



April 2026

Full How to Guide to viewing, downloading and paying BSS Limited Invoices

Finding invoices

Invoices are issued by Boat Safety Scheme Limited

BSS Ltd is public safety initiative run as a not-for-profit company limited by guarantee. It is registered in England and Wales with Company No. 15501423. The registered office is: National Waterways Museum Ellesmere Port South Pier Road Ellesmere Port Cheshire CH65 4FW

Boat Safety Scheme Limited is registered within a Canal & River Trust VAT group, registration number 125 5119 37, approved by HMRC.

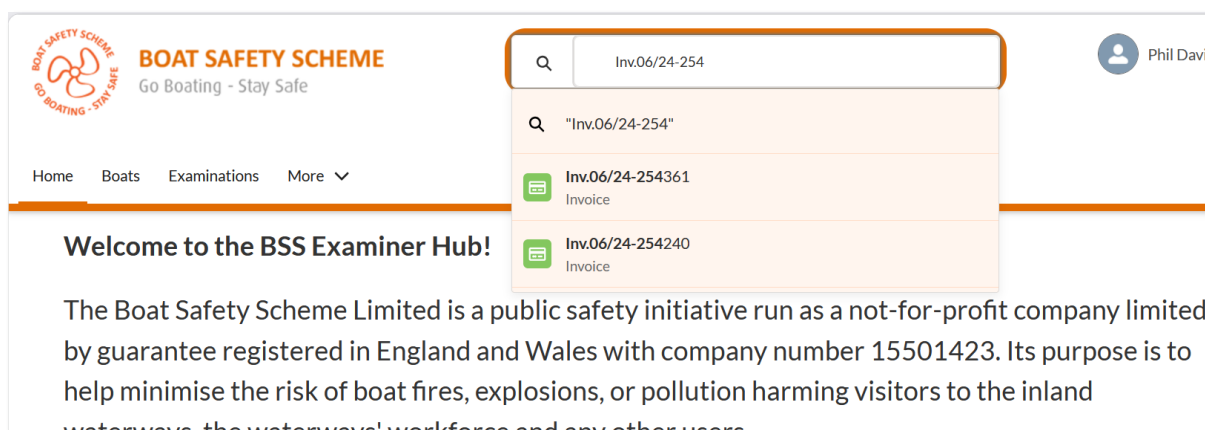
Finding your invoices – routes 1) - 3)

Start with the Examiner Hub login at <https://boatsafetyscheme.my.site.com/ExaminerHub/s/>

Invoices are now only available to view in the BSS Examiner Hub

Route 1) – simple search

If you have either the invoice reference or invoice number, use the search bar at the top of the BSS Examiner Hub page and type in the BSS invoice reference number, click on the record name when you see it pop up (see image below)



Route 2) – navigate to all invoices

Go to the My Office Work tab

To open a list of your invoices:

- click on the **My Office Work** tab
- select the **My Invoices** menu item
- select the list view
- if needed – you can organise your list in the way you wish



Tip:
If you can't see the My Office Work tab, click the more tab and it should be revealed

Welcome to the BSS Examiner Hub!

The Boat Safety Scheme Limited is a public company limited by guarantee registered in England and Wales with company number 10402527

- My Current My Office Work
- My Invoices
- My Registration Forms



Invoices
My Invoices

Remember you can sort by any heading

42 items Sorted by Invoice Date Filtered by My invoices - Invoice Status

Invoice Number	Record Type	Invoice D...	Account ...	SAP Invoice Num...	Payment Du...
1	Training Invoice		8000001		
2	Training Invoice		8000001		20/01/2023
3	Registration Invoice	19/03/2026	8000001		17/04/2026
4	Registration Invoice	06/03/2026	8000001		04/04/2026
5	Training Invoice	28/10/2025	8000001		26/11/2025

Route 3) – recently viewed records pop-up in search

A tip for all Examiner Hub records, they pop in the orange framed search bar as soon as you drop your cursor into the frame, even before typing in any characters. So, if you are seeking a record, you have landed on recently, it should appear in the drop-down menu



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- Recent Items
- Inv.04/26-261055 Invoice
 - Inv.04/26-261054 Invoice
 - BSSER-492198/24 Examination
 - Inv.04/26-260592 Invoice

t company limited
Its purpose is to

Exploring your invoices

This image points to important features of your invoice page layout when making payments to Boat Safety Scheme Limited.

We provide the topline or at-a-glance information so you can immediately see all the critical information either supporting a need to make payment or identifying that this invoice has been paid.

As always, you can generate a pdf copy of an invoice by clicking on the Create ‘ ‘ Invoice button on the right of the page just underneath the bar across the top of the page.

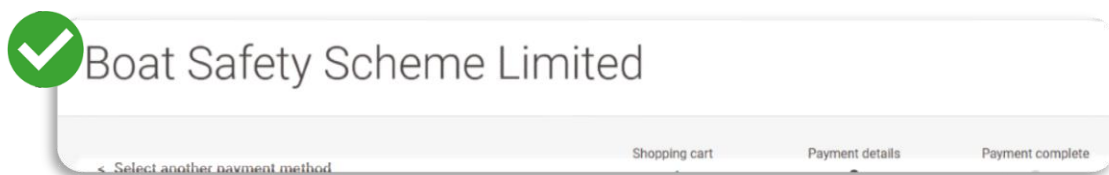


The invoice file will land, and can be downloaded from, the file download section.

Paying invoices

 **By Pay £--- Now Link – the best way to pay**

Use this Boat Safety Scheme Limited dedicated PayLink Portal provided by WorldPay



This is the best way to pay as you will get an automated receipt, and it will immediately trigger a field in the Examiner Hub invoice record to show it is paid. No other payment methods will do this immediately.

Please remember the next two points that must be adhered to whichever payment method you use

1. Always quote the SAP Invoice Number
 - a. This is the seven-digit number that begins with 9_ _ _ _ _ _
 - b. Note: the BSS invoice reference (e.g. Inv.05/13-100188) is only a cross reference
2. Always quote your BSS customer number (this was previously called the Canal & River Trust customer number – it is the same number)

Your customer number can be found both on the upper left corner of your invoice printout and on the BSS Examiner Hub invoice page in the header and the personal details section of the invoice (see image above)

Alternative Payment Methods

Using these methods will not result in an immediate receipt and because it involves manual processes within both the Canal & River Trust and BSS Office, it may take several days or even weeks for the status of the invoice to change from unpaid to paid.



By Credit Card

You can pay by debit, or credit card over the phone, call our service partners at the Canal & River Trust on 0303 040 4040.

Please quote your invoice number and customer number when making a payment.



By Electronic Banking

To pay your invoice issued by **Boat Safety Scheme Limited** electronically, contact your bank or building society as appropriate, and quote

- Sort Code: 60-07-35
- Account Number: 48966444
- Customer Number - your reference starting with 8.....

You must quote these numbers on all electronic payments.



Query?

If any details have changed, or you have any queries in respect of this invoice, please contact the Shared Service Centre via bss.collections@canalrivertrust.org.uk

Please quote your customer number and invoice number in all enquiries.

If you are paying by Direct Debit, the invoice print-out is for your records only.



Late Payments!

Where no higher rate of interest is specific in any contract between Boat Safety Scheme Limited and you may be charged interest at a rate of 8% above the Bank of England base rate on overdue amounts. The Boat Safety Scheme Limited reserves the right to claim debt recovery costs.

If the payment is not honoured by your bank, you may have to pay an additional handling charge of £20.