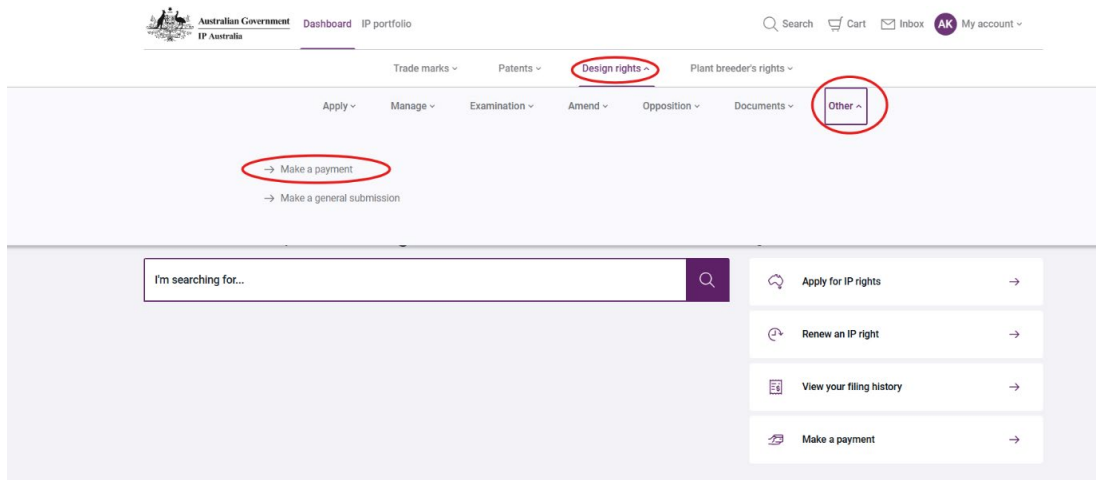


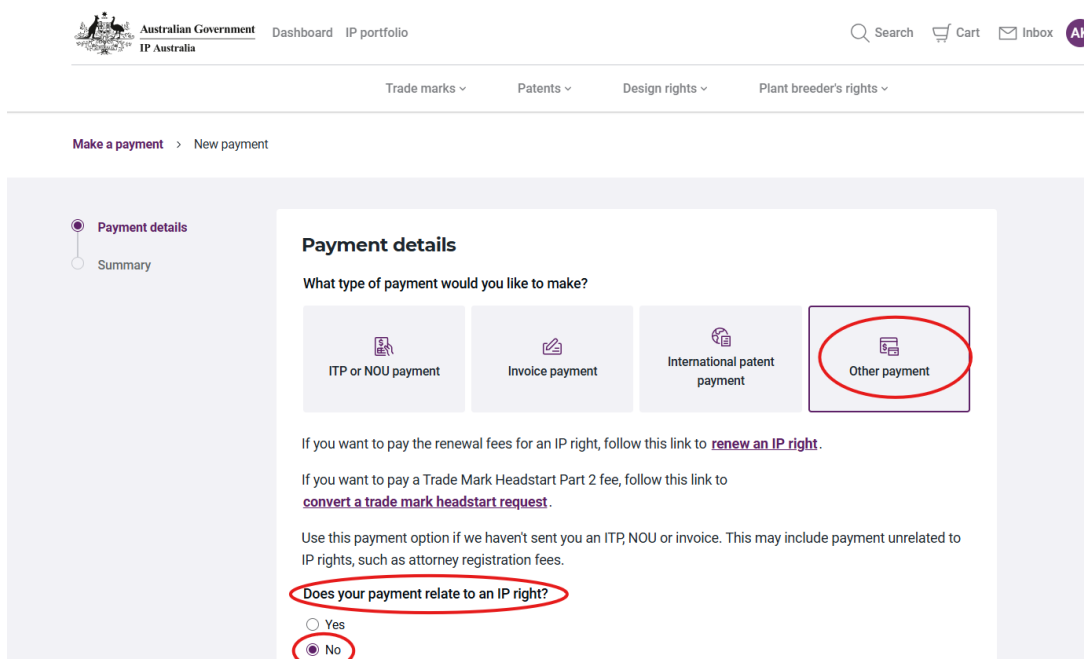


Submitting an olympic design application form and paying the fee

1. Log in to [Online Services](#) with your username and password.
2. In the main navigation menu, select 'Design rights'.
3. From the 'Other' dropdown menu, select 'Make a payment'. This option will allow the submission of an application form and payment of a relevant fee.



4. After starting a new request, select 'Other payment'. This gives the option of entering an IP Right number.
5. Select 'No'.



6. This will then allow the customer to enter a payment amount, a description of what the payment is for (critical for IP Australia to reconcile and code correctly) and the option to upload additional documents. While it is optional to upload an additional document, customers **should** upload the relevant application form in this instance or the payment will be queried.
7. After selecting 'Next' this will then take the customer to a secure platform to enter credit card details, and a receipt of the filing will be provided.

The screenshot shows a payment form with the following sections:

- Enter payment amount (\$)**: A text input field highlighted with a red circle.
- Payment description**: A section with instructions: "Provide a clear description to help us process your payment accurately and efficiently. Please include any identifying details, such as the reason for payment, item(s) you're paying for or additional reference numbers." Below this is a text area labeled "Enter your payment description" with a note "A maximum of 1000 characters is allowed." This section is also highlighted with a red circle.
- Additional documents (optional)**: A section with instructions: "Upload one or more documents related to this payment." Below this is a dashed box labeled "Upload additional documents" containing a file upload icon and the text "Drag and drop files here or browse files". This section is highlighted with a red circle.
- At the bottom of the dashed box, it says "Accepted file types: JPG, JPEG, PNG, TIF, TIFF, PDF, DOC, DOCX, or XML" and "Maximum file size is limited to 40 MB per file".
- At the bottom of the form, there are three buttons: "Discard and exit", "Back", and "Next".