

JQbsCayman

Stand Alone Payments related to Applications Unavailable Online

A QUICK GUIDE TO USING THE UPDATED ONLINE PORTAL





JQbsCayman

Using the Standalone Payment Process

You must be a registered person in JobsCayman to use this process.

This facility was created to provide payment options for facilities that are not currently online, but are supported through other methods of application submission, such as email. This process will allow you to submit payment using Debit or Credit card to make a single payment that may include multiple applications. You will provide necessary details of each application. This will be explained later in this document.

The facilities/applications currently supported include the following:

- Amendment of a Work Permit
- Temporary Work Permits (which will be issued for 3 months)
- Temporary Work Permit Extensions (which will be issued for 3 months)
- Renewal of Annual Work Permits
- Permission To Continue Working (PCW)
- Business Staffing Plan (BSP) Grant
- Business Staffing Plan (BSP) Renewal
- Work Permit Grant Applications**
- Permanent Residence Eight Year Residence
- Permanent Residence Surviving Spouse of a Caymanian
- Variation of Permanent Residence No RERC Certificate
- Permanent Residence Spouse of a Permanent Resident
- Residency and Employment Rights Certificate Spouse of a Caymanian
- Permanent Residence Dependant of a RERC Holder
- Residency Certificate Persons of Independent Means
- Residency Certificate Substantial Business Presence
- Residency Certificate of Direct Investment
- Permissions to Continue Working (PCW)



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Steps to use this process to complete payment

Note: the options in your new menu, may be different than what is shown in the images shown in this guide. Log into JobsCayman as a Registered Person

- 1. Click the arrow next to the new icon
- 2. Click the all processes icon to view all menu options.



- 3. Click the "*Work Permit"* Option to display the Payment menu item
- 4. Click the "Payment" menu item



The Payment Screen will open.

Select "Stand Alone Payment" as your payment type and click the "Next" button.

| New - | * | WPP198 Select Payment T | уре | | |
|----------------|--|--------------------------------|------------------|---------------------|-----------|
| WPP198 | | App/Processes/Work Permit/Payr | ment | | |
| Select Paym | ent Type | Payment > Select Payment Type | | | |
| Creation date: | 07/02/2020 09:03 | Payment WPP198 | | Status: | Initiated |
| Due date: | 07/02/2020 09:03 | | | | |
| Creation date: | 07/02/2020 09:03 | Select Payment Ty | Case Information | | |
| Created by: | worc_test19 | Select Type of Payment: | | Stand Alone Payment | - |
| Case number: | WPP198 | | | | |
| Process: | Payment | | | | |
| Process Path: | App > Processes > Work Permit > Payment | | Save | Next | |





The payment screen will expand to allow you to identify details of each application to be included in this payment.

| ▲ Da New ▼ a WPP198 | WPP198 Complete Payment App/Processes/Work Permit/Payment | |
|--|---|-------------------|
| Complete Payment | Payment > Complete Payment | |
| Creation date: 07/02/2020 09:03 Due date: 07/02/2020 09:07 | Payment WPP198 | Status: Initiated |
| Details Assignees | Payment Stand-Alone Payment Case Information | |
| Creation date: 07/02/2020 09:03 | × Add Payment Items | |
| Created by: Worc_test19 Case number: WPP198 Process: Payment Process Path: App > Processes > Work Permit > Payment | Application Type: Pi Applicant/Employer Name: Payment Amount: File Number: Employee Name: Department: Work Add Item Payment Items | ease select |
| | Payment Method: p Currency: Amount: | ease select |

You will add details for each application you wish to include in this payment.

- **Application type** identifies the type of facility/application being included.
- **Applicant / Employer** is the person or employer that is submitting the application.
- **Payment amount** is the total amount that must be paid for the application.
- **File Number** is our "Worker Reference Number" or the Permit number of the person the facility is for.
- **Employee Name** is the prospective employee that a permit is being submitted under. The employee name does not exist in all application types.

Once you have completed these details click the "Add Item" button. Repeat this process for each application you wish to include in this payment.



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The applications will display in the Payment items collection.

- The comment field is not mandatory. You may add a comment if you feel it is important. However, all information regarding the application should be included in your cover letter.
- The File attachment is mandatory. If there is no documentation that is required please upload a document that says "<u>no documentation is attached</u>".
- Please attach the documentation that supports the application being paid for. It is imperative that the supporting application and other supporting documentation such as the police clearance, cover letter Lab work etc. are attached.
- File Uploads:
 - Only PDF documents are allowed
 - o Each document uploaded cannot exceed 20MB in size
 - You may add a maximum of 5 documents each up to 20MB in size to each payment item

| Add Payment Item | S | | | | | | |
|--------------------------------------|-------------|--------------------------|------------------|----------------------|------------|------------------------------|-----------------------|
| Application Type: | | | | Please selec | :t | | • |
| Applicant/Employer Na | me: | | | | | | ? |
| Payment Amount CI: | | | | | | | 2 |
| File Number: | | | | | | | |
| Employee Name: | | | | | | | |
| Department: | | | | WORC | | | |
| Add Item | | | | | | | |
| | | | | | | MAX 5 files per payment iten | n, MAX 20 MB per file |
| Payment Items | | | | | | | |
| Application Type | File Number | Applicant Name | Employee Name | Payment Amount Cl | Department | Comment | File |
| Renewal of Annual Work Permits | | No Name Employer Ltd. | Test Employee | \$900.00 | WORC | | Eø |





Click "*Choose File*" and attach the PDF document/s.

After each file is attached, click the "Upload" button.

| Add Payment Items | | | | | | |
|---------------------------------------|----------------------------|---------------|---------------|------------|---------------------|--------------------------------|
| Application Type: | | | Please select | | | • [2] |
| Applicant/Employer Name: | Upload a file | | × | | | |
| Payment Amount CI: | | | | | | |
| File Number: | Select a file | | | | | |
| Employee Name: | Choose File to file chosen | | | | | |
| Department: | | | | | | |
| Add Item | | | | | | |
| | | | | | MAX 5 files per pay | yment item, MAX 20 MB per file |
| Payment Items | | | | | | |
| Application Type | | Upload | Cancel | Department | Comment | File |
| Renewal of Annual Work Permits | No Name Employer Ltd. | Test Employee | \$900.00 | WORC | | |
| Û | | | | | | |

Continue to add additional payment items as needed.

| ✓ Add Payment Items | | | | | | | |
|--------------------------------|-------------|-----------------------|-----------------|-------------------|------------|-------------|--|
| Application Type: | | | | Please select | | | • |
| Applicant/Employer Name: | | | | | | | |
| Payment Amount CI: | | | | | | | |
| File Number: | | | | | | | |
| Employee Name: | | | | | | | |
| Department: | | | | WORC | | | |
| Add Item | | | | | | | |
| | | | | | | MAX 5 file: | s per payment item, MAX 20 MB per file |
| 👻 Payment Items | | | | | | | |
| Application Type | File Number | Applicant Name | Employee Name | Payment Amount CI | Department | Comment | File |
| Renewal of Annual Work Permits | | No Name Employer Ltd. | Test Employee | \$900.00 | WORC | | Document2556.pdf |
| | | | | | | E B | |
| | | | | | | | POP |
| | | | | | | | Document108.pdf |
| | | | | | | | PDF |
| Amendment of a Work Permit | 035987 | XYZ Company Ltd. | Test Employee 2 | \$100.00 | WORC | | 43-Document.pdf |
| | | | | | | | |
| | | | | | | | 5-Document.pdf Ø |
| | | | | | | B | |

Once you have added all payment items, choose your payment method, which is currently Credit or Debit card. The amount will convert to USD if the Credit card option is chosen.





 Notice that the amount at the bottom of the screen provides a total amount that will be paid for all applications added.

Click the "*Pay*" button to initiate the Plug n Pay screen.

| Application Type | File Number | Applicant Name | Employee Name | Payment Amount CI | Department | Comment | File |
|--------------------------------|-------------|-----------------------|-----------------|-------------------|------------|---------|--|
| Renewal of Annual Work Permits | | No Name Employer Ltd. | Test Employee | \$900.00 | WORC | | Document2556.pdf |
| Amendment of a Work Permit | 035987 | XYZ Company Ltd. | Test Employee 2 | \$100.00 | WORC | | Document108.pdf Document.pdf 43-Document.pdf S-Document.pdf |
| | | | | | | | |
| Wethod: | | | | Debit Card | | | |
| | | | | Cayman Dollar | | | |
| ay | | | | \$1,000.00 | | | |

Enter your information and click the **Submit Payment** button.

| | Payment Summary Passa racias he following of | atain for the Instantion | | |
|---|---|---|---|--|
| | Amount | | KYD 9998.86 | |
| | Billing Information Entry your asymptotesis in Cards Accepted | VISA . | | |
| | Credit Card Shore | Full Norma al Elaposino nel por O Narra Gale Nueltar Cale Nueltar Data Variar Cale Nueltar | | |
| | Billing Address | ADDees NADDees ADDees (Life 2) | | |
| | | Chy Chy | Country ofter than 20 or CA - Data Provins | |
| | | Province (Outside US/Canada) Province (Outside US/Canada) | | |
| | | ZorPsetal Cede | CRIMINAL ISLANDS | |
| | | -Os Poste Core | Courty | |
| | | E-rial Address | | |
| | | -E-mail Address | | |
| | | Pore Norber | | |
| | | (| | |
| | | | | |
| nex in ment lister | | | | |
| ase click One's Paument Status button after submitting your paument | | | | |
| and the particular second loss belows | | | | |
| | | Save Draft Submit App | Ication | |





Wait about 30 seconds and click the Check Payment Status button

| Complete Payment | Please wait, processing transaction |
|--|---|
| Dearlier Inter DUTA2022 (2023 Due date: 05/54/0822 (2025 | |
| Details Assignees | |
| Overver dans (1944/2019) Overver dan und opportunit Gene norther: Regiment Process fait: Regiment Regiment Regiment Regiment Regiment Regiment | CAYMAN ISLANDS COVERNMENT Compared Services (2nd Flue, Commend Amen Barrier, Same Commen (166) 468- STT |
| | Wait about 30 seconds and click the Check Payment Status button |
| | |
| | |

You will see a message indicating that the Payment was Successful or Not successful.

---To receive your receipt you must click the Submit Application button---

| Add Payment Items | | | | | | |
|--|----------------------------------|--------------------------|-----------------------------|----------------------|---|--|
| Application Type: | | | Please select | | | -] [2 |
| upplicant/Employer Name: | | | | | | (2 |
| ayment Amount CI: | | | | | | (2 |
| le Number: | | | | | | |
| nployee Name: | | | | | | |
| epartment: | | | WORC | | | |
| Add Item | | | | | | |
| | | | | | | IAX 5 files per payment item, MAX 20 MB per file |
| Payment Items | | | | | | |
| Application Type File Numb | er Applicant Name | Employee Name | Payment Amount CI | Department | Comment | File |
| Amendment of a Work Permit | June Dean Cooking | Julie Grant | \$500.00 | WORC | | Guidance-Notes-Applicati |
| ũ | | | | | | |
| ent Method: | | | Debit Card | | | |
| incy: | | | Cayman Dollar | | | |
| unt: | | | \$500.00 | | | |
| | | | Payment Successful | | | |
| Please click the Submit Application button | to generate your card payment re | ceipt and process your a | applications. Individual Wo | DRC receipts will be | e emailed to you after applications and p | ayments have been processed |
| | | Save Drat | ft Submit Application | | | |





You will then see this screen.

- The documents you uploaded are displayed
- You may access your receipt by selecting the **Receipt** tab and clicking on the *Card Payment receipt.pdf* document

| Payment Details | | | | | | | | | |
|-----------------------------------|----------------|--------------------------|--------------------|----------------------|------------|----------------------|---------|---------|--------|
| Payment Items | | | | | | | | | |
| Application Type | File Number | Applicant Name | Employee Name | Payment Amount Cl | Department | File | Receipt | Comment | Comple |
| Renewal of Annual Work Permits | | No Name Employer Ltd. | Test Employee | \$900.00 | WORC | 1_1_Document2556.pdf | | | |
| Amendment of a Work Permit | 035987 | XYZ Company Ltd. | Test Employee 2 | \$100.00 | WORC | 2_1_Document108.pdf | | | |
| Fotal Amount (KYD): | | | \$1,000.00 | | | | | | |
| Currency: | | | Cayman Dollar | | | | | | |
| Payment Successful: | | | Yes | | | | | | |

| Payment Information | Receipt | Case Information | |
|---------------------|---------|------------------|--------------------------|
| | | | |
| | | | |
| | | | Card Payment Receipt.pdf |





Please note that WORC will email you itemized receipts for each payment item once the payments and the documents have been processed.



The itemized receipts will also be available for download on the original case.