Follow the steps below to purchase a Justice of the Peace Handbook or Certificate of Appointment using JP Online.

**Step 1: log in**

Go to JP Online and log in to your account. Select **Purchase Item(s)** from the homepage.
Step 2: add products to cart

Select **Add to cart** to purchase a handbook or certificate.

The JP Certificate is only available to purchase if you are an appointed JP.

Your shopping cart will display and show the total amount owing including GST and postage. Select **Continue**.
Step 3: enter your shipping details

Enter your shipping details.

When entering your postcode, a list will display. Select your postcode from the list to fill the Suburb and State fields. Then, select Continue.

Step 4: review your order

Review your order details then select Continue.

Select Back to change your order or shipping details.
Step 5: payment

Select either **Credit/Debit Card** or **BPAY** to choose your payment method. Then, select **Continue**.

![Select Payment Method](image)

Step 5a: credit/debit card payment

To pay using a credit/debit card, enter your card details then select **Next**.

![Payment Details](image)
Review your payment details then enter the verification code. You will need to accept the surcharge to complete payment using a credit/debit card. Then, select **Confirm**.

Select **Finish** to complete your purchase. A message confirming your payment will display on the next screen.

You can also print or email yourself a copy of the receipt.
Step 5b: BPAY payment

If you are paying using BPAY, the BPAY advice will display. Select **Confirm** to send a copy of the payment advice to your registered email address.

A message to confirm that your order has been placed will display on the next screen.

You will be emailed a tax invoice once payment has been received.
Step 6: sign out

Select Log off when you have finished to keep your account secure.

For more information

Visit the website at www.jp.nsw.gov.au

Email jp@justice.nsw.gov.au

Write to Appointment Services
NSW Department of Justice
Sydney NSW 2001

Call the JP Infoline
02 8688 7487
(9am-5pm Monday to Friday)