

ACCESS PAYMYTUITION

PayMyTuition is integrated with your institution's student self-service portal.

To access PayMyTuition, log in to your student [self-service portal](#) and navigate to the payment section. Select the PayMyTuition option to be securely redirected to the PayMyTuition payment page.

PAYMENT CENTER STATEMENTS REFUNDS E-DOCUMENTS CREATE PROFILE AUTHORIZATIONS

Payment Center Payment History

Announcements

Welcome
This portal enables you to make payments, setup recurring payments, view balances and bills as well as manage tuition payment plans.
REMINDER: Fall 2020 semester bills are due on January 15th.

ENROLL IN PAYMENT PLAN **MAKE PAYMENT**

➔ Within the **PayMyTuition Payment Center**, users can view their Account Information and Term Balances by scrolling down the page.

➔ To initiate a payment, select the **MAKE PAYMENT** button.

PAYMENT CENTER STATEMENTS REFUNDS E-DOCUMENTS CREATE PROFILE AUTHORIZATIONS

Payment Center Payment History

Make an Apprenticeship, Trades or Deposit Payment

Details	Amount (\$)
☐ Over Payment	0.00

Term Balances

Description	Amount (\$)
☒ Fall 2024	2,000.00
☐ Summer 2024	3,014.80

TOTAL PAYMENT \$ 2,000.00

GO BACK **PAY NOW**

➔ Term balances will be displayed as individual line items. Users may select one or more terms to apply payments and can choose to pay either the full balance or a partial amount by adjusting the value in the Amount (\$) field.

➔ Select **PAY NOW** to proceed.

PAYMENTS FROM A CANADIAN BANK, INSTITUTION, OR CARD

PAYMENT CENTER | STATEMENTS | REFUNDS | E-DOCUMENTS | CREATE PROFILE | AUTHORIZATIONS

1 Payment Information | 2 Confirm & pay

Payment Details

Payment Method: Select Payment Method ▼

Amount Payable	\$ 2,000.00
Convenience Fee	\$ 0.00
Total Payable	\$ 0.00

Description of Payment Methods

Step 1: Payment Information

✓ **Payment options include:** *Interac e-Transfer Request, Online Bill Payment, Debit Cards, and Visa Debit and Mastercard Debit.*

Use the drop-down menu to select your preferred Payment Method.

✓ If the chosen payment method carries a convenience fee, the fee will be shown separately in the Convenience Fee line. Please review the Total Payable amount before proceeding. Payments cannot be reversed once processed.

PAYMENT METHOD INSTRUCTIONS

- ❑ **Online Bill Payment:** Scroll to the bottom of the page and click NEXT. Payment instructions will be provided in the final step.
- ❑ **Interac e-Transfer Request:** Scroll to the bottom of the page and click NEXT. Payment instructions will be provided in the final step.
- ❑ **Credit Card:** A pop-up form will appear requesting your billing details. After completing the form, click ADD at the bottom.

Payment Options

Active Payment Options

Default
JOHN DOE MASTERCAR...
ADD NEW

Add New Payment Method

ADD NEW

NEXT



If the selected payment method is **Debit or Credit Card**, select the account from the **Active Payment Options** section, then click **NEXT**.

If you already have a saved Active Payment Option you'd like to use, select it (if it's not automatically selected), then click **NEXT**.

STATEMENTS

REFUNDS

E-DOCUMENTS

CREATE PROFILE

AUTHORIZATIONS

1

2

Payment Information

Confirm & pay

Payment Information

You will send
2,050.00

Institution will receive
2,000.00

Payment Detail(s)
[Details](#)

Student information

Name

Email

Student ID

PREVIOUS

PAY NOW



Step 2: Confirm & Pay

Review your payment details within the **Confirm & pay** page and select **PAY NOW** to process your payment in real-time.

Your student account will reflect the successful payment immediately.

Payment Options

No Records Found

NEXT



If the selected payment method is **Interac e-Transfer Request** or **Online Bill Payment**, select **NEXT**.

PAYMENT CENTER | STATEMENTS | E-DOCUMENTS | CREATE PROFILE

1 Payment Information — 2 Confirm & pay

Payment Information

You will send 2,000.00 Institution will receive 2,000.00 Country Canada

Payment Detail(s)
[Details](#)

You selected
Online Bill Payment

Student information

Name Email Student ID

PREVIOUS PAY NOW

Step 2: Confirm & Pay



Review your payment details within the **Confirm & pay** page and select **PAY NOW**.


PAYMENT CENTER


STATEMENTS


E-DOCUMENTS


CREATE PROFILE

Payment Status

Amount Pending

CAD 2,000.00


You


PayMyTuition


Your institution

Click the **Download Instructions** button below to view or download your payment instructions.

Please follow the instructions provided. You must effect payment before **January 1, 2026** or your payment will be automatically cancelled.

DOWNLOAD INSTRUCTIONS

Payment Details

Payment method: Online Bill Payment

YOU SEND
CAD 2,000.00

INSTITUTION WILL RECEIVE
CAD 2,000.00 ⓘ

REFERENCE ID


Notifications


Confirm funds were sent


Give me another 48 hours

Step 3: Download Instructions

- ➔  Select the **DOWNLOAD INSTRUCTIONS** button on the **Payment Center Dashboard** for steps on how to complete your payment through **Interac e-Transfer Request** or **Online Bill Payment**.

Your student account will reflect the successful payment once your institution receives the funds from your bank.

PAYMENT METHOD INSTRUCTIONS

- ☐ **Online Bill Payment:** Initiate the transfer through your online banking platform. Follow the steps outlined in PayMyTuition's downloadable instructions to ensure your payment is processed without delay.
- ☐ **Interac e-Transfer Request:** Interac will email you a request for funds. Please allow up to 2 hours for the email to arrive.