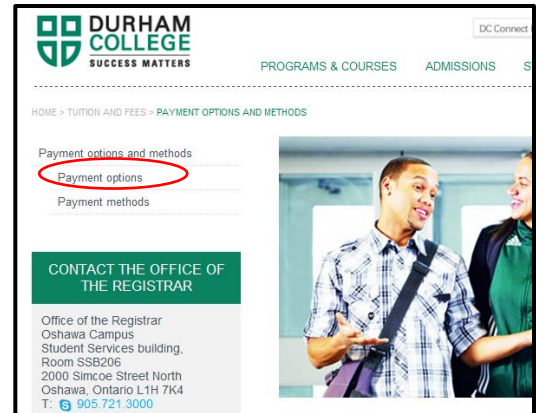


How to Make a Credit Card Payment Online

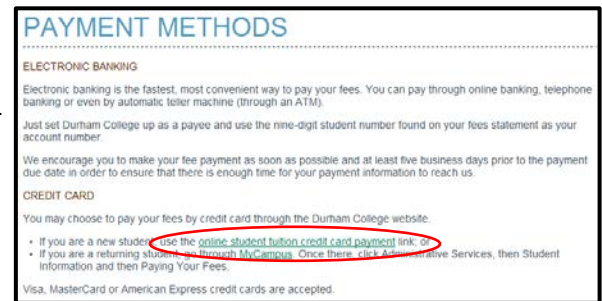
New Students:

1. Go to www.durhamcollege.ca/payingyourfees and select **“Payment Methods”**
2. Click on the **“Online student tuition credit card payment”** link and you will be redirected to the payment site.
3. Log in using your student ID number and Postal Code to continue to the payment screen

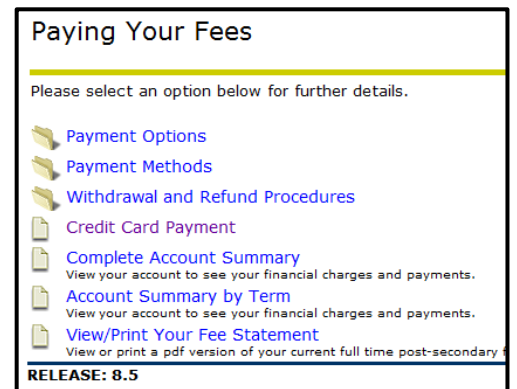


Returning Students

1. Go to www.durhamcollege.ca/mycampus and log in
2. Select **“Self-Service Options”**
3. Select **“Student Information – Durham College”**
4. Select **“Paying Your Fees”**
5. Select **“Credit Card Payment”**
6. Select **“Continue”** to be redirected to TouchNet



7. Select **“Make Payment”**



8. Choose **amount and term**

The screenshot shows the 'Account Payment' form with a progress bar at the top containing four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' step is currently active. Below the progress bar, the 'Payment Date' is set to 8/20/19. Under 'Pay by term', there are three options: 'Fall 2019' (unchecked), 'Winter 2019' (checked), and 'Fall 2018' (unchecked). To the right, there are three input fields for amounts: \$180.00, \$91.02 (with 10.00 entered), and \$95.50. At the bottom right, the 'Payment Total' is \$10.00, and there is a 'Continue' button.

9. Select **“Continue”**

10. Select **“Payment Method”**

11. Enter Credit Card information

12. Note – you can save your payment information for future use

The screenshot shows a dialog box titled 'Option to Save'. It contains two checkboxes: 'Save this payment method for future use' (unchecked) and 'Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.' (unchecked). Below the first checkbox is a text input field with the placeholder '(example My CreditCard)'. At the bottom right, there are three buttons: 'Back', 'Cancel', and 'Continue'.

13. Select **“Continue”**




14. Select **“Submit Payment”**

15. Print Receipt

16. Log out (Top right hand corner)

MY PROFILE SETUP

My Profile Setup

-  Authorized Users
-  Personal Profile
-  Payment Profile

AUTHORIZED USERS:

You can add an authorized user to your account by selecting **“add authorized user”**

Authorized Users

Authorized Users

Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In accordance with the Freedom of Information and Protection of Privacy Act, your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

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

Yes

No

Cancel

Continue

Enter the email address of the authorized user

Select “continue”

Agreement will be displayed:

Agreement to Add Authorized User ×

I hereby authorize **Durham College Applied Arts & Technology** to grant jenny.razak@durhamcollege.ca the ability to make payments toward my accounts. My payment methods, payment history, billing statements, and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated 8/20/19 7:47:58 AM CDT.

For fraud detection purposes, your internet address has been logged:
192.197.54.28 at 8/20/19 7:47:58 AM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and Provincial laws of Canada. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree

Click on the box “I agree”

Select “continue”

ALWAYS REMEMBER TO LOGOUT WHEN FINISHED.