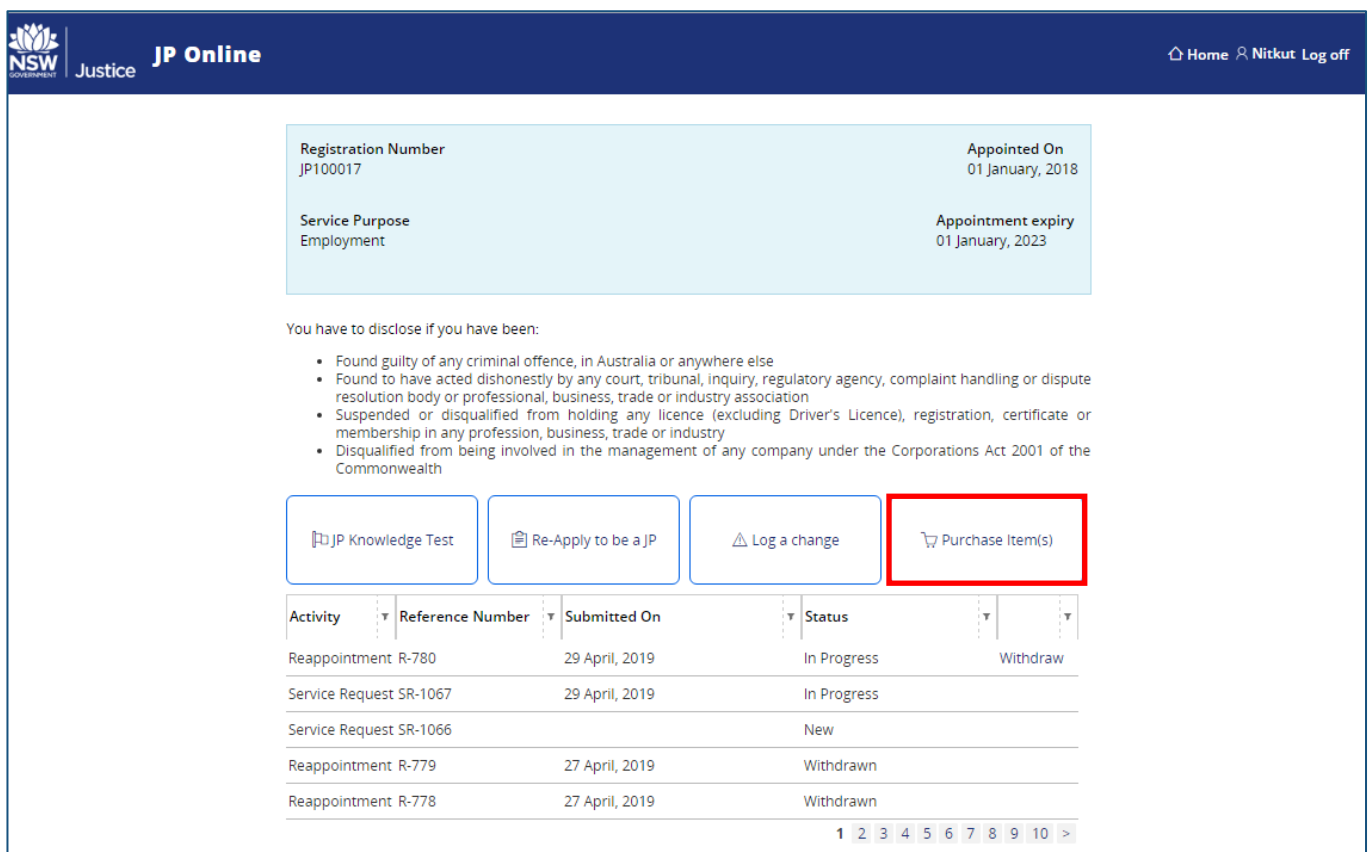


JP Online – order a product

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.



The screenshot shows the JP Online user dashboard. At the top left is the NSW Government logo and 'Justice JP Online'. At the top right are links for 'Home', 'Nitkut', and 'Log off'. The main content area displays user details in a light blue box:

- Registration Number: JP100017
- Appointed On: 01 January, 2018
- Service Purpose: Employment
- Appointment expiry: 01 January, 2023

Below this, a disclosure section states: 'You have to disclose if you have been:' followed by a list of conditions:

- Found guilty of any criminal offence, in Australia or anywhere else
- Found to have acted dishonestly by any court, tribunal, inquiry, regulatory agency, complaint handling or dispute resolution body or professional, business, trade or industry association
- Suspended or disqualified from holding any licence (excluding Driver's Licence), registration, certificate or membership in any profession, business, trade or industry
- Disqualified from being involved in the management of any company under the Corporations Act 2001 of the Commonwealth

Below the disclosure are four buttons: 'JP Knowledge Test', 'Re-Apply to be a JP', 'Log a change', and 'Purchase Item(s)'. The 'Purchase Item(s)' button is highlighted with a red border.

At the bottom is a table of activities:

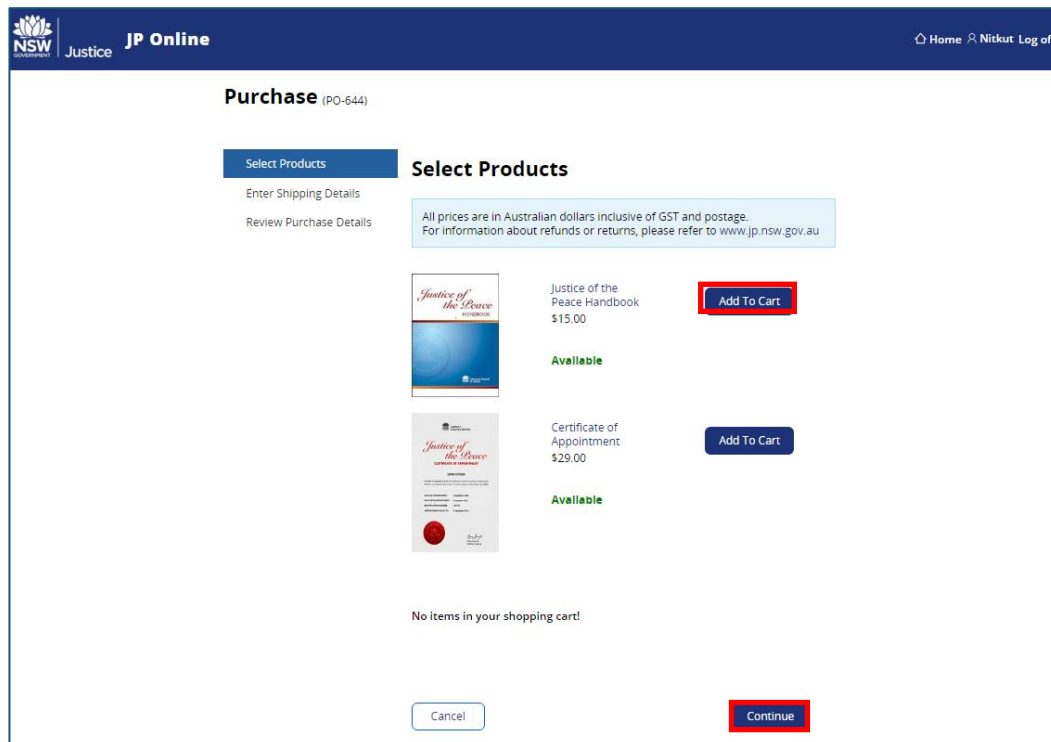
Activity	Reference Number	Submitted On	Status	
Reappointment	R-780	29 April, 2019	In Progress	Withdraw
Service Request	SR-1067	29 April, 2019	In Progress	
Service Request	SR-1066		New	
Reappointment	R-779	27 April, 2019	Withdrawn	
Reappointment	R-778	27 April, 2019	Withdrawn	

At the bottom right of the table is a pagination control: 1 2 3 4 5 6 7 8 9 10 >

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.



Purchase (PO-644)

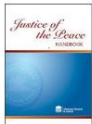

Select Products

Enter Shipping Details

Review Purchase Details

Select Products

All prices are in Australian dollars inclusive of GST and postage.
For information about refunds or returns, please refer to www.jp.nsw.gov.au

	Justice of the Peace Handbook \$15.00	Add To Cart
	Certificate of Appointment \$29.00	Add To Cart

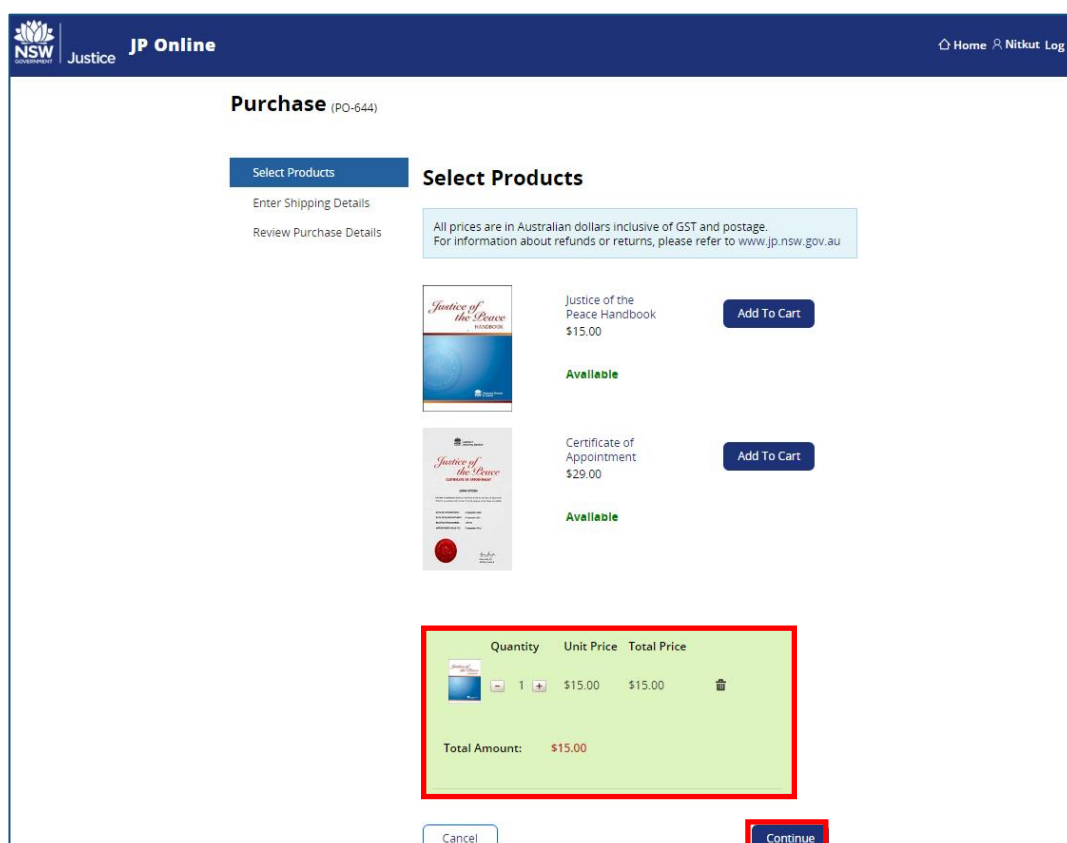
Available

Available

No items in your shopping cart!

Cancel **Continue**

Your shopping cart will display and show the total amount owing including GST and postage. Select **Continue**.



Purchase (PO-644)

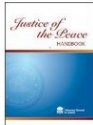

Select Products

Enter Shipping Details

Review Purchase Details

Select Products

All prices are in Australian dollars inclusive of GST and postage.
For information about refunds or returns, please refer to www.jp.nsw.gov.au

	Justice of the Peace Handbook \$15.00	Add To Cart
	Certificate of Appointment \$29.00	Add To Cart

Available

Available

Quantity	Unit Price	Total Price
1	\$15.00	\$15.00

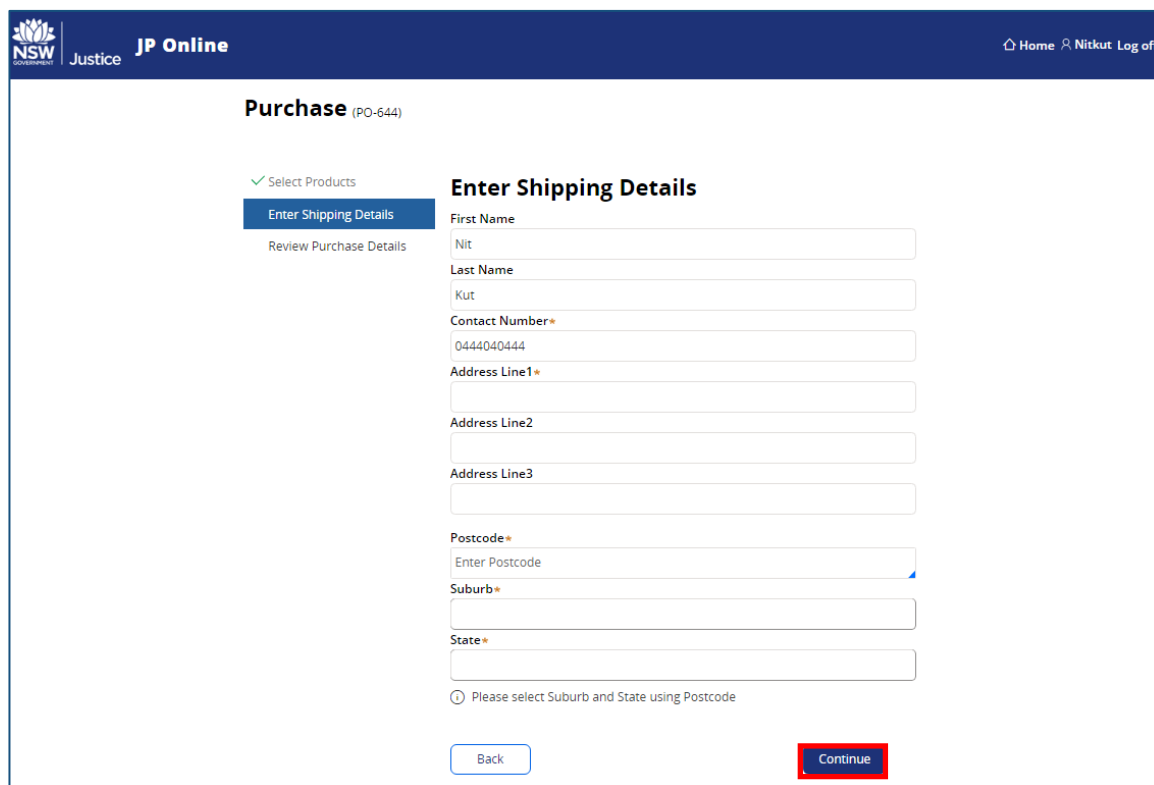
Total Amount: \$15.00

Cancel **Continue**

Step 3: enter your shipping details

Enter your shipping details.

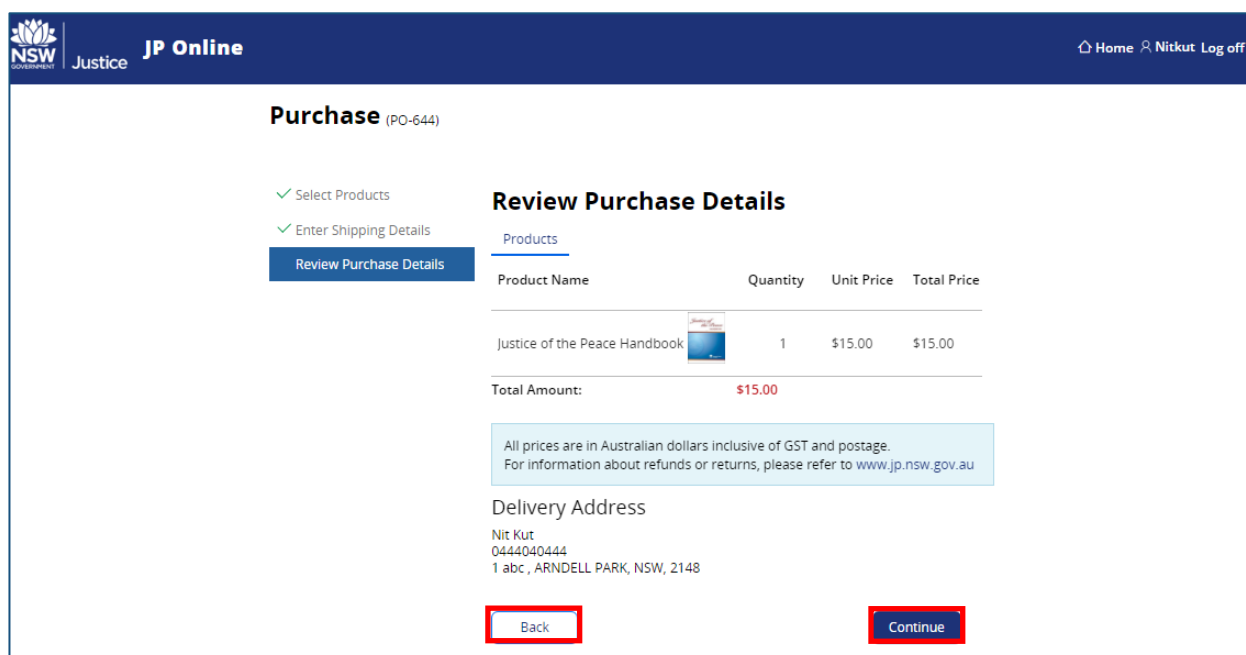
When entering your postcode, a list will display. Select your postcode from the list to fill the Suburb and State fields. Then, select **Continue**.



Step 4: review your order

Review your order details then select **Continue**.

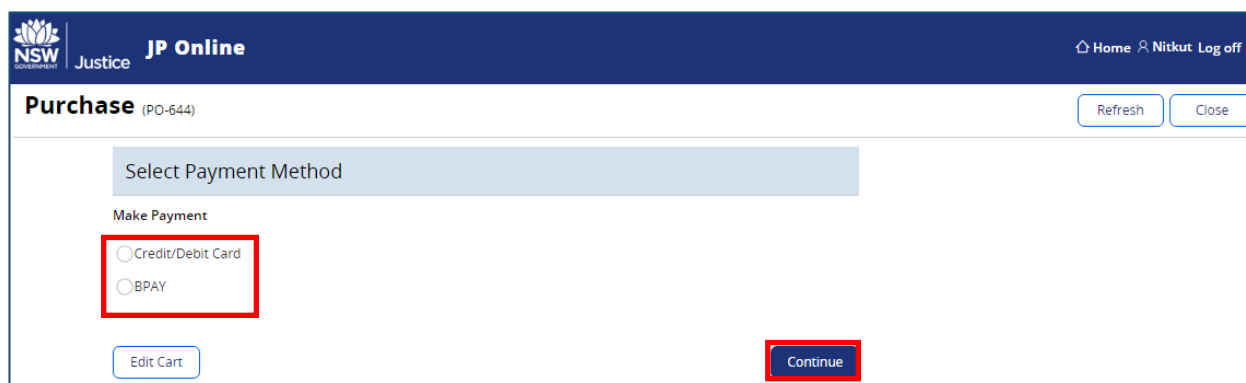
Select **Back** to change your order or shipping details.



Product Name	Quantity	Unit Price	Total Price
Justice of the Peace Handbook	1	\$15.00	\$15.00
Total Amount:		\$15.00	

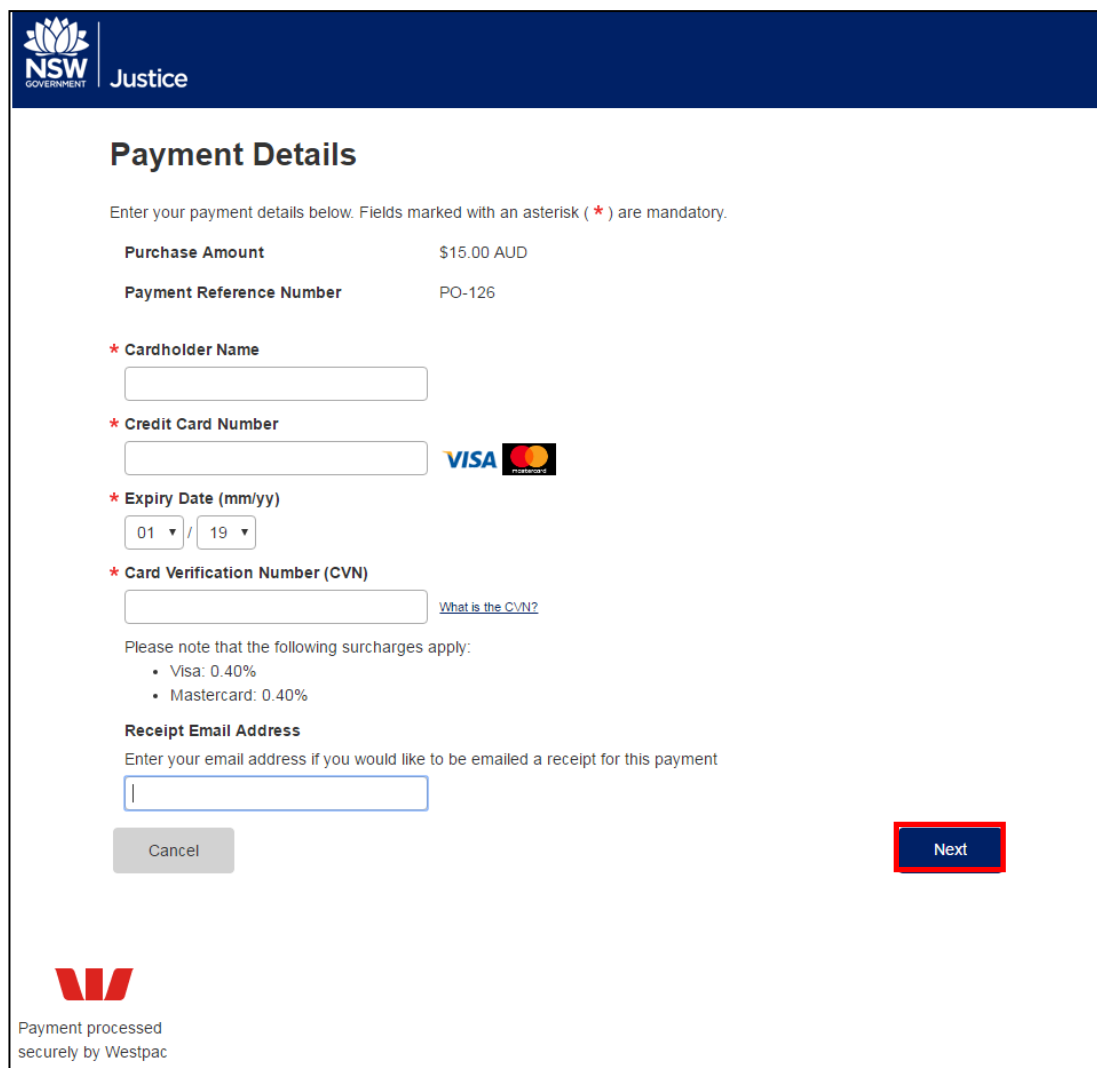
Step 5: payment

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




Step 5a: credit/debit card payment

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



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**.


 **Justice**

Confirmation

Please confirm your payment details. Fields marked with an asterisk (*) are mandatory.


Purchase Amount	\$15.00 AUD
Surcharge Amount	\$0.06 AUD
Total Amount	\$15.06 AUD
Payment Reference Number	PO-126
Cardholder Name	TEST
Credit Card Number	424242...242
Expiry Date	06/23

*** Verification Code**
Enter the verification code below.




Generate a new verification code | Audio

I accept the surcharge of \$0.06 AUD.


Payment processed securely by Westpac

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.

 **Justice**

Payment Receipt

Status	Approved
Receipt Number	1039730358
Date	01 Apr 2019 11:14 AEDT
Purchase Amount	\$15.00 AUD
Surcharge Amount	\$0.06 AUD
Total Amount	\$15.06 AUD
Payment Reference Number	PO-126
Cardholder Name	TEST
Credit Card Number	424242...242
Expiry Date	06/23



Send Receipt Email To

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.


JP Online
Home  Nitkut Log off

Purchase (PO-644)
Refresh Close

BPAY Invoice Payment



Justice

Department of Justice

ABN 11 005 693 553


GPO Box 6
Sydney NSW 2001

www.jp.nsw.gov.au

BPAY Advice

Transaction ID	BPTRN250
Payment Reference	PO-644
Amount Due	\$15.00
Payment Due Date	29 May, 2019

Please take note of the BPAY information below and contact you Bank or Financial institution to make a payment



Billers Code: **286492**

Ref: **89435P233486289**

Telephone & Internet Banking – BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit card or transaction account. More info: www.bpay.com.au

Any payment must be for the exact amount of this invoice and be made by the due date. Otherwise, any amount paid will not be accepted and will be returned.

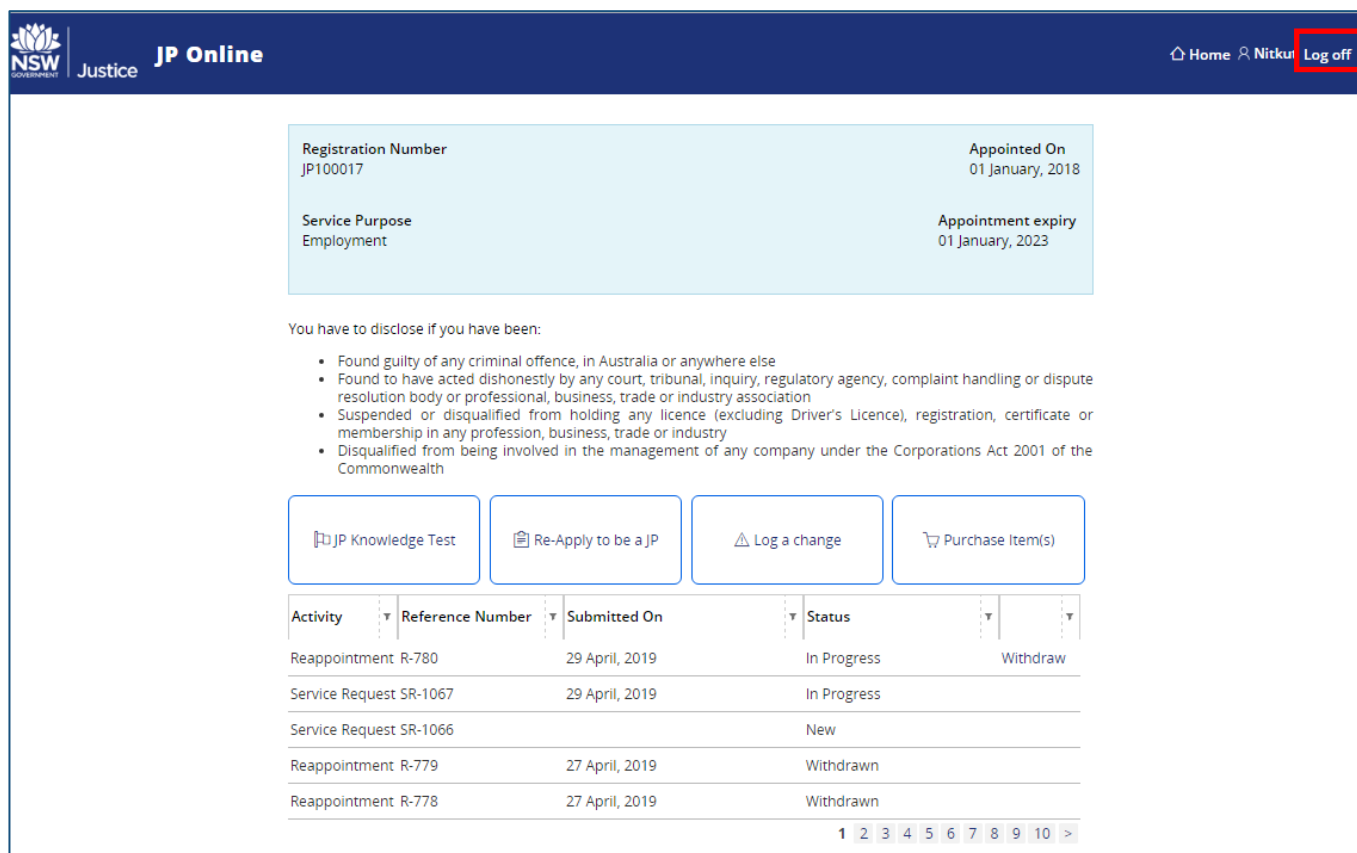
Additional Information

Should you have any enquiries, please email us via jp@justice.nsw.gov.au and a representative will be happy to assist you.

Back
Confirm

Step 6: sign out

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



NSW Justice **JP Online** Home **Log off**

Registration Number JP100017	Appointed On 01 January, 2018
Service Purpose Employment	Appointment expiry 01 January, 2023

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JP Knowledge Test

Re-Apply to be a JP

Log a change

Purchase Item(s)

Activity	Reference Number	Submitted On	Status
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Service Request	SR-1067	29 April, 2019	In Progress
Service Request	SR-1066		New
Reappointment	R-779	27 April, 2019	Withdrawn
Reappointment	R-778	27 April, 2019	Withdrawn

1 2 3 4 5 6 7 8 9 10 >

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)**