You may Pay online for the course / swim lesson that you or your child are registering for! Don't forget to fill out a registration form and submit it in person, by fax, email or drop box. If you would like to pay online, check off that box on the registration form, and follow the instructions below.

1.Log into your online banking. Locate the section where you can "Pay a bill", or "Make a payment".
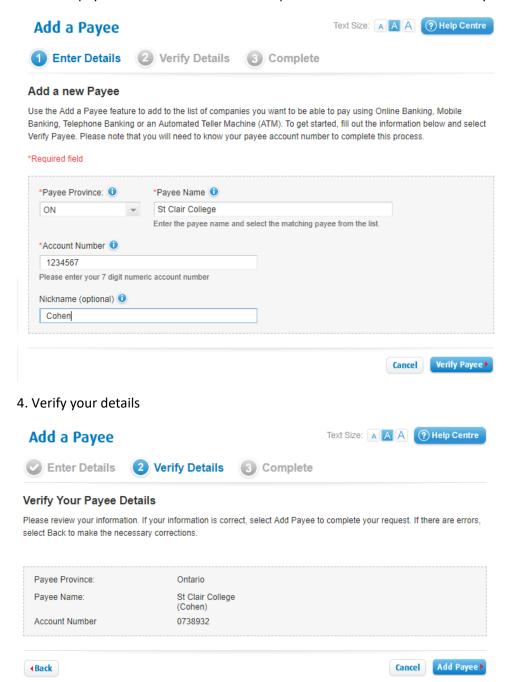

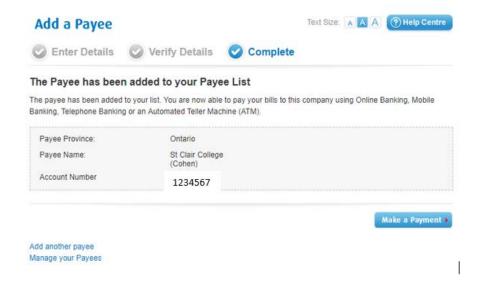2. Find "Add a Bill Payee"

Enter the information required in the fields (ex. Province). Search "St. Clair College" as the Payee Name.

3. Type in your "Student Number" as the account Number. (This number will be found on a prior receipt, or on the front of a prior swim report card. If you cannot find it, you may call the College to
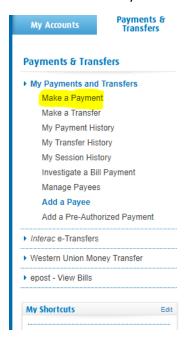
attain it. (519-972-2759)   If your Bank requires an additional number, place a "0" at the beginning of the student number. You may have the option to "Nickname" the account number. It may be convenient for future payments to use the name of the person of whose student number you are entering.

Add a Payee

Text Size: A A A ⑦ Help Centre

① Enter Details   **②** Verify Details   **③** Complete

Add a new Payee

Use the Add a Payee feature to add to the list of companies you want to be able to pay using Online Banking, Mobile Banking, Telephone Banking or an Automated Teller Machine (ATM). To get started, fill out the information below and select Verify Payee. Please note that you will need to know your payee account number to complete this process.

*Required field

*Payee Province: ⓘ
ON ▾

*Payee Name ⓘ
St Clair College
Enter the payee name and select the matching payee from the list.

*Account Number ⓘ
1234567
Please enter your 7 digit numeric account number

Nickname (optional) ⓘ
Cohen

Cancel   **Verify Payee ▸**

4. Verify your details

Add a Payee

Text Size: A A A ⑦ Help Centre

✓ Enter Details   **②** Verify Details   **③** Complete

Verify Your Payee Details

Please review your information. If your information is correct, select Add Payee to complete your request. If there are errors, select Back to make the necessary corrections.

Payee Province:	Ontario
Payee Name:	St Clair College (Cohen)
Account Number	0738932

◂ Back   Cancel   **Add Payee ▸**

5. St. Clair has now been added as a "Bill Payee" for your Online Banking. If you more than one person to make a payment for, follow this process again, and use each person's student number to create individual accounts.
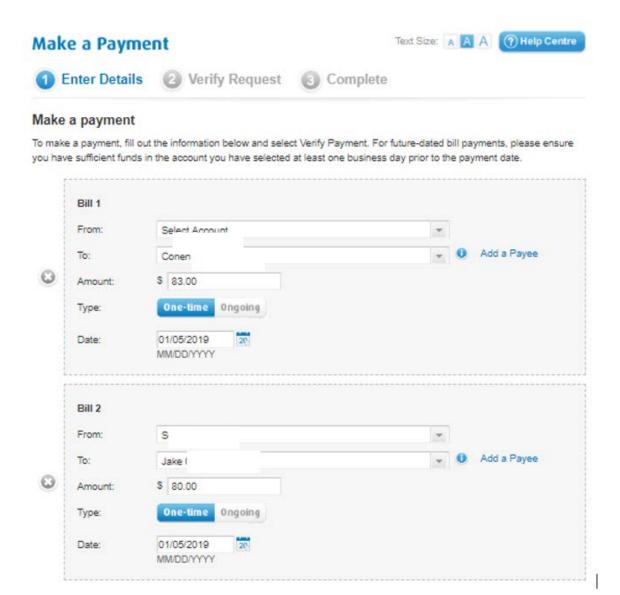
6. You are now ready to Make a Payment.

7. Select "Make a Payment". Choose your account that you would like to pay your Registration from.

Select the person's account that you will be paying the amount "To" in your drop down list of Bill Payee's. (In this example, we gave one account the nickname "Cohen", as the child's name we will be paying for.)

Enter the amount of money owing for the class you or your child is registering for.

You may make additional payments for other registrants at the same time. (Ex. A second child, in this example is "Jake")

Make a Payment

Text Size: A **A** A ? Help Centre

1 Enter Details   **2** Verify Request   **3** Complete

Make a payment

To make a payment, fill out the information below and select Verify Payment. For future-dated bill payments, please ensure you have sufficient funds in the account you have selected at least one business day prior to the payment date.

Bill 1

From: Select Account ▾

To: Conen ▾   ⓘ Add a Payee

Amount: $ 83.00

Type: **One-time** Ongoing

Date: 01/05/2019 📅
MM/DD/YYYY

Bill 2

From: S ▾

To: Jake ▾   ⓘ Add a Payee

Amount: $ 80.00

Type: **One-time** Ongoing

Date: 01/05/2019 📅
MM/DD/YYYY

8. Click Verify Payment and then Submit.

Your bank will now tell you if you have successfully made the payment.   You should have a confirmation number that the transaction is complete. Please put this number on your registration form if it has not already been submitted.