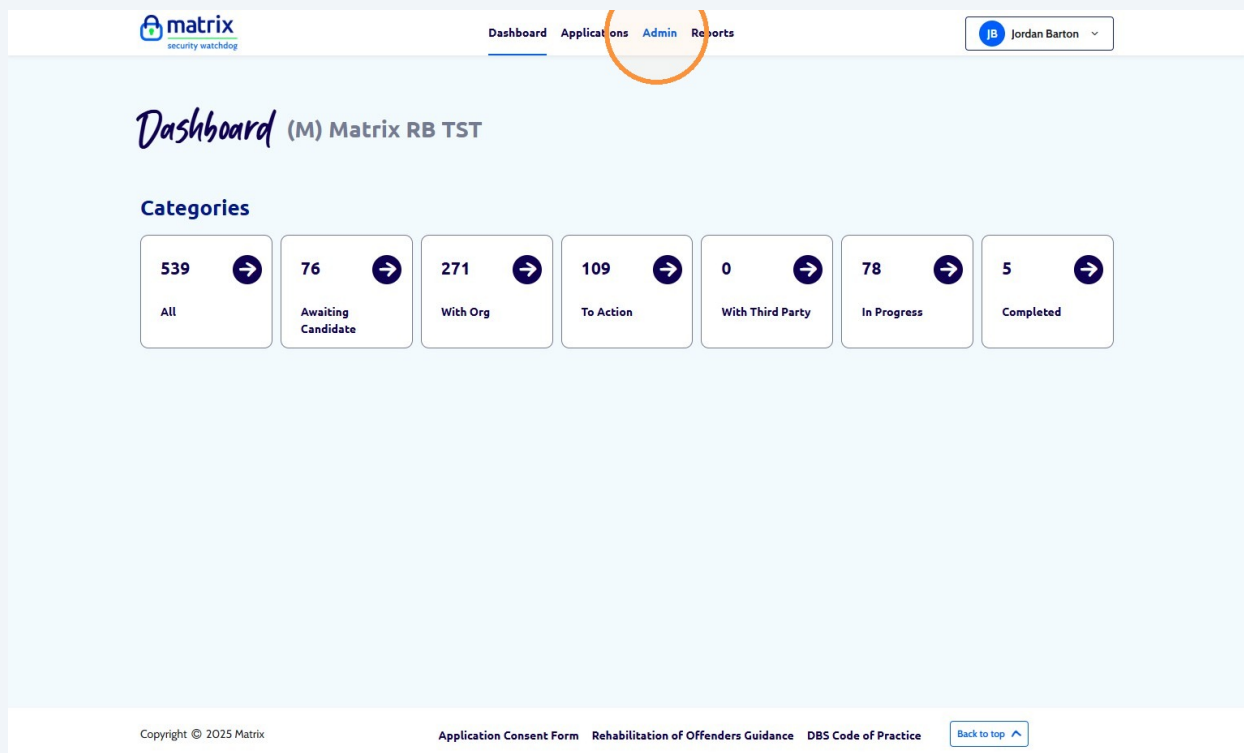


How To Amend Default Admin Fees for Organisations



This guide provides a straightforward process for Registered Bodies to amend default admin fees, ensuring that users can easily adjust their default service costs if needed. By following the simple steps outlined, users can efficiently navigate the system and implement changes without confusion. This resource is essential for maintaining accurate financial management within the organization.

1 Click **Admin** in the toolbar



2 Navigate to **Services**

The screenshot shows the Matrix Admin Hub interface. At the top, there is a navigation bar with the Matrix logo, a user profile for Jordan Barton, and tabs for Dashboard, Applications, Admin, and Reports. The Admin tab is selected. Below the navigation bar, there is a 'Back' link and a heading 'Admin Hub (M) Matrix RB TST'. A grid of buttons is displayed, including 'Registered body details', 'Brand Settings', 'Application Templates', 'Comms Templates', 'Integrations', 'Job Roles', 'Services' (circled in orange), 'User Directory', and 'Organisations'. At the bottom, there is a footer with copyright information and links to 'Application Consent Form', 'Rehabilitation of Offenders Guidance', 'DBS Code of Practice', and a 'Back to top' button.

matrix security watchdog

Dashboard Applications Admin Reports

JB Jordan Barton

< Back

Admin Hub (M) Matrix RB TST

Registered body details Brand Settings Application Templates Comms Templates

Integrations Job Roles **Services** User Directory

Organisations

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3 In the 'Our Fees' tab, click **Edit**

The screenshot shows the Matrix Services page. At the top, there is a breadcrumb 'Admin Hub > Services' and a 'Back to Admin Hub' link. The heading 'Services' is displayed. Below the heading, there are two tabs: 'Our Fees' (selected) and 'Third Party Fees'. Under the 'Our Fees' tab, there is a table with the following data:

Disclosure & Barring Service (DBS)	
Organisation DBS Basic Admin fee	£ 5.00
Organisation DBS Standard Admin fee	£ 10.00
Organisation DBS Enhanced Admin fee	£ 10.00
Organisation DBS Enhanced Adult First Admin fee	£ 2.00

An 'Edit' button with a pencil icon is circled in orange next to the table header.

Admin Hub > Services

< Back to Admin Hub

Services

Our Fees Third Party Fees

Disclosure & Barring Service (DBS) Edit

Organisation DBS Basic Admin fee	£ 5.00
Organisation DBS Standard Admin fee	£ 10.00
Organisation DBS Enhanced Admin fee	£ 10.00
Organisation DBS Enhanced Adult First Admin fee	£ 2.00

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Amend the default admin fee required. These are the default admin fees applied to new Organisations created

Our Fees Third Party Fees

Disclosure & Barring Service (DBS) [Cancel](#) [Save](#)

Why do we need this ...

Setting these fees allows all organisations created to receive these fees by default, so that these charges can be passed to organisations for the services they receive.

Organisation DBS Basic Admin fee *

Organisation DBS Standard Admin fee *

Organisation DBS Enhanced Admin fee *

Organisation DBS Enhanced Adult First Admin fee *

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Click **Save** to confirm your changes

matrix security watchdog services

Dashboard Applications Admin Reports **JB Jordan Barton**

Our Fees Third Party Fees

Disclosure & Barring Service (DBS) [Cancel](#) [Save](#)

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Organisation DBS Basic Admin fee *

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Any existing Organisations created before this change, will not have their admin fees changed. But any new Organisations created after this change, will inherit these default fees, but can be amended if required

The screenshot shows the Matrix Security Watchdog Admin Hub interface. At the top, there's a navigation bar with the Matrix logo, a green success message "Service fees saved successfully", and a user profile for Jordan Barton. Below the navigation bar, there's a breadcrumb "Admin Hub > Services" and a "Back to Admin Hub" link. The main section is titled "Services" in a large, stylized font. Underneath, there's a tabbed interface with "Our Fees" selected and "Third Party Fees" as an option. The "Our Fees" tab displays a table of fees for the "Disclosure & Barring Service (DBS)". The table has two columns: the fee description and the amount. The fees listed are: Organisation DBS Basic Admin fee (£6.00), Organisation DBS Standard Admin fee (£10.00), Organisation DBS Enhanced Admin fee (£10.00), and Organisation DBS Enhanced Adult First Admin fee (£2.00). There is an "Edit" button with a pencil icon next to the DBS title. At the bottom of the page, there's a footer with copyright information "Copyright © 2025 Matrix", links to "Application Consent Form", "Rehabilitation of Offenders Guidance", and "DBS Code of Practice", and a "Back to top" button.

matrix
security watchdog

Admin Hub > Services

Back to Admin Hub

Services

Our Fees Third Party Fees

Disclosure & Barring Service (DBS) [Edit](#)

Organisation DBS Basic Admin fee	£6.00
Organisation DBS Standard Admin fee	£10.00
Organisation DBS Enhanced Admin fee	£10.00
Organisation DBS Enhanced Adult First Admin fee	£2.00

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