

Three electronic methods are available when paying for Land Registry Applications. All are easily accessible through www.landdirect.ie.

PAYMENT OF APPLICATIONS BY DIRECT DEBIT

Using this method, landdirect account holders choose to pay fees relating to a specific application by means of a direct debit deduction. This payment method can only be used by customers who have registered for the Direct Debit payment method. The process will work in the following manner:

- An option entitled 'Pay for Application' has been added to the landdirect main menu;
- A customer wishing to pay for an application via landdirect can select the 'Pay for Application' option;
- The customer enters the application number;
- Details of the fees outstanding, the current status of the application and the reference will be displayed;
- If the customer wishes to change the amount they wish to pay, they can do so at this point;
- The customer chooses the 'payment by Direct Debit' method from a drop down list;
- If the Direct Debit mandate is in place, the customer will be asked to confirm they wish to have the relevant fees deducted from their bank account, and payment will proceed;
- A system generated email will issue to the customer advising of the amount to be deducted and the transactions making up that amount.

PAYMENT OF APPLICATIONS BY LANDDIRECT ACCOUNT

Using this method, landdirect account holders may choose to pay fees relating to a specific application by means of a deduction from their landdirect account balance. This process works in the following manner:

- An option entitled 'Pay for Application' has been added to the landdirect main menu;
- A customer wishing to pay for an application via landdirect can select the 'Pay for Application' option;
- The customer enters the application number
- Details of the fees outstanding, the current status of the application and the reference will be displayed;
- If the customer wishes to change the amount they wish to pay, they can do so at this point;
- The customer chooses the payment by landdirect account method from a drop down list;
- There must be sufficient funds in the landdirect account in order to proceed with this method of payment;
- Using this payment method, the application fee is deducted immediately from the landdirect account;
- The application is subsequently submitted to PRA in the normal manner (no accompanying cheque is submitted).

PAYMENT OF APPLICATIONS BY DEBIT/CREDIT CARD

Using this method, landdirect account holders may choose to pay fees relating to a specific application by means of a debit card/credit card. This process works in the following manner:

- An option entitled 'Pay for Application' has been added to the landdirect main menu;
- A customer wishing to pay for an application via landdirect can select the 'Pay for Application' option;
- The customer enters the application number;
- Details of the fees outstanding, the current status of the application and the reference will be displayed;
- If the customer wishes to change the amount they wish to pay, they can do so at this point;
- The customer chooses the payment by Debit/Credit card method from a drop down list;
- The user is then redirected to the secure payments site to provide the debit/credit card details;
- The application is subsequently submitted to PRA in the normal manner (no accompanying cheque is submitted).

WHAT YOU NEED TO DO NOW

- In order to avail of this facility you must have the "Fee Approver" role for your preferred payment method(s).
- The role(s) can be assigned to you by the "SuperUser" for your account. If a SuperUser has not yet been created for your account you may request for a SuperUser to be created by logging onto your Land Direct Account.
- When logged onto the Home page please click on the Help feature, followed by Forms. The third option Nominate and manage Superusers on your account will direct you to the relevant form which, once filled out, can be emailed straight to our Land direct helpdesk for set up.