

## How to access details about your credit fee invoice

This guide explains what's included in your invoice and how to view detailed information about the qualification completions covered by the credit fee in your NZQA account

### Understanding your monthly invoice

Each month, NZQA will send you an invoice that covers all batches. There may also be other charges.

If you've reported qualification completions, you will see:

- a charge for item number **845**
- the description **Non-DASS Credit Fee**
- the batch reference number.

You can view the details of each batch in the MyNZQA tertiary portal.

Good to know: Batches invoiced under item number 845 are listed as Non-DASS Credit Check in your batch reports



## Finding your batch reports

You can view all your batch reports, including credit billing reports, in the MyNZQA tertiary portal.

- Go to our log in page – [www.nzqa.govt.nz/login](http://www.nzqa.govt.nz/login)
- select **Provider log in** under **Manage your organisation online**
- when prompted, enter your Education Sector Logon (ESL) credentials
- agree to the terms and conditions
- select **View batches** under **tertiary home menu**
- enter the dates you need then click **Submit**

Now you can see all your reported batches. Select a batch marked **Non-DASS Credit Check** to open a detailed report.

## You need an ESL to access the provider portal

If you don't have one:

- complete the Ministry's ESL 120 form - <https://tinyurl.com/2an6c8m5>
- request Learner Results Administrator access so you can view billing reports
- send the ESL team your form - [service.desk@education.govt.nz](mailto:service.desk@education.govt.nz)



### Manage your organisation online

Make applications, manage and review student information and more as a secondary or tertiary provider.

New users need to request access from the MoE.



## What's in my detailed report?

After you select a Non DASS Credits Check in your batches, you'll generate a summary report for that batch.

This detailed summary report shows data on:

- learners
- qualifications achieved
- programmes
- number of credits invoiced
- qualification completion dates.

Batch	Type	Create Date	Current Status	Header Date / Time	Education Organisat
1666711	Results Download	21-May-26	Processed	30-Mar-26 / 07:03	202603300703
1666527	Results Download	20-May-26	Processed	20-May-26 / 07:05	202605200705
1666163	Results Download	18-May-26	Processed	18-May-26 / 07:05	202605180705
1664620	Results Download	06-May-26	Processed	30-Mar-26 / 07:03	202603300703
1663822	Non-DASS Credits Check	30-Apr-26	Processed		



**R0845 Non-DASS Credits Summary Report**

Provider ID: 9999  
 Provider Name: TEO  
 Date Printed: 06/05/2026  
 Batch Number: 1663822

**NZQA**  
 Mana Tohu Mātauranga o Aotearoa  
 New Zealand Qualifications Authority

NSN	Name	QFN Short Title	Qfn Number	Qfn Ver Number	Strand Number	Strand Name	Programme Number	Non-DASS Credits	Completion Date
9744	Rebecca	New Zealand Certificate in Infrastructure Procurement Procedures	3179	2	0		1852	36	10/04/2026
129	Cameron	New Zealand Certificate in Infrastructure Procurement Procedures	3179	2	0		1852	15	20/03/2026
1305	Lillian	New Zealand Certificate in Infrastructure Procurement Procedures	3179	2	0		1852	27	21/03/2026

Total NSN: 3  
 Total Non DASS Credits: 78



Good to know: The batch reference number is at the top of each report. It is also detailed on your monthly credit fee invoice.

Currently, you can't export your summary report in Excel, but we're working on that functionality.

## Questions?

If you need help or have questions about your report, please get in touch:

[dmlr@nzqa.govt.nz](mailto:dmlr@nzqa.govt.nz)