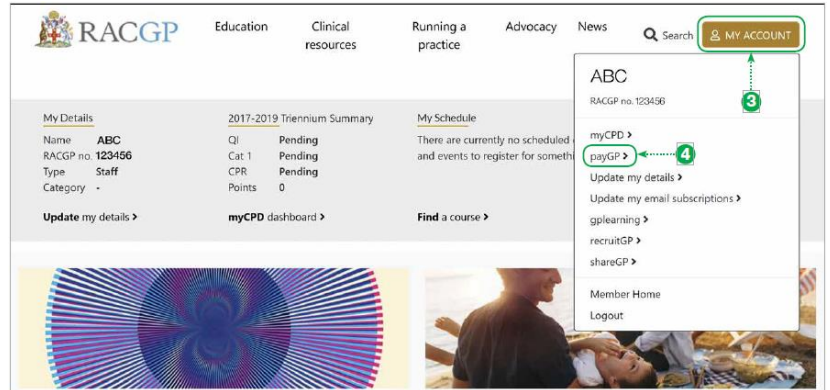# PayGP Supervisor receive payment guide
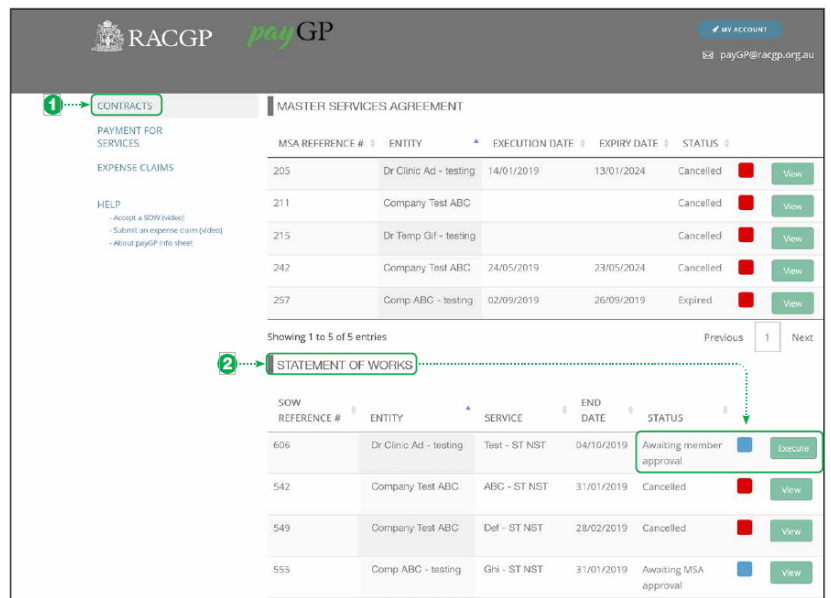
Logging in

1. Go to www.racgp.org.au and click 'Login/Join' or click on the link from the email you received to action a Statement of Work (SOW).
2. Type in your username and password and click 'Login'.
3. Click 'My account', the top-right gold tab of the page.
4. Select 'payGP' in the drop-down list.

Execute MSA and SOW – Entity details

1. Complete the entity and bank details. Please enter the bank account numbers without spacing.
   The sole trader is required to complete the 'Sole trader details' section. Download the 'Sole trader contractor's super choice form' and email completed form to finance@racgp.org.au
2. Enter the trustee name for the trust (person or company name who acts on behalf of the trust).
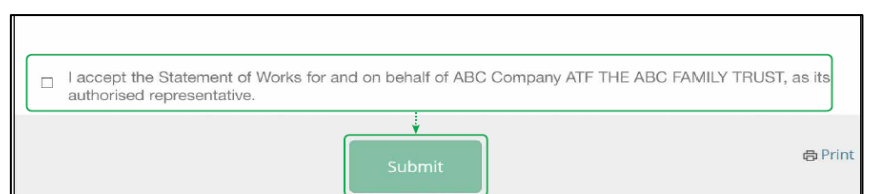
Executed MSA and SOW – MSA acceptance

1. Read through the MSA and accept the Terms and Conditions.
2. Scroll down to the end of the page.
3. Tick the acceptance box.
4. Download the PDF version by clicking 'Print' if required.
5. Once done, click 'Submit'.

Executed MSA and SOW – SOW acceptance

1. Read the SOW, schedule fees and accept the SOW agreement.
2. Scroll down to the end of the page.
3. Tick the acceptance box and click 'Submit'.

Payment for services

1. The 'Payment for services' section displays all payments that have been made for each activity associated with the
1. service provided by the member.
2. All payments are grouped by the SOW they relate to. By clicking on the '+' you can see each activity listed below
3. the SOW. The '+' symbol will become the '-' symbol.
2. If no '+' symbol is displayed, the SOW only has one activity.
3. Click on the PDF to download.