

ACCESS PAYMYTUITION

PayMyTuition Portal is integrated with Student Aurora.

To access PayMyTuition, log in to Aurora and navigate to PayMyTuition Portal to be securely redirected to the PayMyTuition payment page.

PAYMENT CENTER **STATEMENTS** **E-DOCUMENTS** **CREATE PROFILE**

Setup your profile

Once you have setup your profile you will be able to:

- Setup notifications via email or SMS
- Setup payment options and schedule your payments
- Add authorized users to your account
- Manage your refunds and setup auto-deposits

Profile Information

First Name: Last Name:

Student ID: Preferred Email Address:

Click on the register button below to setup your profile. You will be able to update your information prior to setting up your profile.

REGISTRATION DETAILS

STUDENT INSTRUCTIONS

ADD AN AUTHORIZED USER TO YOUR PAYMYTUITION PROFILE

Step 1: Register for an Account with PayMyTuition

- ✓ Upon redirecting into the PayMyTuition portal, select **CREATE PROFILE** and select the **REGISTER DETAILS** button.

LOGIN/SIGN UP

Log in **Sign up**

First Name Last Name

Email address Phone Number

Password Confirm password

Yes ☐ Do you want to enable 2 factor authentication? OTP expires 3 min after receipt.

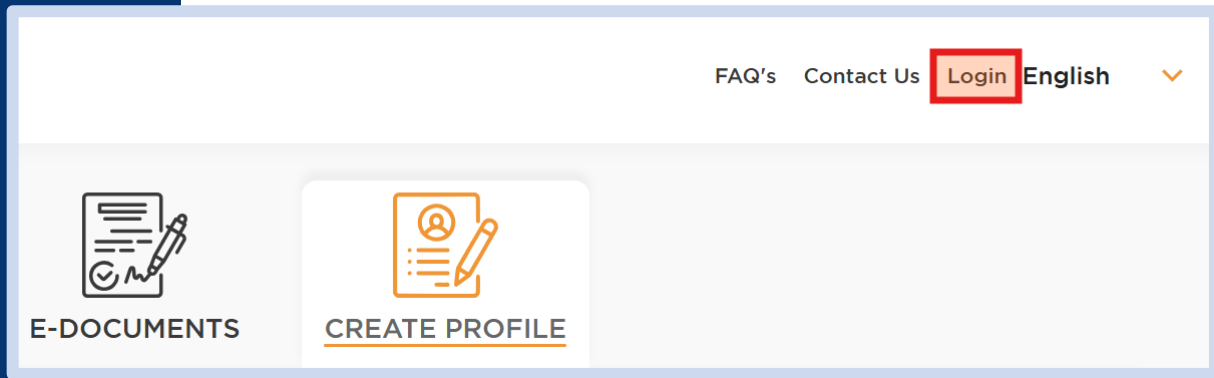
How you would like to receive your verification code?

☒ Via Email

CREATE AN ACCOUNT

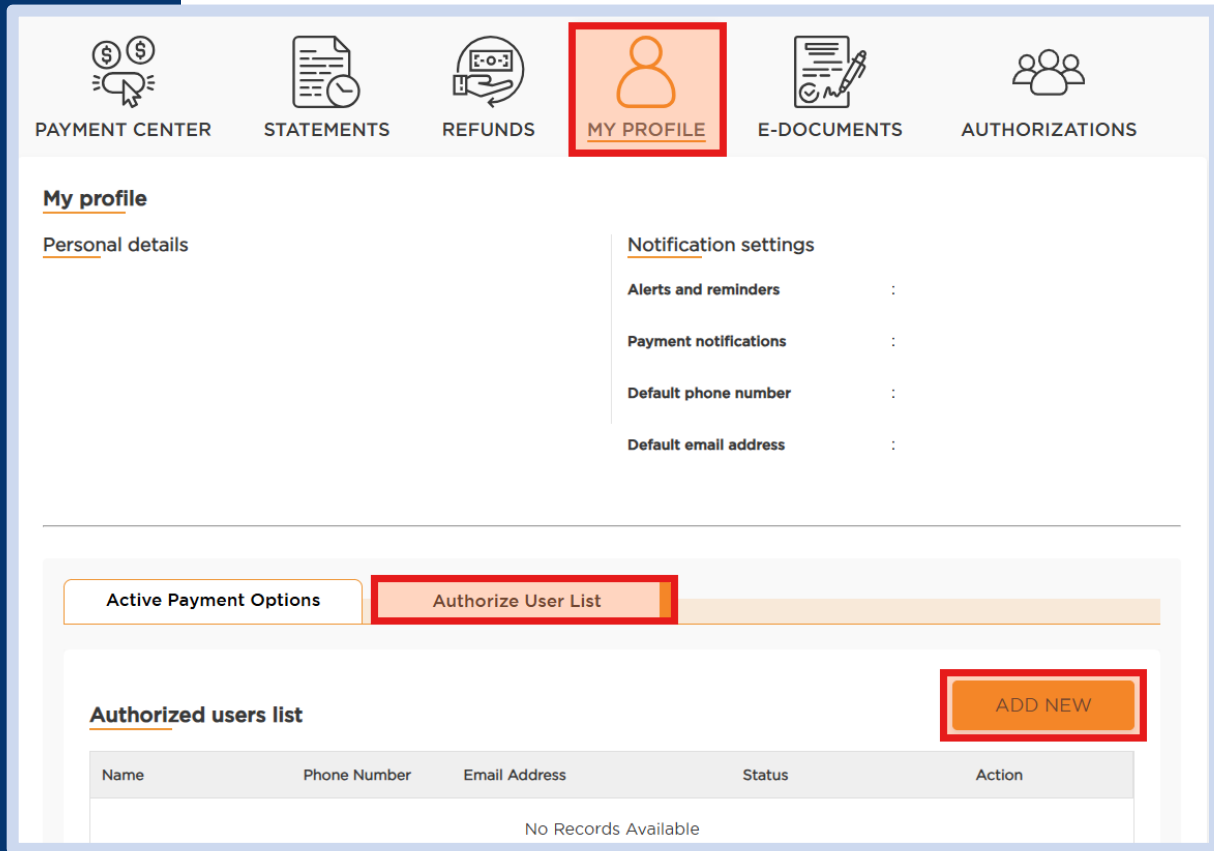
- ✓ Complete the **SIGN UP** form requirements and select **CREATE AN ACCOUNT**.
- ✓ Be on the look for an email from PayMyTuition confirming your profile has been created.

If you previously registered for an account with PayMyTuition, proceed to **Step 2**.



Step 2: Add an Authorized User

- ✓ Within the PayMyTuition portal, login to your PayMyTuition account.



- ✓ Select the **MY PROFILE** section and select **Authorize User List** at the bottom of the page. Select **ADD NEW**.

ADD AUTHORIZED USER

First Name

First name*

Last Name

Last name*

Email Address

Email address*

Phone Number

Phone number*

Would you like to allow this person to view your payment history and account activity?

☐ No

Would you like to allow this authorized user to view all transactions?

☐ No

Would you like to allow this authorized user to view your electronic document center?

☐ No

CANCEL

ADD

Active Payment Options

Authorize User List

Authorized users list

ADD NEW

Name	Phone Number	Email Address	Status	Action
Jane Doe	0001112234	janedoe123@gmail.co...	Pending	

- ✔ Input the authorized user information. Remember to enable the correct permissions for the authorized user by toggling the security options available.
- ✔ Once the form is complete, select **ADD**. The authorized user will receive an email from PayMyTuition requesting they register as a user.
- ✔ Students can track the status of their authorized user request, edit authorized user details, delete the authorized user from their account, and resend the email link for registration within their Authorized users list dashboard.



Hello Authorized User,

John Doe has granted you access to their student financial account. Please click on the link below to register your account and establish your personalized login.

[Click here to register your account!](#)

If you have any questions, please contact us directly or your dedicated department at your institution.

Regards,

PayMyTuition Support Team

Email: studentrefunds@paymytuition.com

Toll Free: [+1.855.663.6839](tel:+18556636839)

Canada Local: [+1.905.305.9053](tel:+19053059053)

US Local: [+1.201.209.1939](tel:+12012091939)

Login

Email address

Email address*

Password

Password*



[Forgot your password?](#)

LOGIN

AUTHORIZED USER INSTRUCTIONS ACCESSING YOUR PAYMYTUITION PROFILE

Step 1: Complete your Account Registration with PayMyTuition

- ✓ Authorized Users will receive an email from PayMyTuition with a request to register for an account. Select the link within the email to complete your account setup.

Step 2: Access your PayMyTuition Account as an Authorized User

- ✓ To access your PayMyTuition account as an Authorized User, visit <https://payment.paymytuition.com/login>.

Input your email address and password and select **Login** to access your students' Payment Center and view or action on payments.

PAYMENT CENTER | STATEMENTS | MY PROFILE | E-DOCUMENTS

Payment Center | Payment History | Payment Plan History

Announcements

Welcome
This portal enables you to make payments, setup recurring payments, view balances and bills as well as manage tuition payment plans.

ENROLL IN PAYMENT PLAN | **MAKE PAYMENT**

Once logged into the **PayMyTuition Payment Center**, users can view the Account Information and Term Balances by scrolling down the page.

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

PAYMENT CENTER | STATEMENTS | MY PROFILE | E-DOCUMENTS

Payment Center | Payment History | Payment Plan History

Make an Apprenticeship, Trades or Deposit Payment

Details	Amount (\$)
☐ Fall 2027 deposit	0.00
☐ Deposit - 202420	\$10.00
☐ Overpayment - 202420	\$10.00

Term Balances

Description	Amount (\$)
☒ Fall 2024	2,000.00
☐ Summer 2024	\$-94.00
☐ Fall 2000	\$-40.00
+ ☐ Accumulative Terms	207.00

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:**
- Online Bill Payment
 - Interac e-Transfer Request
 - Pre-Authorized 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.
- ❑ **Pre-Authorized Debit:** A pop-up form will appear requesting your bank details. After completing the form, click ADD at the bottom.

Payment Options

Active Payment Options

Default

 JOHN DOE MASTERCAR... 

Add New Payment Method

ADD NEW

NEXT



- ✓ If the selected payment method is **Pre-Authorized Debit**, 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**.

 **PAYMENT CENTER**

 STATEMENTS

 REFUNDS

 E-DOCUMENTS

 CREATE PROFILE

 AUTHORIZATIONS

1 ————— 2

Payment Information ————— Confirm & pay

Payment Information

You will send
2,050.00

Payment Detail(s)
[Details](#)

Institution will receive
2,000.00

Student information

Name

Email

Student ID

PREVIOUS

PAY NOW



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

The 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

2

Payment Information

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**.

The student account will reflect the successful payment once the 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.

PAYMENT CENTER

STATEMENTS

REFUNDS

E-DOCUMENTS

CREATE PROFILE

1

Payment Information

2

Payer Information

3

Student Information

4

Confirm & pay

What country are you paying from?

United Kingdom

☒ Pay your fees from any country, at any bank, in any currency!

☒ Don't overpay your bank on currency exchange. PayMyTuition will save you money!

☒ Track your payments from start to finish using PayMyTuition's student payment dashboard.

☒ Multilingual customer support to help you when you need us.

Make a payment

In CAD

2,000.00

Payment Options

☒ Bank Transfer in British Pound (GBP)
1,106.00 GBP

☐ Trustly Bank Transfer in British Pound (GBP)
1,106.00 GBP

☐ Visa - Debit or Credit in GBP
1,108.00 GBP

☐ Mastercard - Debit or Credit in GBP
1,108.00 GBP

☐ PayPal
1,147.00 GBP

☐ Pay in another currency

PAYMENTS FROM AN INTERNATIONAL BANK, INSTITUTION, OR CARD

Step 1: Payment Information

- ✔ **What country are you paying from?**
Use the drop-down menu to search for and select the country you are paying from.

The **Make a Payment** section will automatically populate the payment amount that will be settled to the institution in Canadian dollars.

- ✔ In the **Payment Options** section, select your preferred method of payment. Available options may include local bank transfers, credit or debit cards, and eWallets.

- ✔ Once selected, click **NEXT**.

PAYMENT CENTER STATEMENTS REFUNDS E-DOCUMENTS CREATE PROFILE

1 Payment Information 2 Payer Information 3 Student Information 4 Confirm & pay

We require the following information to process your payment

Email address
janedoe@gmail.com ⓘ

Who will be making this payment?
☒ Student ☐ Someone else

Step 2: Payer Information

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

Ensure all required fields are completed accurately.

Identification of Student

Identification type
Passport ▼

Expiration date
2026-04-10 📅

Identification number
PS12345678

Please upload student identification

Drag and drop files here to upload
Only JPG, JPEG, PNG and PDF files can be uploaded.

BROWSE

☐ I would like to receive emails from PayMyTuition about future discounts, promotions, and/or offers.

☒ I have read, understand, and agree to the PayMyTuition Terms of Use and Privacy Policy.

PREVIOUS NEXT

- ✓ **The Identification of Student/Payer** section requires government-issued identification details and a copy of the corresponding ID for the student (or the payer, if different) to ensure compliance with anti-money laundering regulations when making a payment to the institution.

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

The screenshot shows a four-step progress bar at the top: 1. Payment Information, 2. Payer Information, 3. Student Information (current step), and 4. Confirm & pay. Below the progress bar, the 'Student information' section contains input fields for 'Student ID', 'Email address', 'First name', and 'Last name'. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons, with the 'NEXT' button highlighted by a red border.

Step 3: Student Information

- ✓ The **student information** section will default according to the information on the student profile.
- ✓ Select **NEXT**.

The screenshot shows the same four-step progress bar. Step 4, 'Confirm & pay', is now the current step. The 'Payment Information' section displays the following details: 'You will send 1,106.00 GBP', 'Institution will receive 2,000.00 CAD', and 'Country United Kingdom'. Below this is a 'Payment Detail(s)' section with a 'Details' link. At the bottom, there are 'PREVIOUS' and 'PAY NOW' buttons, with the 'PAY NOW' button highlighted by a red border.

Step 4: Confirm & pay

- ✓ Review your payment details within the **Confirm & pay** page and select **PAY NOW** to create your transaction.

The screenshot shows the 'PAYMENT CENTER' dashboard. At the top, there are navigation links: PAYMENT CENTER, STATEMENTS, REFUNDS, E-DOCUMENTS, and CREATE PROFILE. The 'Payment Status' section shows 'Amount Pending' of GBP 1,106.00. A flow diagram shows the payment path from 'You' to 'PayMyTuition' to 'Your institution'. A red box highlights the 'DOWNLOAD INSTRUCTIONS' button. Below this, the 'Payment Details' section shows the payment method as 'Bank Transfer in British Pound (GBP)' and the amount 'YOU SEND GBP 1,106.00'. It also shows 'INSTITUTION WILL RECEIVE CAD 2,000.00' and a 'REFERENCE ID' field. On the right, there are three options: 'Notifications', 'Confirm funds were sent', and 'Give me another 48 hours'.

Step 5: Fund your Transaction

The Payment Center Dashboard allows you to view Payment Details, manage your transaction by adjusting notifications, confirming funds were sent, requesting an additional 48 hours on your international rate, and cancelling your payment.

✔ Select 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 by PayMyTuition, the student account balance will update.

Note: When paying from an international bank, institution, or card, payments may take 2 – 7 business days to process. The balance on the student account will update to reflect completed payments as soon as they are processed.

PayMyTuition will notify all students and payers 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.