Pre-Paid – Account & Activity History

Business Portal · https://workerchecks.com/docs/pre-paid-account-activity-history/

The **Pre-Paid** section in your **Worker Checks Business Portal** lets you purchase credits, view usage history, and monitor your organisation's background-check activity in real time.

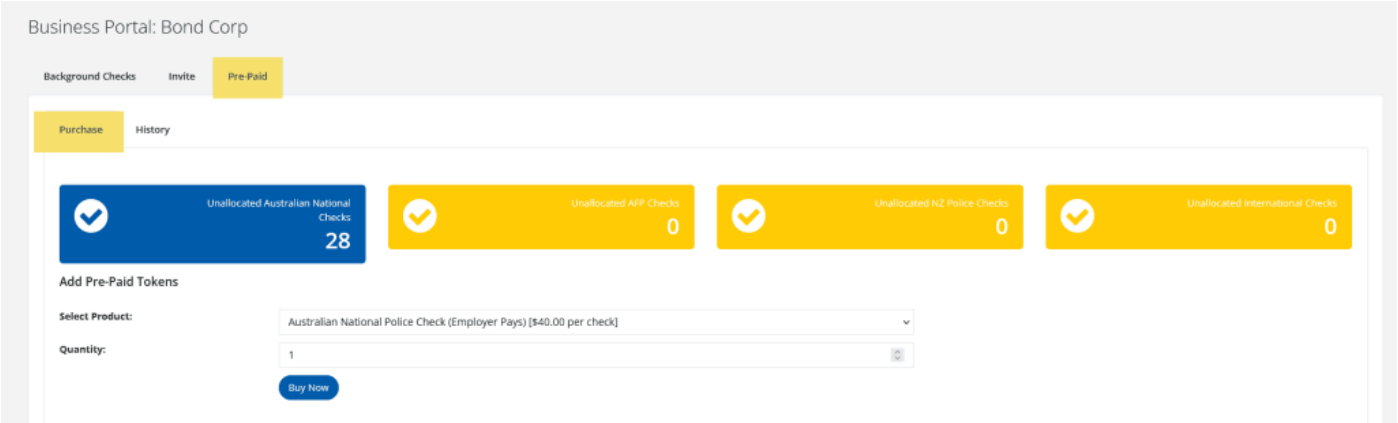
This feature is ideal for businesses that regularly conduct **Police Checks**, **VEVO Checks**, **NDIS Screening**, and other compliance checks for multiple workers.

1. Purchasing Credits (Pre-Paid Option)

If your organisation pays for worker checks, you'll need to maintain a **credit balance** in your account.

To Purchase Credits:

1. Log in to your **Worker Checks Business Portal**
2. Go to the **Pre-Paid** tab
3. Click **Purchase Credits**
4. Enter the required number of credits
5. Complete payment using a valid **credit or debit card**



Pre-Paid – Purchasing Credits in your Worker checks Business Portal

Credits are automatically applied to your account once payment is processed and can be used immediately to invite workers or conduct checks.

> **Tip:**
>
> 1 credit = 1 check (unless otherwise specified).
>
> You can view remaining credits anytime in the **Pre-Paid dashboard**.

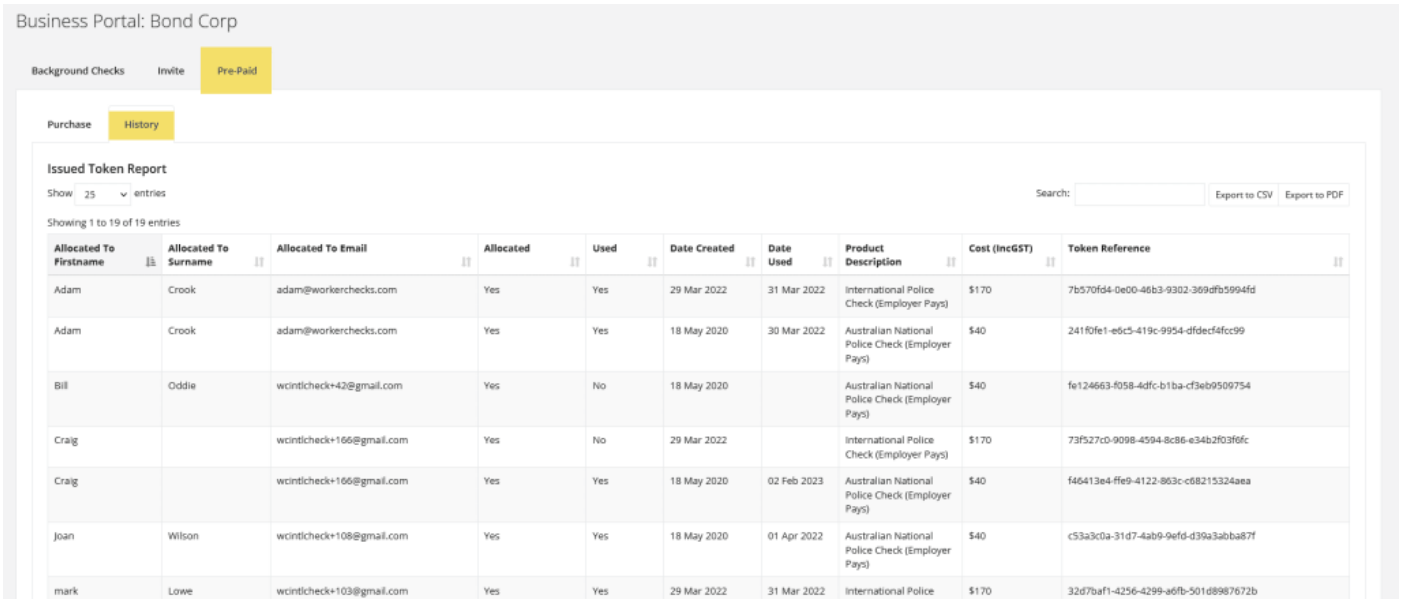
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2. Account & Activity History

To view how credits are being used:

1. Go to the **Pre-Paid → History** tab
2. Review a detailed log of:
    - Credits purchased
    - Tokens used for individual checks
    - Date and time of each transaction
    - Type of check conducted (e.g. Police Check, VEVO, NDIS)
    - Worker linked to each token

This provides full visibility into account usage and spending trends, making it easy to reconcile billing or monitor team activity.



Allocated To Firstname	Allocated To Surname	Allocated To Email	Allocated	Used	Date Created	Date Used	Product Description	Cost (IncGST)	Token Reference
Adam	Crook	adam@workerchecks.com	Yes	Yes	29 Mar 2022	31 Mar 2022	International Police Check (Employer Pays)	$170	7b570fd4-0e00-46b3-9302-369dfb5994fd
Adam	Crook	adam@workerchecks.com	Yes	Yes	18 May 2020	30 Mar 2022	Australian National Police Check (Employer Pays)	$40	241f0fe1-e6c5-419c-9954-dfdecf4fcc99
Bill	Oddie	wcintlcheck+42@gmail.com	Yes	No	18 May 2020		Australian National Police Check (Employer Pays)	$40	fe124663-f058-4dfc-b1ba-cf3eb9509754
Craig		wcintlcheck+166@gmail.com	Yes	No	29 Mar 2022		International Police Check (Employer Pays)	$170	73f527c0-9098-4594-8c86-e34b2f03f6fc
Craig		wcintlcheck+166@gmail.com	Yes	Yes	18 May 2020	02 Feb 2023	Australian National Police Check (Employer Pays)	$40	f46413e4-ffe9-4122-863c-c68215324aea
Joan	Wilson	wcintlcheck+108@gmail.com	Yes	Yes	18 May 2020	01 Apr 2022	Australian National Police Check (Employer Pays)	$40	c53a3c0a-31d7-4ab9-9efd-d39a3abba87f
mark	Lowe	wcintlcheck+103@gmail.com	Yes	Yes	29 Mar 2022	31 Mar 2022	International Police	$170	32d7baf1-4256-4299-a6fb-501d8987672b

Pre-Paid - Account Activity History in your Worker Checks Business Portal

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3. High-Volume and Monthly Account Options

If your organisation conducts **more than 10 checks per month**, you can request to move from **Pre-Paid** to a **Monthly Invoicing Account**.

This provides:

- Consolidated monthly billing
- 14 day payment terms
- Dedicated account manager
- Custom reporting and service-level agreements (SLA)

Contact us at ask@workerchecks.com to upgrade your account.

Still Need Help?

Chat

We’re happy to assist you in understanding your results and next steps.

Related checks and compliance services

National Police Check

Fast, ACIC-accredited online clearance.

BusinessHub – Bulk Worker Checks

Bulk billing, live tracking and secure portals.

VEVO Right to Work Check

Visa work-rights verification within 60 minutes.

Bankruptcy & Insolvency Check

Real-time AFSA financial history checks.

International Police Check

Overseas criminal history screening.

Qualification Verification

Verify degrees, certificates and training.