University of **Lethbridge**
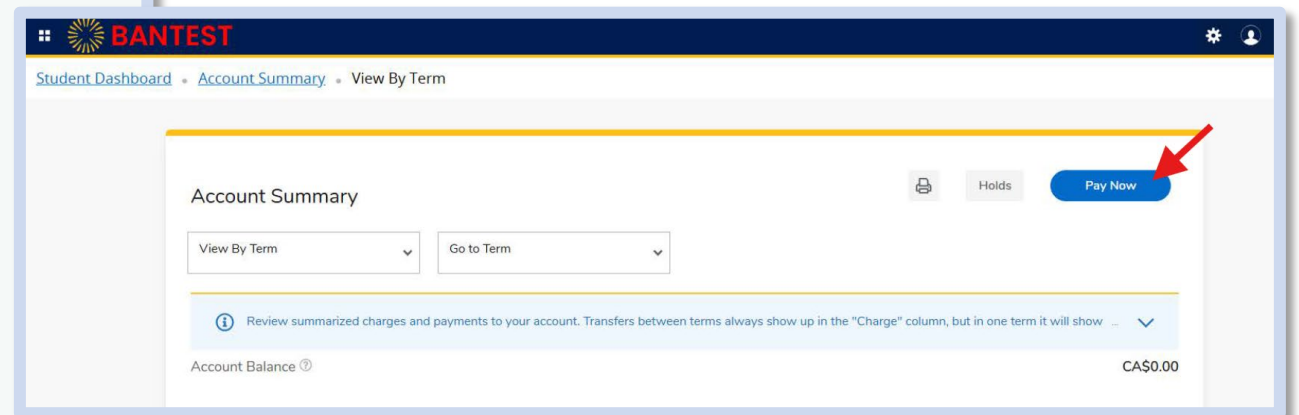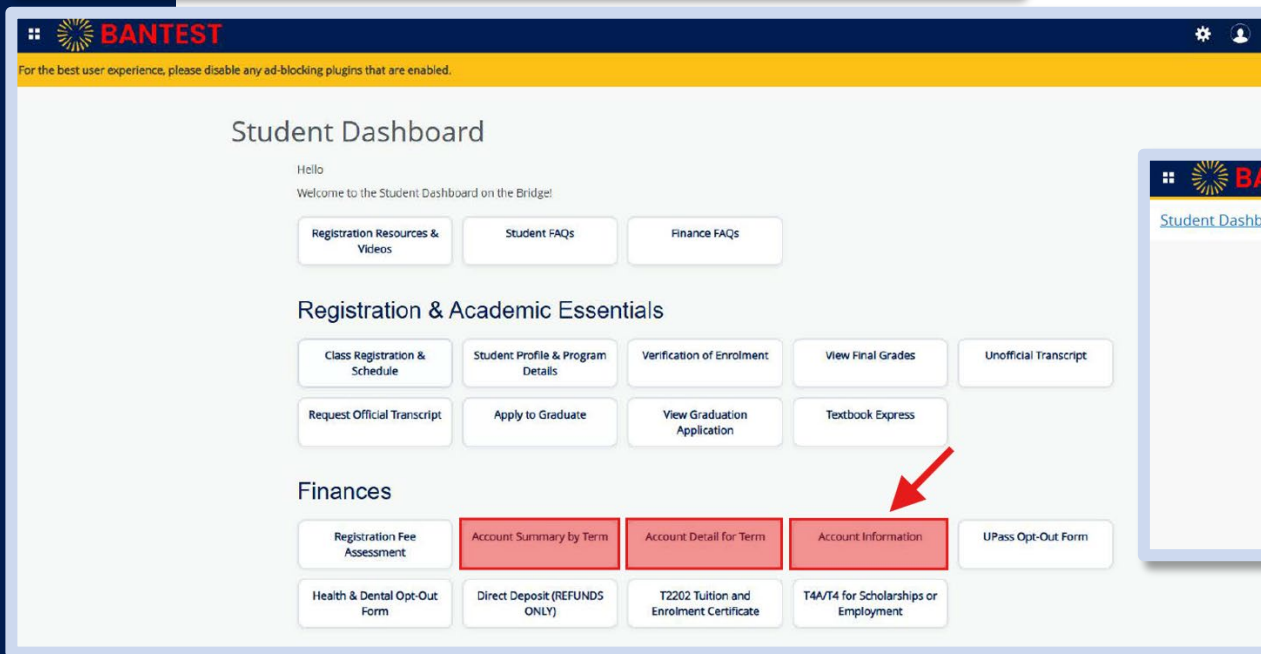
Log into your **Bridge** student account by selecting the "**Students**" tile

From the dashboard, choose **"Account Summary by Term", "Account Detail for Term",** or **"Account Information"**

Select the "**Pay Now**" button to be redirected to PayMyTuition and initiate your payment.

- Within the PayMyTuition Payment Center, you can view your Account Information and Term Balances.

- To initiate the online payment process, select the **MAKE PAYMENT** button.
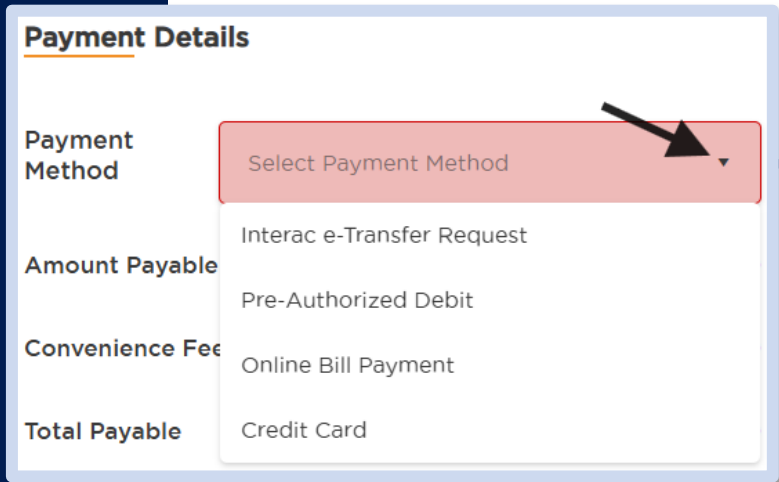
- Select your payment option by selecting on the respective checkbox, whether you are looking to make a pre-payment towards a term, or you are looking to make a payment towards a term balance.

  You can edit the payment amount within the Amount($) field.
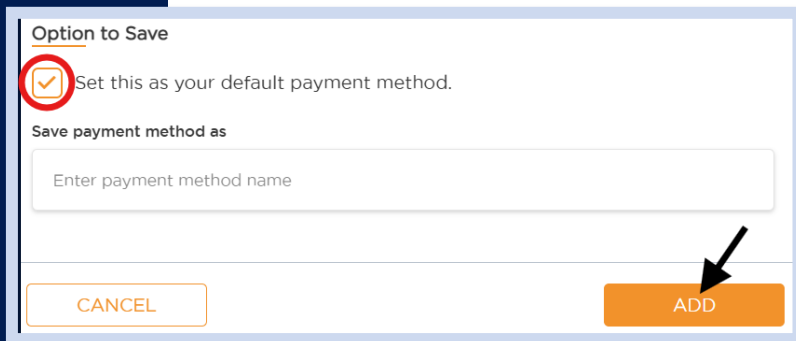
- Select **PAY NOW** to proceed.

Payment Details

Payment
Method

Select Payment Method ▾

Interac e-Transfer Request

Pre-Authorized Debit

Amount Payable

Online Bill Payment

Convenience Fee

Credit Card

Total Payable

Option to Save

☑ Set this as your default payment method.

Save payment method as

Enter payment method name

CANCEL   ADD

✓ **Students paying from a <u>domestic</u> bank, institution, or card:**
Payment options include:
- Credit Cards, including VISA/MasterCard Debit cards (2.5% non-refundable convenience fee will apply)
- Interac e-Transfer (1-2 business days to process)
- Online Bill Payment (1-2 business days to process)

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

✓ Prior to selecting the **ADD** button, you can select the option to set this as your default payment method for future payments.

- **If you select Credit Card as your Payment Method**, you will need to provide your Credit Card Details in the pop-up form. Prior to selecting the **ADD** button, you can select the option to set this as your default payment method for future payments.

- Within the **Active Payment Options**, select your ACH or Credit Card account and select **NEXT**.

- If you already have a Preferred Payment Option saved and auto-selected, simply select **NEXT**.

- 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.

- Once your payment is completed, the final screen will provide your receipt as proof of payment. You can select to **DOWNLOAD PAYMENT RECEIPT** for your records.

- **If you select Online Bill Payment as your Payment Method**, you will need to click **NEXT** at the bottom of the page.

- Review the Confirm & pay page for accuracy and click **PAY NOW**.

- Select **DOWNLOAD INSTRUCTIONS** to obtain instructions on how to complete your payment.

- **If you select Interac e-Transfer Request as your Payment Method**, you will need to click **NEXT** at the bottom of the page.

- Review the Confirm & pay page for accuracy and click **PAY NOW**.

- Select **DOWNLOAD INSTRUCTIONS** to obtain instructions on next steps. You will receive an email from Interac directly to fund your payment.
  NOTE: The Interac notification may take up to two hours to be delivered to your Inbox.

- **International students will follow the initial steps in this guide to begin their payment process.**

- **However, international payers will be given the option to pay from a <u>domestic</u> bank, institution, or card, or from an <u>international bank</u>, institution, or card. Ensure you are making the right selection according to your source of funds.**

- Once you have selected your desired currency, if applicable, select the **PAY NOW** button.

Students paying from an <u>international</u> bank, institution, or card: Payment options include Bank Transfers, Debit and Credit Cards, and e-Wallets.

What country are you paying from? You will need to search for the country you are paying from using the drop-down menu.

The **Make a payment** section will auto-populate the payment amount due for enrollment according to the calculations detailed in Step 2: Schedule.

Payment Options requires you to select your preferred method of payment.

Once selected, select **NEXT.**

Students or payers paying from an international bank, institution, or card, will need to review information populated in the **Payer Information** section.

This section will auto-populate your email address, residential address, and phone number according to the information on your student profile.

Identification of Student requires government-issued ID information and a copy of the respective government-issued ID for the student (or the payer if the payer is different than the student) to ensure there is no AML risk with your payment to SLCC.

Select **NEXT** at the bottom of the page to proceed.

- The **student information** section will default according to the information on your student profile.

- Select **NEXT**.

- Review your payment details within the **Confirm & pay** page and select **PAY NOW** to create your transaction.
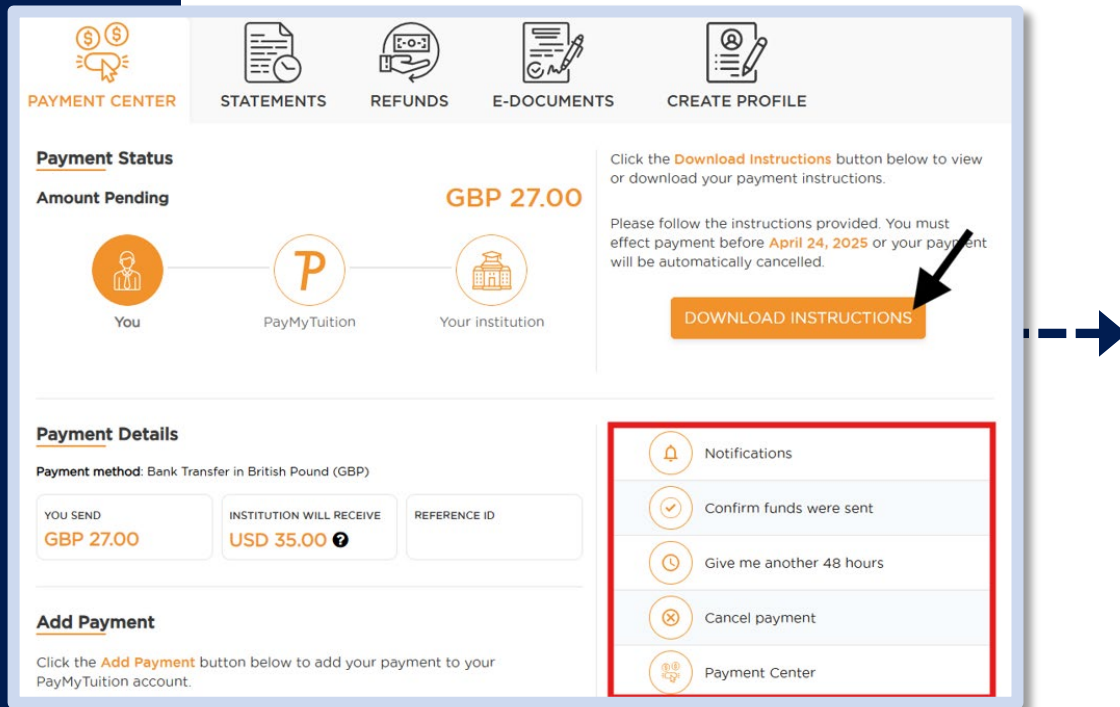
- You will be taken to your Payment Center tracking dashboard.

- This dashboard allows you to view Payment Details, manage your transaction by adjusting Notifications, Confirming funds were sent, requesting an additional 48 hours on your rate, cancelling your payment, or accessing your Payment Center.

- You will need to action on the **DOWNLOAD INSTRUCTIONS** button (for Bank Transfers) or the **PAY NOW** button (for Credit Card or e-Wallets) to retrieve payment instructions and complete your payment.

- Once your payment is processed successfully, you will be enrolled in the Tuition Payment Plan.
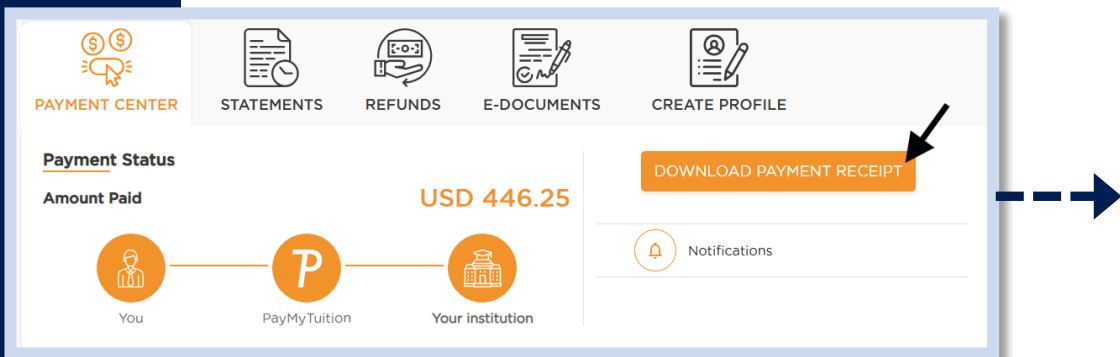
Note: When paying from an international bank, institution, or card, payments may take 1 – 5 business days to process. The balance on your student account will update to reflect completed payments as soon as they are processed.

PayMyTuition will notify you via email with updates regarding your payment process, and lastly once the payment is complete with instructions to retrieve your payment receipt. Your payment receipt is accessible within your PayMyTuition Payment Center.