

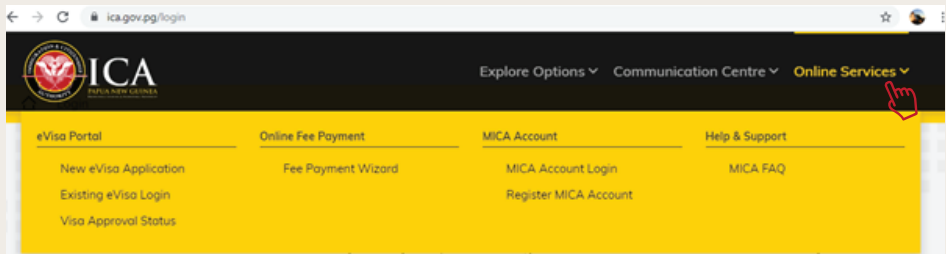


# ONLINE PAYMENT GATEWAY FOR MIGRATION SERVICE FEES

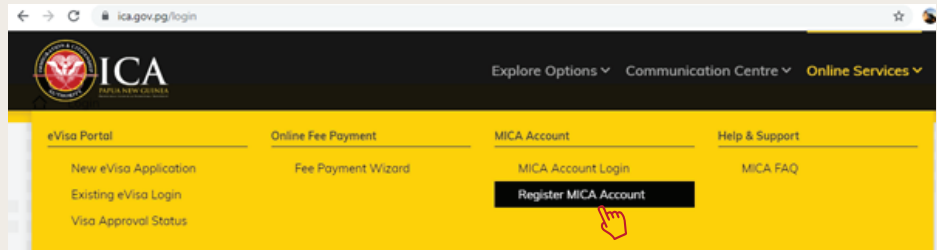
Step-by-step process on how to create your MICA account  
and pay your Migration Service Fees (MSF)

This guide provides you a step-by-step process on how to create your MICA account and pay for one or more migration services using the online payment gateway available on ICA's website: [www.ica.gov.pg](http://www.ica.gov.pg)

- 1 Go to our website: **[www.ica.gov.pg](http://www.ica.gov.pg)**
- 2 Click on the **Online Services** tab on the top right hand side of the main page. A drop down dialogue box similar to the one shown below will appear.



- 3 Select **Register MICA Account** if you have not registered yet. *If you already have an account, you can select MICA Account Login.*



- 4 Enter your **Name, email address and Password** and click submit. Email confirmation will be emailed to your registered email address for verification. Once verified, you can now log on to your MICA Account using your registered email and password anytime. This will be your MICA account for every payment transaction.

A screenshot of the 'MICA Account' registration form. The form has a header with the ICA logo and navigation links. Below the header, there's a 'Register' button. The main content area is titled 'MICA Account' and contains a 'New Registration' section. The form fields are: 'First Name', 'Surname', 'Email', 'Password', and 'Confirm Password'. There are also checkboxes for 'I already have a MICA Account' and 'Login to Existing Account'. A 'Submit' button is at the bottom. Five numbered callouts point to the form fields: 1. Enter your name here (points to First Name), 2. Enter your Surname (points to Surname), 3. Enter your email address (points to Email), 4. Enter your password (points to Password), and 5. Confirm your password (points to Confirm Password). A red hand icon points to the 'Submit' button.

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Once you log in, follow step 1 to step 4 as shown on the right.  
Once you complete step 4, you can proceed to make payment (see step 6).

Welcome to the ICA Fee Payment Wizard. In order for us to best serve you, we need to collect some details about the payment you wish to make.  
If you are having trouble finding the correct fee for payment or if you have any other questions regarding the ICA fee payment Wizard, please visit our FAQ page.

[Visit FAQ](#)

1 2 3 4

What type of fee would you like to pay?

**Visa**  
All fees related to overseas visas.

**Passport**  
Pay fees related to PNG passports.

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Select **Pay Online Now**. You will be directed to the payment page. You are required to enter the applicant details and proceed to make payment. *Note: You can make payment for more than one application.*

**Online Payments**

Accepted Cards:

1 Applicant Details  
2 My Basket  
3 Billing Details  
4 Order Confirmation  
5 Payment Details  
6 Payment Receipt

You wish to pay for:

**Fee: Visitor - Journalist/Reporter**  
**Fee type: Application Fee**  
**Fee Amount: USD 350.00** (PNS 1,387.62 Equivalent)

**Fee Details:**  
Short description Journalist/Reporter  
Products

**Applicant Details**

In order for ICA to process your payment effectively as possible, ICA need to collect some information about the relevant applicant for whom this payment is for.

Please fill out the below information carefully, ensuring that the correct details are entered. Failure to provide correct information could mean a delay in processing your payment.

### Contact Information

Applicant's contact information

Landline Number

Mobile/Celphone Number

Fax Number

### Passport & Payment Information

Passport and payment information of the applicant.

Passport Number

Passport Expiry Date

Payment Reference

Customer Representative Name

### Notices

30/07/2019 System Launch

### Help & Support

Please visit our FAQ page for common questions regarding the online Payment System. If you require additional help, you may submit a support ticket here.

[Visit FAQ](#)

### General

General information about the applicant.

Given Name

Surname

Email Address

Birth date

Nationality

Select

### Address Information

Address information about the applicant.

Address Line 1

Address Line 2

City

State

Payment Message

I have verified the applicant details and wish to add the **Visa - Journalist/Reporter (Application Fee)** fee to my basket.

[Add To My Basket](#)

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Enter your billing information, confirm your order and proceed to make payment.

### Online Payments

**Accepted Cards**

1. Applicant Details

2. **My Basket**

3. Billing Details

4. Order Confirmation

5. Payment Details

6. Payment Receipt

### Basket

Welcome to your basket. You may add, edit or delete fees from your basket on this page. After you have reviewed your basket, you can follow our easy-to-follow check out process.

ICA does not store or process your payment information at any stage during checkout. Payment processing is handled exclusively by [Wirecard](#) and upon successful payment, you will be redirected back to ICA where you can download a copy of the receipt.

If you would like to know more information on how we handle and process your information, please visit our [Privacy Policy](#) or [FAQ](#) pages.

**No Product in your Basket**

[+ Click to Add Product](#)

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Once the payment is successful, a receipt will be generated. You can print or save a copy of the receipt. A copy of the receipt will be saved in your MICA account for future reference.

## Frequently Asked Questions

- Can I make multiple payments through my MICA account?**  
Yes, the Online Payment System supports the payment of multiple fees for different services at once.
- Do you store my card information?**  
No. ICA systems does not collect or transmit your card information. All card payment processing is done through our certified third party, Wirecard.
- Does payment guarantee my application?**  
No. Payment of fees does not in itself constitute the acceptance or approval of your application. Paying fee is one part of a multi-part process in having your application processed.
- I can't find the fee I wish to apply for.**  
If you can't find the fee you are looking for through our *Fee Payment Wizard*, or if you are having trouble using the system, please go to our enquiry page and submit your help request.
- Which currency is my payment processed in?**  
All payments are processed in Papua New Guinea Kina (PGK). For visa products, ICA utilises a USD to PGK equivalent rate. Once fees are added to your basket, they will be converted to PGK for processing.



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Waigani, National Capital District

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W: [www.ica.gov.pg](http://www.ica.gov.pg)  
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