

Instructions for paying your ACC invoice online

(for students who are continuing with their ongoing activities)

Step 1. Finding your account

Go to <https://acc.asapconnected.com/>

Step 2. Logging In

Click on the <Login> prompt in the top right-hand corner of the web page.

Enter your email address and password. As an ongoing student you will have an account, even if you have never accessed it before.

If you don't know your password click <Forgot Your Password> and follow the prompts to set a new password.

Once you have reset your password, log in.

Step 3. Viewing your account

You should then see a screen that is similar to below:

Primary Account Holder



You have an outstanding balance of \$19.84 [Click here to pay.](#)



You have an account credit of \$10.00

The outstanding balance is the **total** amount owing on your account. Any credits will be clearly shown in green.

If you click <My Activities> in the navigation bar to the left of the screen, you can see details of your course/s, including times, dates and location.

Step 4. Paying your invoice.

If you wish to pay **all** of the outstanding amounts return to the <Account Info> page. Click on the <click here to pay> in the red box and follow the prompts. **Any credit will be automatically applied to your invoice total.**

If you wish to pay only a specific invoice, return to <My Activities> in the left hand menu. Find the course you wish to pay.

Click on the <PAY NOW> button and follow the prompts.

Any credit will be automatically applied to your invoice total.

Additional Information

Amount Due = the amount that will be charged to your credit card (which already has the credit applied).

Grand Total = the total cost of your invoice (not including applied credit)

Confirmation of your paid invoice will appear on screen and a copy will be emailed to you.

Need Support?

Phone our office on 9885 7952 and leave a message or email office@ashburtoncc.org.au

Please be patient as our team are working from home and will respond to your enquiry as soon as possible.

Thank you.