

## TRADES APPRENTICE PAYMENT EXPERIENCE

Click on the link on the trades website or here to start your payment via [PayMyTuition.](#)

This will take you to the identity verification screen. Enter your first and last name, your student ID and your date of birth and click **NEXT**.



A screenshot of a web form titled 'Student Details' (step 1 of 2). The form has a progress indicator at the top with '1' in an orange circle and '2' in a grey circle. Below the indicator are four input fields: 'First name' (placeholder: 'Enter first name'), 'Last name' (placeholder: 'Enter last name'), 'Student ID' (placeholder: 'Enter student Id'), and 'Date Of Birth' (placeholder: 'dd/mm/yyyy' with a calendar icon). A 'Continue' button is located at the bottom right of the form. Below the form, the text reads 'OKANAGAN COLLEGE - TRADES' followed by contact information: 'Please contact the Apprenticeship and Trades Office at 250.762.5445 or apprenticeship@okanagan.bc.ca if you require any assistance.'

You will receive a one-time code to the preferred email address that you have on file with Okanagan College. Enter the code to access the payments system. If you do not have access to the email address indicated, please contact the Trades Office to update your email.

A screenshot of a web form titled 'Code Verify' (step 2 of 2). The progress indicator at the top shows '1' in a grey circle and '2' in an orange circle. The form contains the text 'Enter your verification code' and 'We sent a verification code to s\*\*\*\*s@h\*\*\*.com'. Below this is a row of six empty square boxes for entering the code. A 'Send code again' link is positioned below the boxes. At the bottom of the form, it reads 'OKANAGAN COLLEGE - TRADES' and provides the same contact information as the previous screen: 'Please contact the Apprenticeship and Trades Office at 250.762.5445 or apprenticeship@okanagan.bc.ca if you require any assistance.'

To make a payment, click **Make Payment** on the PayMyTuition Payment Center.

The screenshot shows the top navigation bar with icons for 'PAYMENT CENTER', 'E-DOCUMENTS', and 'CREATE PROFILE'. Below this is a sub-navigation bar with 'Payment Center' and 'Payment History'. The 'MAKE PAYMENT' button is highlighted with a red box. Below the navigation is the 'Account Information' section, which includes a 'VIEW STATEMENTS' button and a table showing 'Term Balances' and 'TOTAL STUDENT ACCOUNT BALANCE' both at \$ 0.00.

Description	Amount (\$)
Term Balances	\$ 0.00
No Records Found	
TOTAL STUDENT ACCOUNT BALANCE	\$ 0.00

Click on **PAY NOW** beside **Make a deposit or pre-payment**.

The screenshot shows the same navigation bar as the previous image. Below the navigation is a section with a link 'Make an Apprenticeship, Trades or Deposit Payment' and a 'PAY NOW' button highlighted with a red box. Below this is a 'Term Balances' section.

Check off the box for Trades and Apprenticeship payments and enter the amount that you would like to pay in the box on the right. Then click **PAY NOW** to proceed to the payment screen.

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

Payment Center      Payment History

**Make an Apprenticeship, Trades or Deposit Payment** **PAY NOW**

Details	Amount (\$)
<input checked="" type="checkbox"/> Trades and Apprenticeship	<input type="text" value="5.00"/>

**Term Balances**

Description	Amount (\$)
No records available.	

**TOTAL PAYMENT** **\$ 5.00**

**GO BACK** **PAY NOW**

Select your payment method from the drop-down menu.

1 Payment Information      2 Confirm & pay

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### Payment Details

Payment Method	Credit Card
Amount Payable	\$ 5.00
Convenience Fee	\$ 0.00
Total Payable	\$ 5.00

#### Description of Payment Methods

**Credit Card:** We accept the following credit cards.



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### Payment Options

Active Payment Options	Add New Payment Method
<input type="radio"/>  Credit Card  	<input type="button" value="ADD NEW"/>

The first time you make a payment through this portal, you will need to **Add New** payment method. You will be given the option to save your credit card number in the system for future payments.

**CREDIT CARD:** ×

**Billing Details**

First Name  Last Name

Country

Address 1

Address 2

City  Province/State  Postal/ZIP Code

Email Address  Phone Number

**Card Details**

Name on Card

Card Number

Expiry (MM/YY)  CVV

**Option to Save**

Save this payment method for future use.

Payment Method

**CANCEL** **ADD**

**Payment Center**

**Payment Details**

Payment Method  Credit Card

Amount Payable

Convenience Fee

Total Payable

**Payment Options**

Active Payment Options

Credit Card

**Contact PayMyTuition**

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Stored credit cards will be listed under Active Payment Options. Select your card and click **Next** to proceed to the confirmation screen.

**PAYMENT CENTER** E-DOCUMENTS CREATE PROFILE

1 Payment Information 2 Confirm & pay

### Payment Details

Payment Method	Credit Card
Amount Payable	\$ 5.00
Convenience Fee	\$ 0.00
Total Payable	\$ 5.00

### Description of Payment Methods

Credit Card: We accept the following credit cards.

VISA MasterCard AMERICAN EXPRESS

### Payment Options

Active Payment Options

Credit Card

Add New Payment Method

ADD NEW

NEXT

Review your payment details on the Confirm & Pay page then click **PAY NOW** to finalize your payment.

 **PAYMENT CENTER**

 **E-DOCUMENTS**

 **CREATE PROFILE**

1 ————— 2

Payment Information ————— Confirm & pay

**Payment Information**

You will send <b>5.00 CAD</b>	Institution will receive <b>5.00 CAD</b>	Country <b>Canada</b>
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Payment Detail(s)  
[Details](#)

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You selected  
**Credit Card**

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**Payer information**

Name <b>Joe Smith</b>	Email <b>JSmith@email.ca</b>	Phone number <b>250-870-1234</b>
Address 1 <b>123 Apple Drive</b>	City <b>Kelowna</b>	Province/State <b>British Columbia</b>
Postal/ZIP Code <b>V1Y 4X8</b>	Country <b>Canada</b>	

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**Student information**

Name <b>Joe Smith</b>	Email <b>JSmith@email.ca</b>	Student ID <b>300987654</b>
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**PREVIOUS**

**PAY NOW**

Your payment will be processed, and you will see the payment status page below. Click on **Download Payment Receipt** to obtain your receipt if needed. Your payment will be immediately recorded to your student account.

 **PAYMENT CENTER**

 **E-DOCUMENTS**

 **CREATE PROFILE**

### Payment Status

**Amount Paid** **CAD 5.00**

  
You

  
PayMyTuition

  
Your institution

 Notifications

### Payment Details

Payment method: Credit Card

YOU SEND <b>CAD 5.00</b>	INSTITUTION WILL RECEIVE <b>CAD 5.00</b>	REFERENCE ID <b>OC-TA-1445319</b>
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### Add Payment

Click the **Add Payment** button below to add your payment to your PayMyTuition account.

ADD PAYMENT

SHARE

Sample Payment Receipt:



U.S. & Canada toll free : +1-855-663-6839  
U.S. local number : +201-209-1939  
Canada local number : +905-305-9053  
Email : support@paymytuition.com

**PAYMENT CONFIRMATION SUMMARY**

**PAYMENT INFORMATION**

<b>Payment ID</b> OC-TA-1445319	<b>Payment Date</b> 06/21/2024
<b>Payment Currency</b> CAD	<b>Settlement Currency</b> CAD
<b>Payment Amount</b> \$5.00	<b>Settlement Amount</b> \$5.00
<b>Payment Method</b> Credit Card	<b>Settlement To</b> Okanagan College

**STUDENT INFORMATION**

<b>Full Name</b> Joe Smith	<b>Student ID</b> 300987654
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**PAYER INFORMATION**

<b>Full Name</b> Joe Smith	<b>Remittance ID</b> 111878
<b>Address</b> 123 Apple Drive, Kelowna BC V1Y 4X8	

This shall serve as a confirmation between Paymytuition by MTFX and the student for the payment outlined above and is subject to the Terms of Use as outlined on the Paymytuition payment portal.