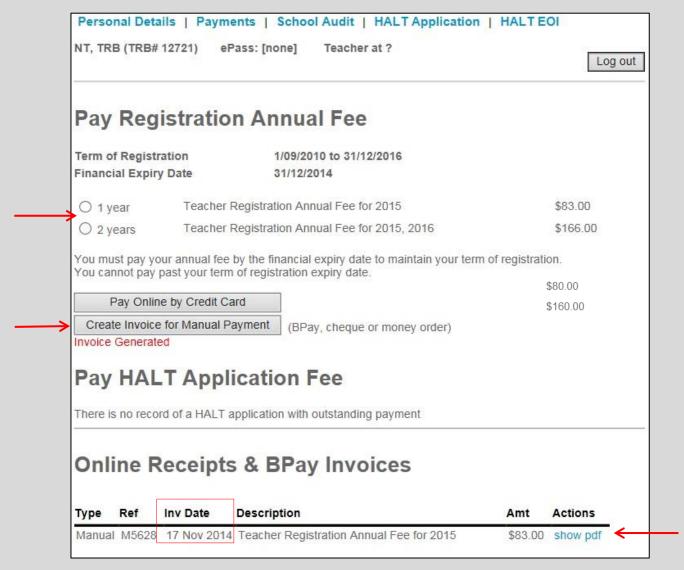


BPay or Postal Payment by Cheque, Money Order or Credit Card

Select the number of years you would like to pay for.

Click Create Invoice for Manual Payment to generate your invoice.

To print your invoice click show pdf under the heading 'Online Receipts & BPay Invoices'. Please ensure the invoice you select has today's date.



It is recomeneded that you do not generate a manual invoice until you are ready to make payment.

Payment of invoices must be made by the due date. Otherwise, any amount paid may not be accepted and may be returned.

BPay

Once your funds transfer has cleared, your registration details will be updated.

Cheque / Money Order / Credit Card

Postal payments are processed by the Receiver of Territory Monies. Please allow up to 15 working days for processing once your payment has been received by the office of the Board.



Receipt of Payment

Online Payment by Credit Card

If you made an online credit card payment your receipt will be generated under the 'Online Receipts & BPay Invoices' heading.

To print your receipt, please find the correct Invoice Date and click show pdf.

Postal payment by Cheque, Money Order or Credit Card

If you posted your payment to the TRB office a receipt will be issued by mail to the address recorded under your Personal Details.

BPay Transaction

If you made a BPay payment through online banking, your financial institution will provide you with a receipt or transaction number at the time of payment.

You may choose to record this reference number and the date you paid on your BPay invoice for your records.

