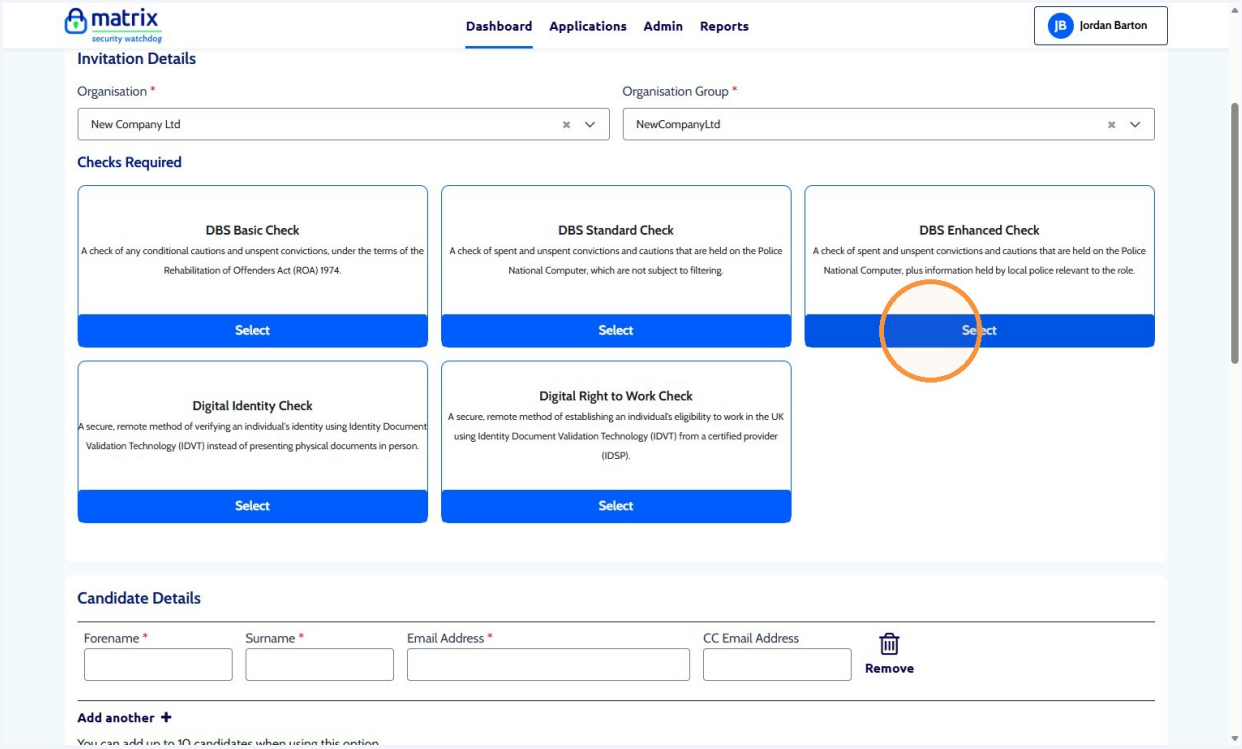
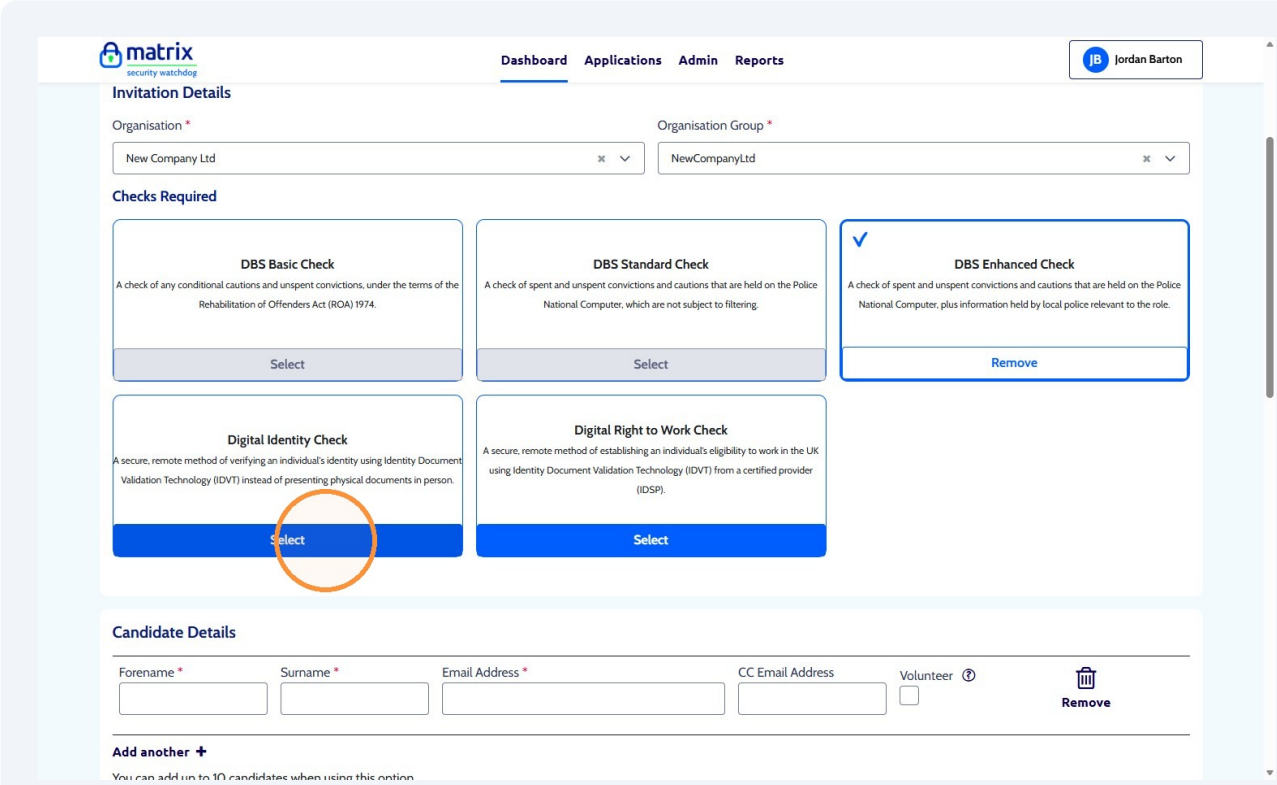
How To Pay Online when Inviting Candidates

Learn the step-by-step process for inviting a new candidate, entering their details, and processing the required payment. This guide ensures you can successfully register candidates and confirm their screening status through the system.

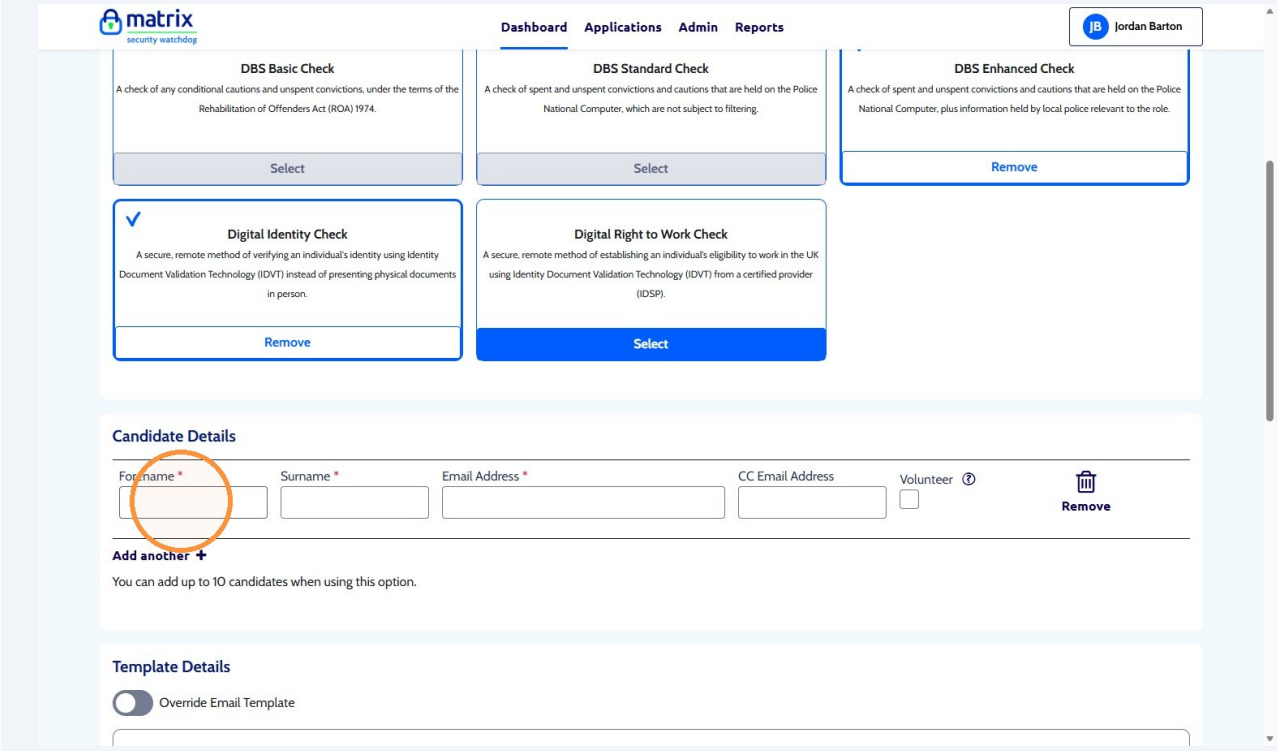
Candidate Invitation

1 Select the type of check(s) you require the candidate(s) to submit from the 'Checks Required' section

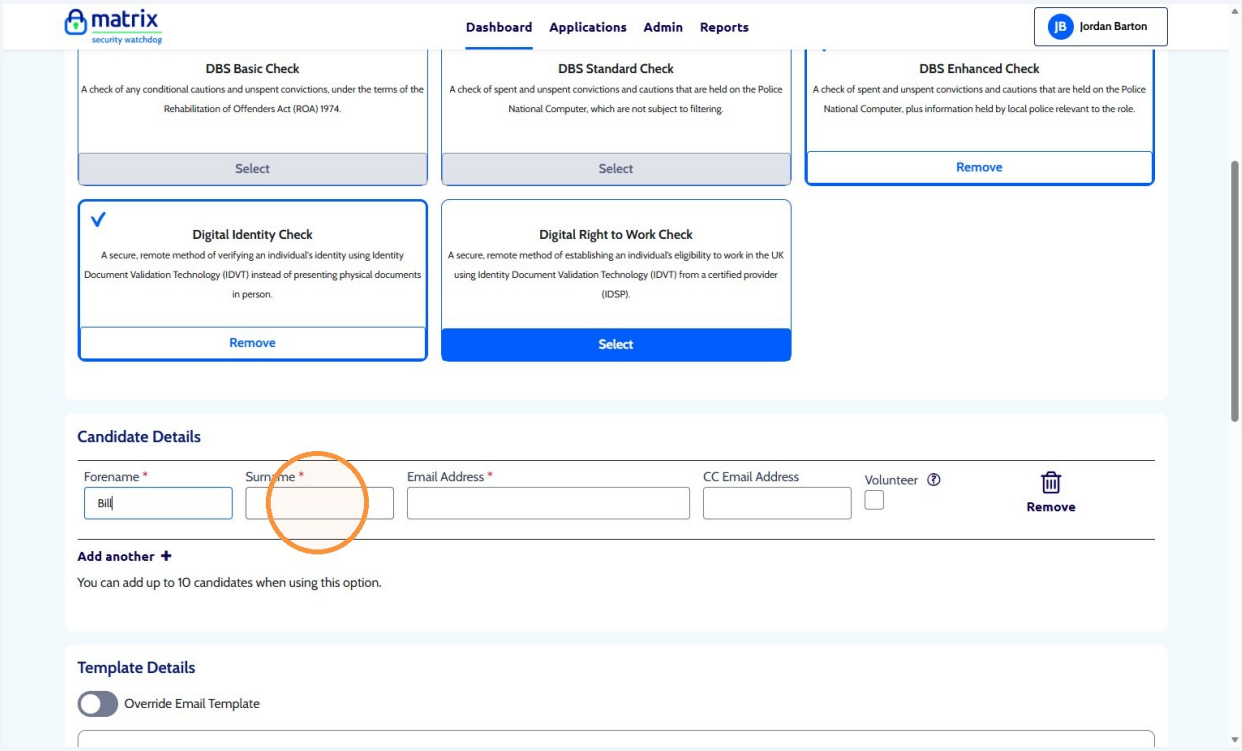




2 Enter the candidate's forename into the **Forename** field

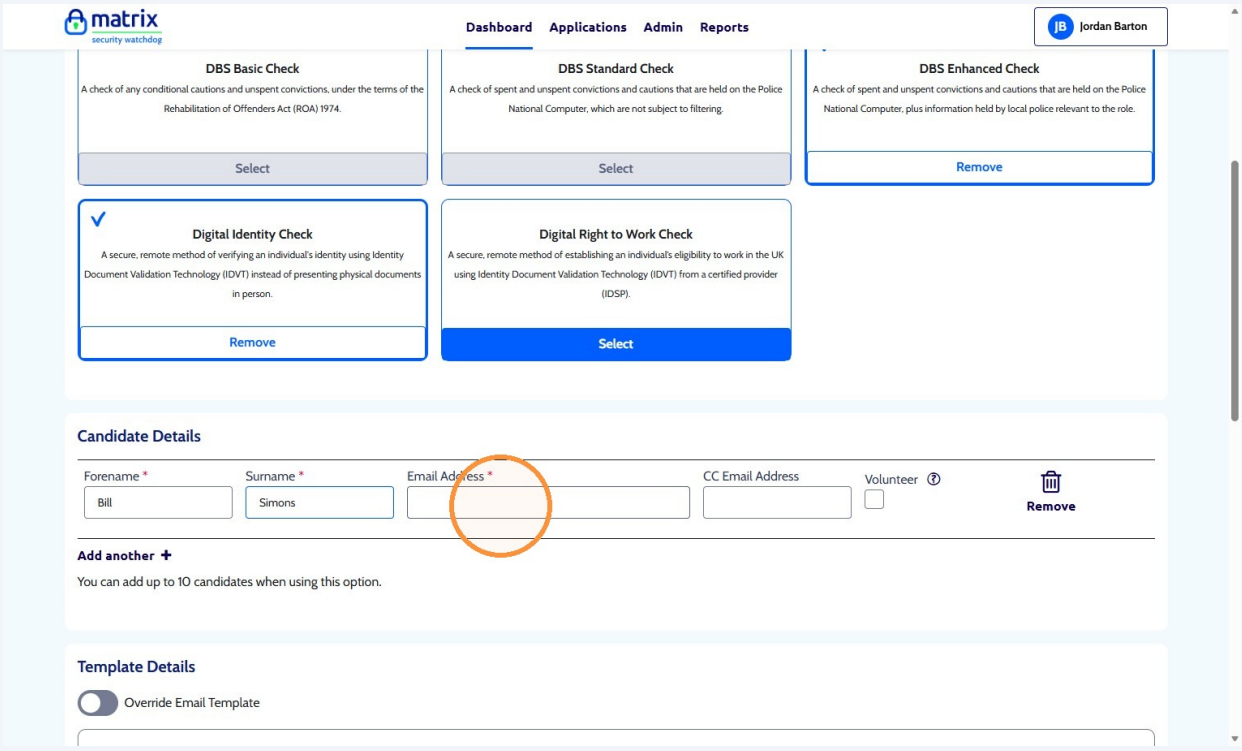


3 Enter the candidate's surname into the **Surname** field

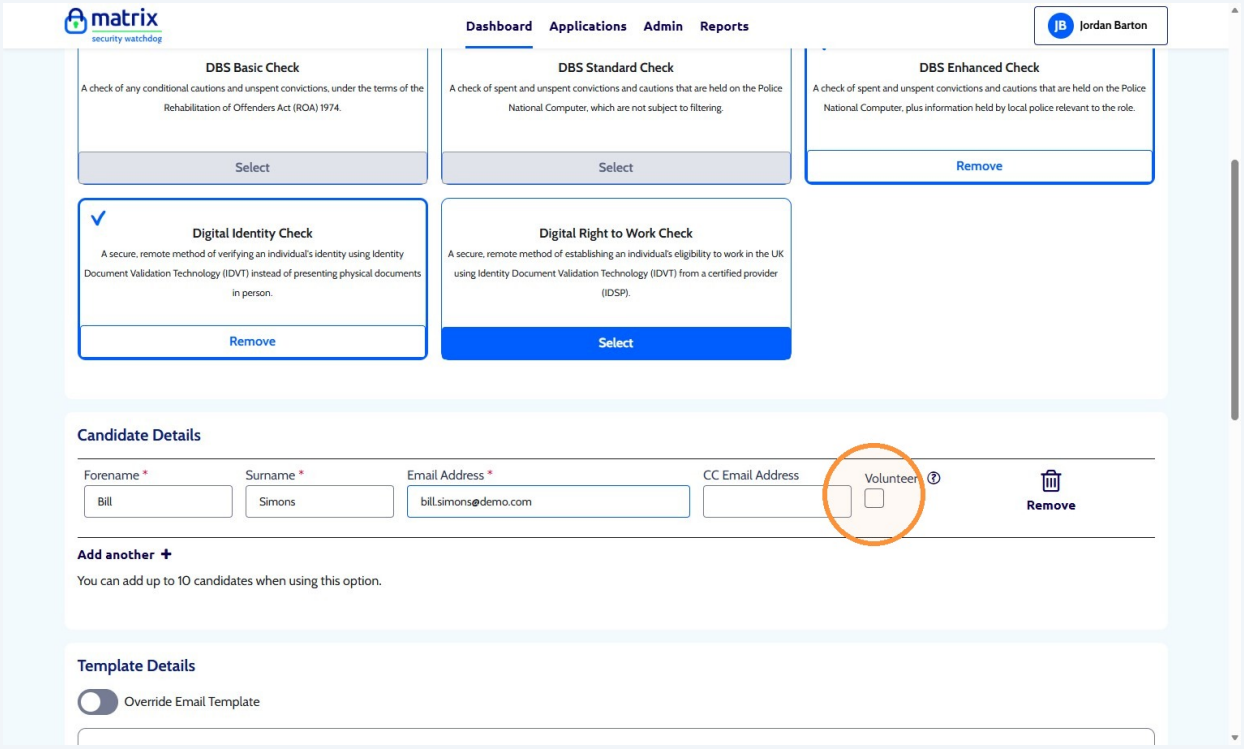


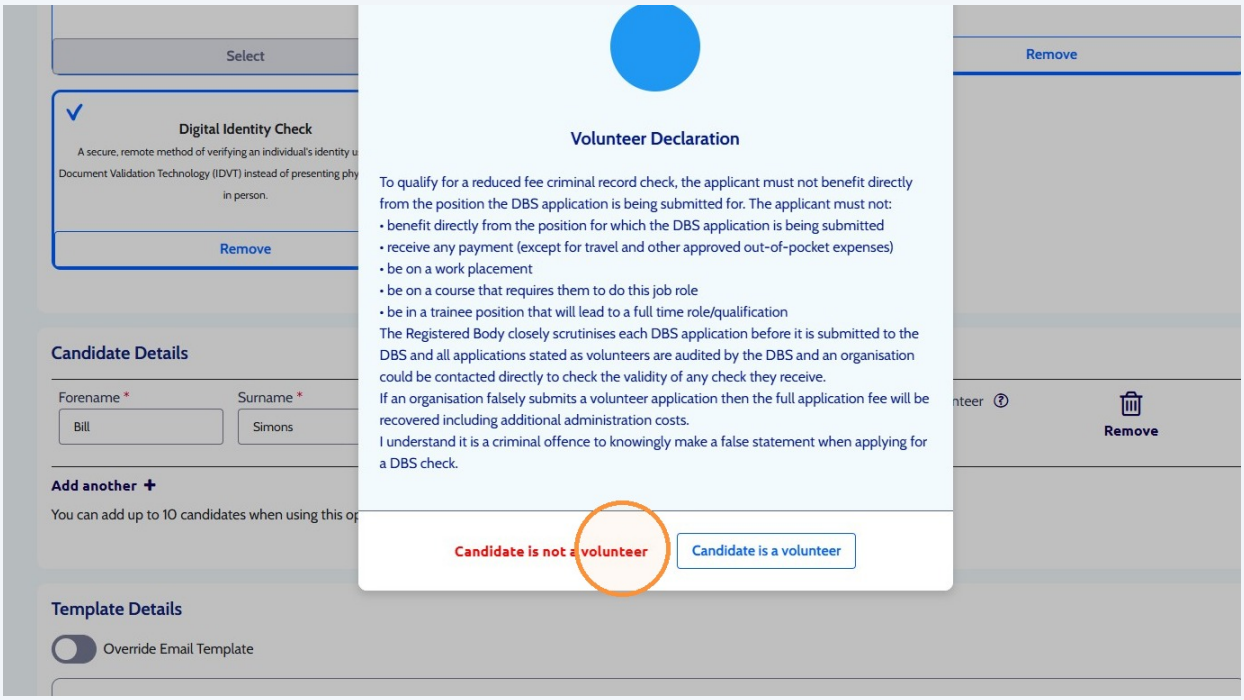
4 Enter the candidate's email address into the **Email Address** field.

If you would like to also CC someone into the invitation, this can be entered in the **CC Email Address** field

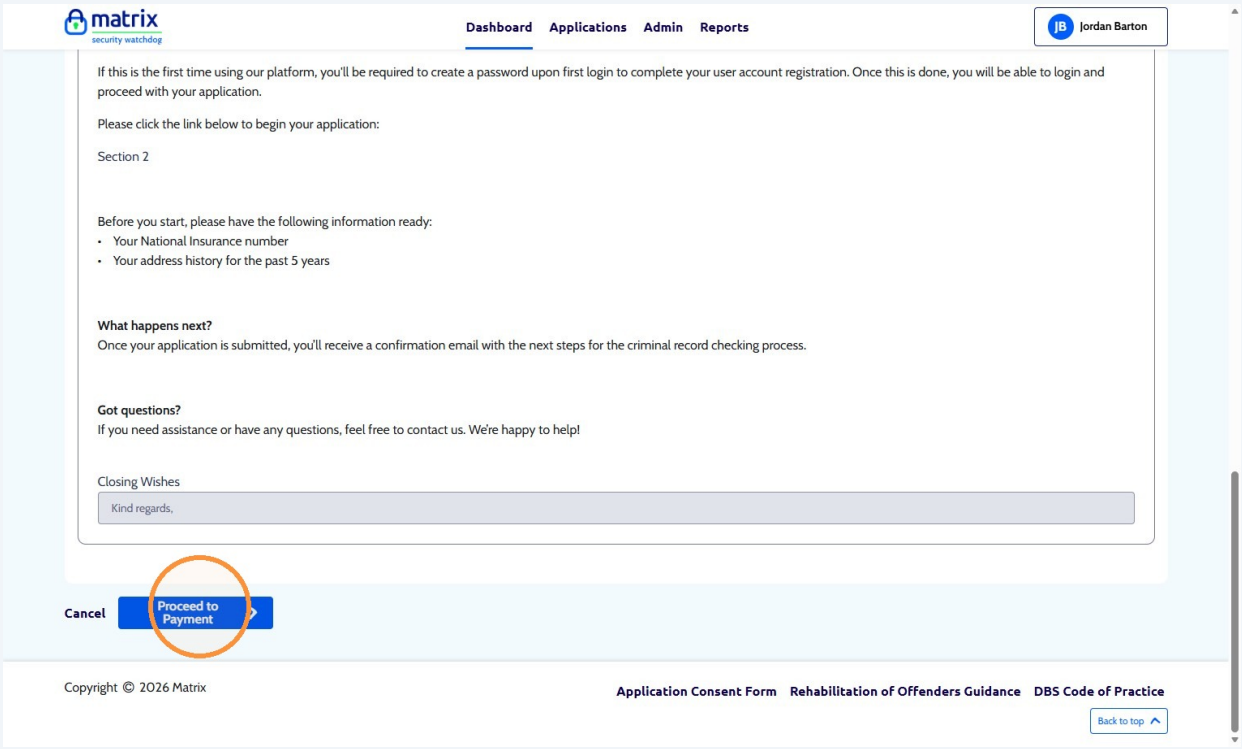


5 If you are inviting a candidate for a Standard or Enhanced DBS check, and the candidate is a volunteer, tick the 'Volunteer' checkbox



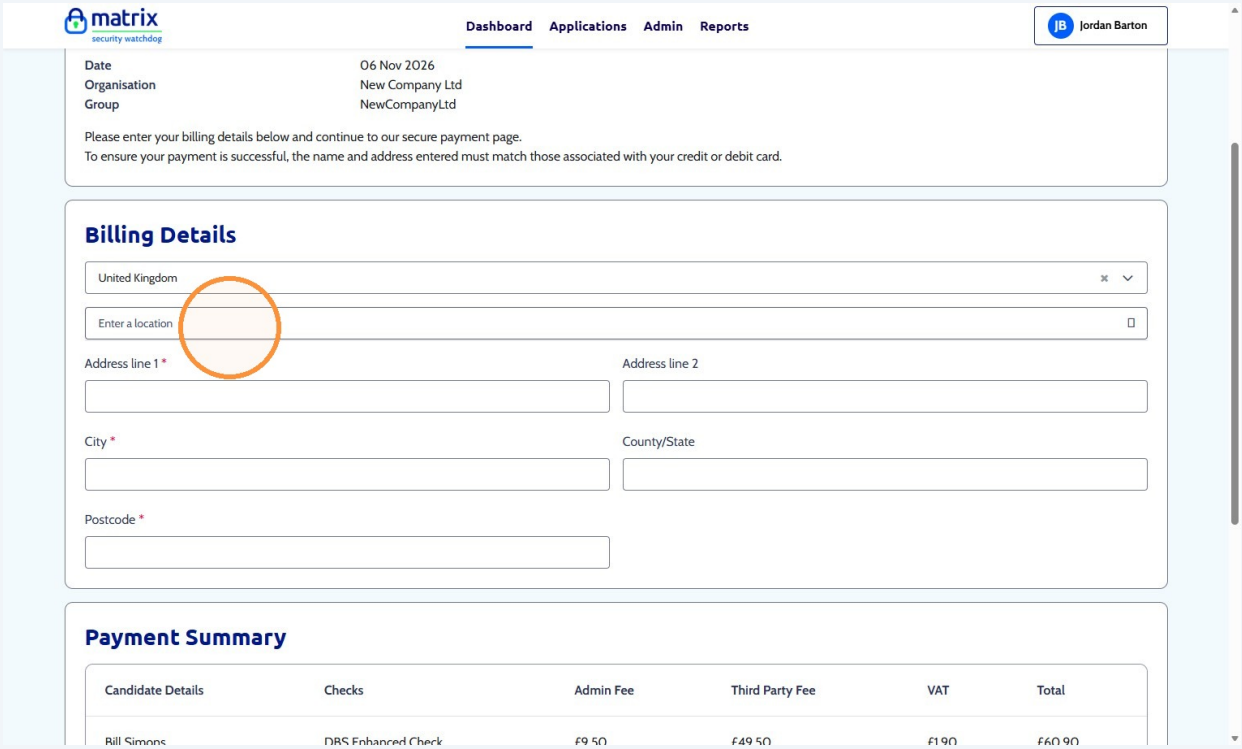


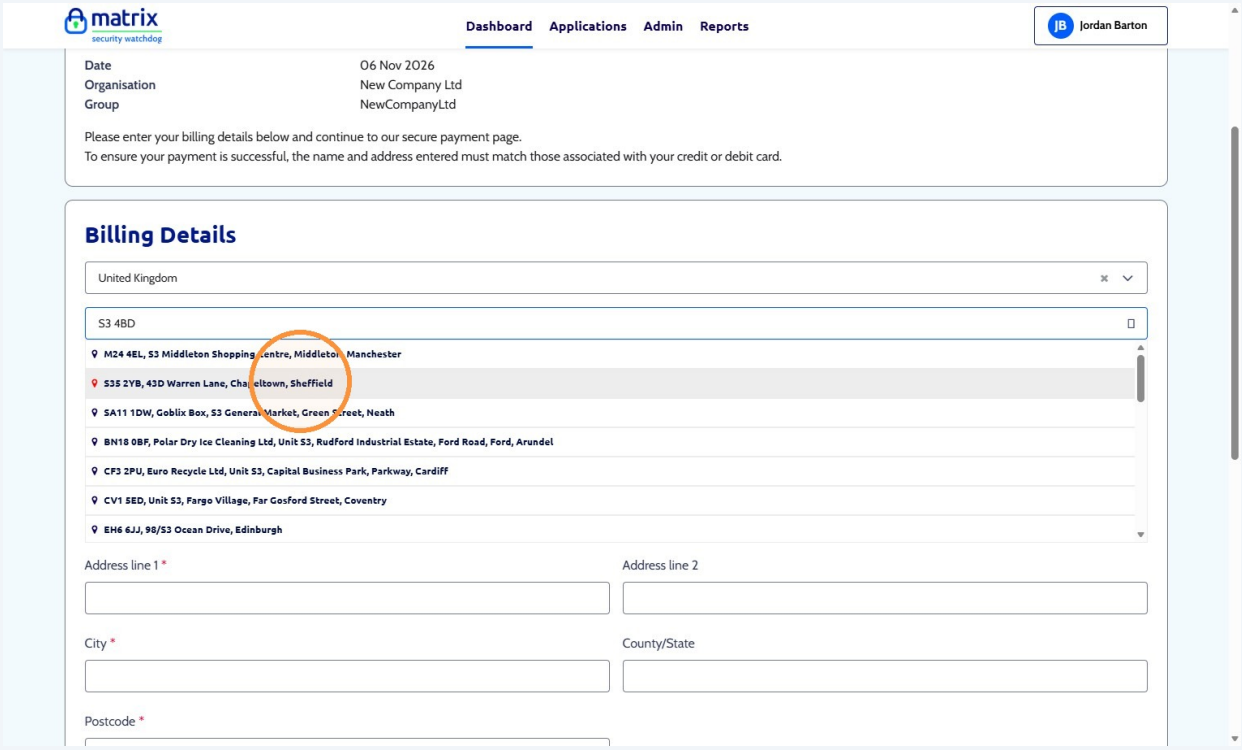
6 Click **Proceed to Payment**



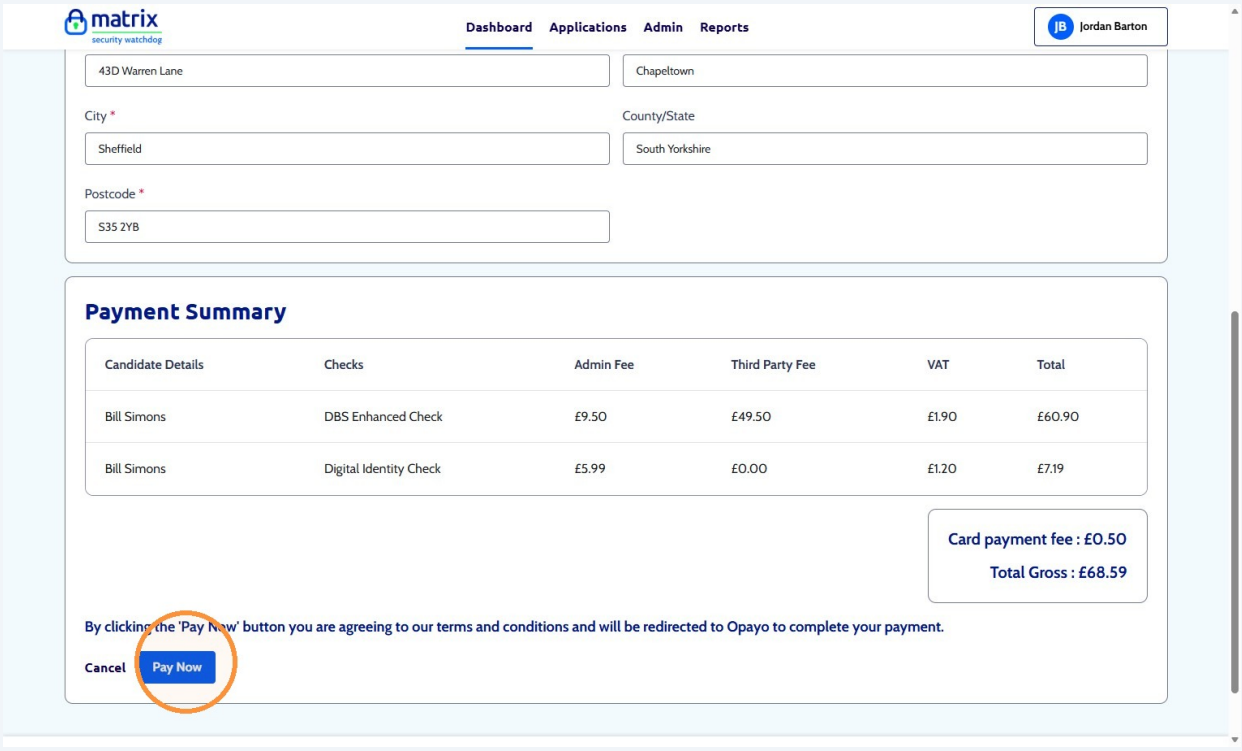
Billing Details

7 Enter the Billing Address associated with the card making the payment


matrix
security watchdog
Dashboard
Applications
Admin
Reports
JB
Jordan Barton
Date
06 Nov 2026
Organisation
New Company Ltd
Group
NewCompanyLtd
Please enter your billing details below and continue to our secure payment page.
To ensure your payment is successful, the name and address entered must match those associated with your credit or debit card.
Billing Details
United Kingdom
Enter a location
Address line 1 *
Address line 2
City *
County/State
Postcode *
Payment Summary
Candidate Details
Checks
Admin Fee
Third Party Fee
VAT
Total
Bill Simons
DBS Enhanced Check
£9.50
£49.50
£1.90
£60.90


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security watchdog
Dashboard
Applications
Admin
Reports
JB
Jordan Barton
Date
06 Nov 2026
Organisation
New Company Ltd
Group
NewCompanyLtd
Please enter your billing details below and continue to our secure payment page.
To ensure your payment is successful, the name and address entered must match those associated with your credit or debit card.
Billing Details
United Kingdom
S3 4BD
M24 4EL, S3 Middleton Shopping Centre, Middleton, Manchester
S35 2YB, 43D Warren Lane, Chapeltown, Sheffield
SA11 1DW, Goblix Box, S3 General Market, Green Street, Neath
BN18 0BF, Polar Dry Ice Cleaning Ltd, Unit S3, Rudford Industrial Estate, Ford Road, Ford, Arundel
CF3 2PU, Euro Recycle Ltd, Unit S3, Capital Business Park, Parkway, Cardiff
CV1 5ED, Unit S3, Fargo Village, Far Gosford Street, Coventry
EH6 6JJ, 98/S3 Ocean Drive, Edinburgh
Address line 1 *
Address line 2
City *
County/State
Postcode *

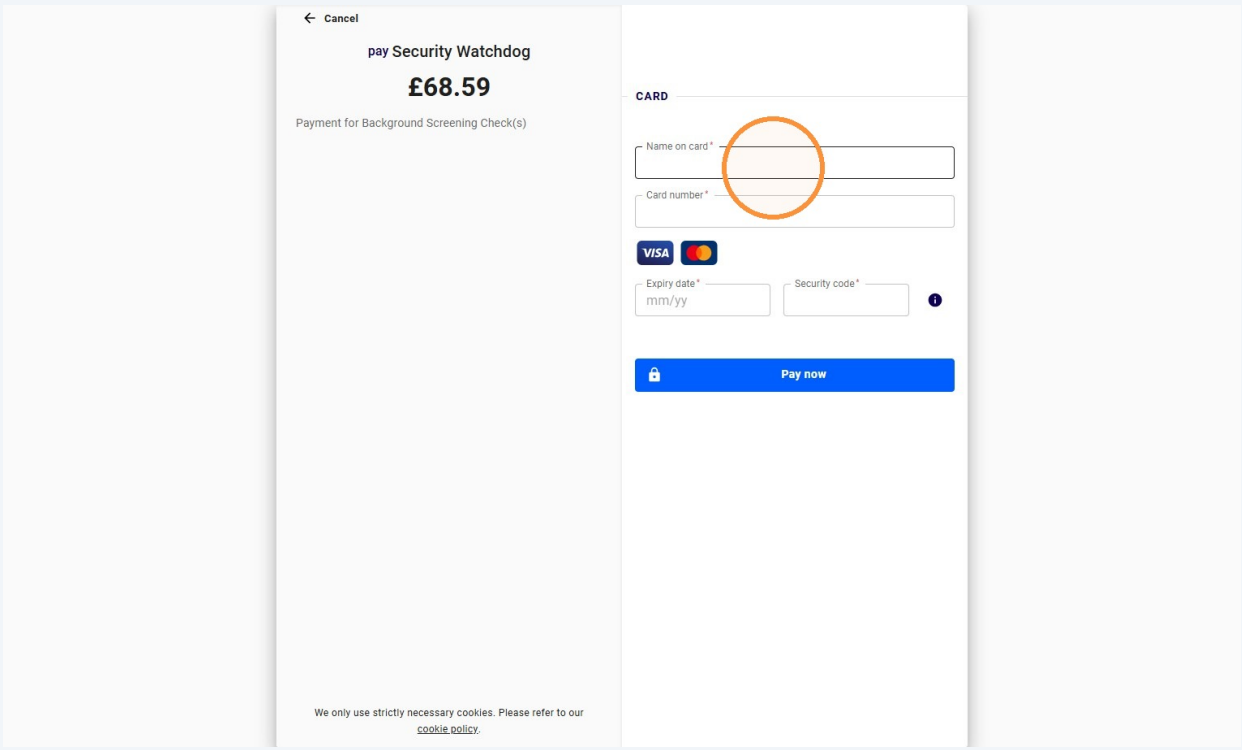
8 Review the Payment Summary and once happy, click **Pay Now**



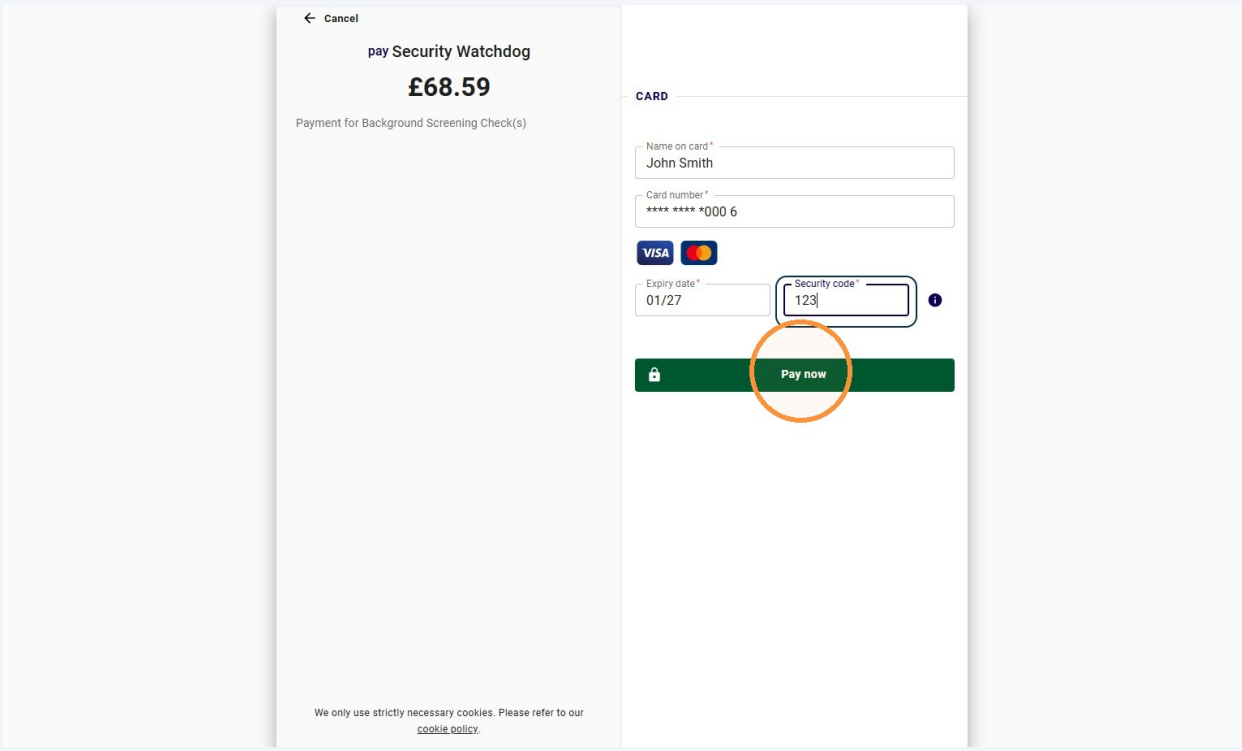
Card Payment

9 You will now be redirected to our online payment provider to make a payment.

Enter your name and card details

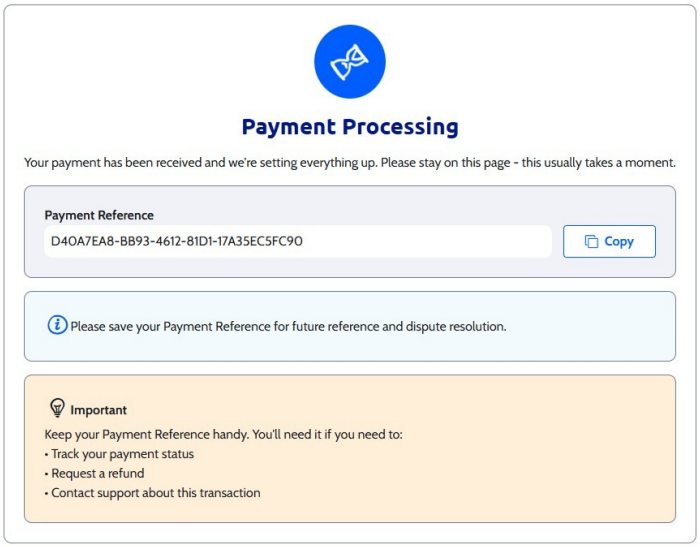


10 Click **Pay now**

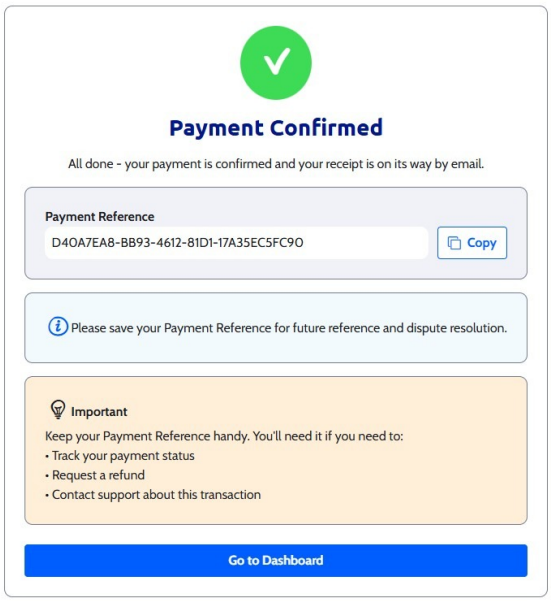


Payment Confirmation

11 You will now be redirected back to Matrix Screening whilst your payment is being processed

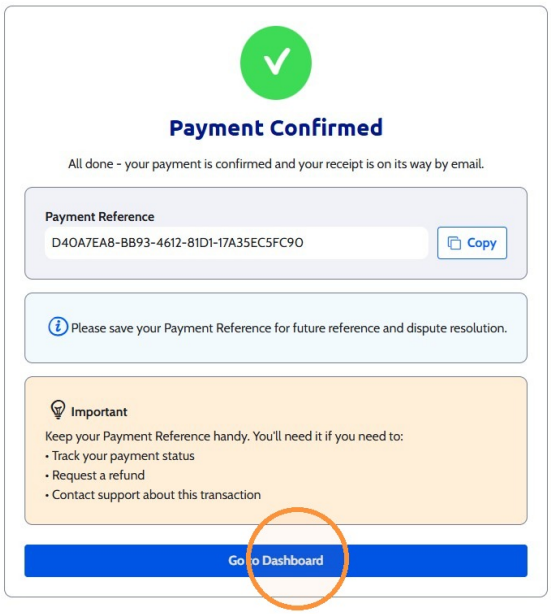


12 Once your payment has been processed, you will receive a 'Payment Confirmed' message

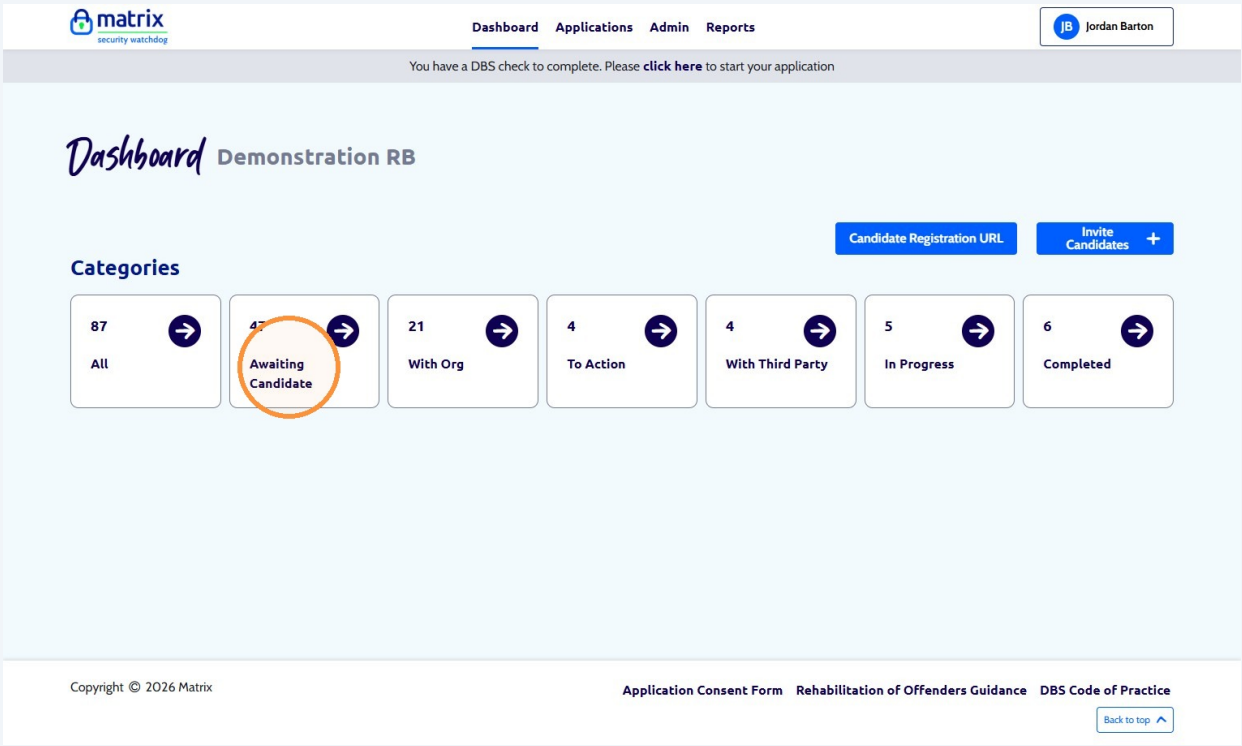


Dashboard Review

13 Click **Go to Dashboard**



14 Click 'Awaiting Candidate' from the Dashboard



15 You will now see the candidate invite generated post-successful payment

