

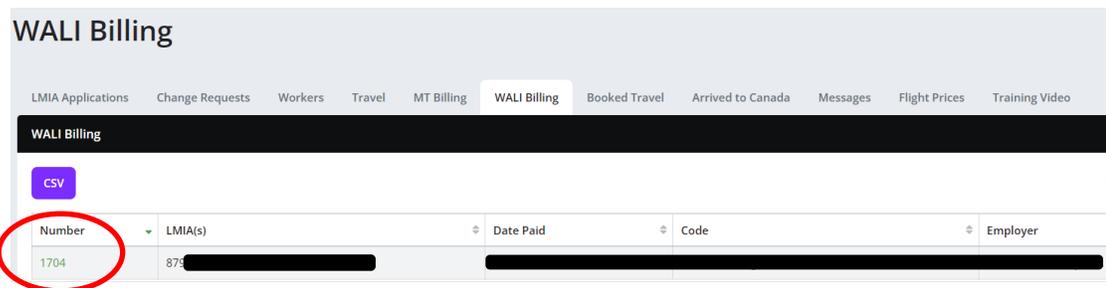
### Making WALI Payments

Invoices are generated at two points during LMIA processing:

1. When submitting a new LMIA, and
2. When WALI staff accepts a change request.

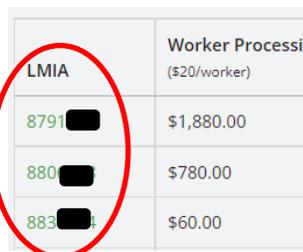
When either of these take place, an invoice is added to the employer's account. Follow these steps to review and pay invoices:

1. Sign into the WALI Employer Portal.
2. Click on the "WALI Billing" tab at the top of the page.
3. Under the "Number" column, click on the invoice that you want to review or pay.



Number	LMIA(s)	Date Paid	Code	Employer
1704	8791 [redacted]	[redacted]	[redacted]	[redacted]

- You will see a detailed description of all fees.
- To review details on worker processing fees, click on the LMIA number.



LMIA	Worker Processi (\$20/worker)
8791 [redacted]	\$1,880.00
880 [redacted]	\$780.00
883 [redacted]	\$60.00

- To review details on Change Request fees, click on the green reference numbers in the Change Processing Field (there may be more than one change request referenced).



Change Processing Fee:
\$10.00 ( #10 #19 #78 #79 )
\$30.00 ( #18 #20 #23 #24 #45 #80 #154 )

- After reviewing the charges, scroll to the bottom of the page and click on the green “Pay Now” button as shown below.

Annual Employer Fee (\$150/farm per year):	\$150.00
Subtotal:	\$2,930.00
Transaction Fee (4%):	\$117.20
GST [REDACTED] RT0001:	\$152.36
<b>Total:</b>	<b>\$3,199.56</b>

**Pay Now**

- This will take you to the Square Payment Processing site. This is a secure commercial payment processing site. WALI does not receive or store credit card information.
  - Review the invoice details and make sure it is the same as what was on the WALI site.
  - Enter your credit card information.
  - Scroll to the bottom of the page and click the green “Place Order” button. This will complete the transaction.

Checkout

Buy with Pay

OR

Personal Information

Email [REDACTED]

Payment Information

Name on Card	Jane Doe		
Card Number	0000 0000 0000 0000		
Card Details	MM/YY	CVV	Postal Code

Order Details

1 x Annual Employer Fee (\$150/farm per year)	\$150.00
1 x Worker Processing Fee (\$20/worker) [8791486]	\$1880.00
1 x Change Processing Fee [8791486]	\$10.00
1 x Worker Processing Fee (\$20/worker) [8806738]	\$780.00
1 x Change Processing Fee [8806738]	\$30.00
1 x Worker Processing Fee (\$20/worker) [8839524]	\$60.00
1 x Change Processing Fee [8839524]	\$0.00
1 x Worker Processing Fee (\$20/worker) [8867251]	\$20.00
1 x Change Processing Fee [8867251]	\$0.00
1 x Transaction Fee [117.2]	\$117.20
<b>Subtotal</b>	<b>\$3047.20</b>
GST # [REDACTED]	\$152.36
<b>Total</b>	<b>\$3199.56</b>

**Place Order**

- Go back to the WALI Billing tab refresh the screen and click on the invoice, it now says “Paid”.

7. Click on the green "Print PDF" button on the right side of the page to print off a copy for your records.



If you have any questions or concerns regarding billing, please contact Reg Ens at [rens@walicanada.ca](mailto:rens@walicanada.ca).