PayGP Supervisor receive payment guide

Logging in

- Go to <u>www.racgp.org.au</u> 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

 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.
- Scroll down to the end of the page.
- 3. Tick the acceptance box and click 'Submit'.



RACGP Education Clinical Running a Advocacy News Q Search resources practice ABC RACGP no. 123456 2017-2019 Triennium Summary My Details My Schedule myCPD > There are currently no schedule Name ABC RACGP no. 123456 Pending Cat 1 4 Pending and events to register for somet (payGP>) Staff CPR Pending 0 Type Sta Category • Update my details > Points Update my email subscriptions > Update my details > mvCPD dashboard > Find a course > gplearning > recruitGP > shareGP > Member Hom Logout

🎄 RACGP	pay GP					инт @racgp.org.au				
O····→ contracts	MASTER SERVICES AGREEMENT									
SERVICES	MSA REFERENCE #	ENTITY	EXECUTION DAT	E I EXPIRY DAT	E 0 STATUS 0					
EXPENSE CLAIMS	205	Dr Clinic Ad - testing	14/01/2019	13/01/2024	Cancelled	View				
HELP - Accest a SDW (video)	211	Company Test ABC			Cancelled	View				
 Submit an expense claim (video) About payGP info sheet 	215	Dr Temp Gif - testing			Cancelled	View				
	242	Company Test ABC	24/05/2019	23/05/2024	Cancelled	View				
	257	Comp ABC - testing	02/09/2019	26/09/2019	Expired	View				
	Showing 1 to 5 of 5 ent	Previous	1 Next							
0	SOW ENTRY SERVICE DATE STATUS									
	606	Dr Clinic Ad - testing	Test - ST NST	04/10/2019 Av	vaiting member	Execute				
	542	Company Test ABC	ABC - ST NST	31/01/2019 Ca	incelled	View				
	549	Company Test ABC	Def - ST NST	28/02/2019 Ca	incelled	View				
	555	Comp ABC - testing	Ghi - ST NST	31/01/2019 Av ap	vaiting MSA	View				

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.

CONTRACTS	PAYMENT FOR SERVICES								
PAYMENT FOR SERVICES		Search:		1					
EXPENSE CLAIMS		SERVICE *	REFERENCE \$	DATE 🕴	ACTIVITY	Fee	Unit	STATUS	
HELP - Accépt a SOW (video) - Submit an expense claim (video)	•	Test - ST NST							
- About payGP info sheet			PGPA050290	14/01/2019	01067 - for one OSCE rotation - Provision of up to 20 OSCE Assessments	570.00	1.00	APPROVED	
			PGPA050291	14/01/2019	01068 - for two OSCE rotations - Provision of up to 40 OSCE Assessments	970.00	1.00	APPROVED	