

## INSTRUCTIONS – How to make an online payment for Courses

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”.

The screenshot shows the 'Make a Payment' page in an online banking system. The page has a blue header with navigation tabs: 'My Accounts', 'Payments & Transfers', 'My Profile & eDocuments', 'Explore Products', and 'My Messages'. Below the header, there's a 'Text Size' control and a 'Help Centre' button. The main content area is titled 'Make a Payment' and features a progress bar with three steps: '1 Enter Details', '2 Verify Request', and '3 Complete'. Below the progress bar, there's a section titled 'Make a payment' with a brief instruction: '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.' The form itself is titled 'Bill 1' and contains the following fields: 'From:' with a 'Select Account' dropdown; 'To:' with a 'Select a Payee' dropdown and an 'Add a Payee' button; 'Amount:' with a '\$' prefix and a text input field; 'Type:' with radio buttons for 'One-time' (selected) and 'Ongoing'; and 'Date:' with a date picker set to '01/05/2019' and a 'MM/DD/YYYY' label.

2. Find “Add a Bill Payee”

The screenshot shows the 'Add a Payee' page in an online banking system. The page has a blue header with navigation tabs: 'My Accounts', 'Payments & Transfers', 'My Profile & eDocuments', 'Explore Products', and 'My Messages'. Below the header, there's a 'Text Size' control and a 'Help Centre' button. The main content area is titled 'Add a Payee' and features a progress bar with three steps: '1 Enter Details', '2 Verify Details', and '3 Complete'. Below the progress bar, there's a section titled 'Add a new Payee' with a brief instruction: '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.' Below the instruction, there's a red asterisk and the text '\*Required field'. The form itself is titled 'Add a new Payee' and contains the following fields: '\*Payee Province:' with a dropdown menu set to 'ON'; '\*Payee Name:' with a text input field and a red border, and a note below it: 'Enter the payee name and select the matching payee from the list.' At the bottom of the form, there are two buttons: 'Cancel' and 'Verify 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](#) [? 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: ⓘ	*Payee Name ⓘ
ON	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](#) [? 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.

## Add a Payee

Text Size: [A](#) [A](#) [A](#) [Help Centre](#)

Enter Details  Verify Details  **Complete**

### The Payee has been added to your Payee List

The payee has been added to your list. You are now able to pay your bills to this company using Online Banking, Mobile Banking, Telephone Banking or an Automated Teller Machine (ATM).

Payee Province:	Ontario
Payee Name:	St Clair College (Cohen)
Account Number	1234567

[Make a Payment](#)

[Add another payee](#)  
[Manage your Payees](#)

6. You are now ready to Make a Payment.

The screenshot shows a navigation menu with two main sections: 'My Accounts' and 'Payments & Transfers'. Under 'Payments & Transfers', there is a sub-section 'My Payments and Transfers' which contains a list of options: 'Make a Payment' (highlighted in yellow), 'Make a Transfer', 'My Payment History', 'My Transfer History', 'My Session History', 'Investigate a Bill Payment', 'Manage Payees', 'Add a Payee', and 'Add a Pre-Authorized Payment'. Below this list are three more sub-sections: 'Interac e-Transfers', 'Western Union Money Transfer', and 'epost - View Bills'. At the bottom of the menu is a 'My Shortcuts' section with an 'Edit' link.

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:

To:  [Add a Payee](#)

Amount: \$

Type:  One-time  Ongoing

Date:  [20](#)  
MM/DD/YYYY

**Bill 2**

From:

To:  [Add a Payee](#)

Amount: \$

Type:  One-time  Ongoing

Date:  [20](#)  
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.