

Sign in to Self Service using your MtA username (not email) and password. Issues with login or password changes must be forwarded to helpdesk@mta.ca.

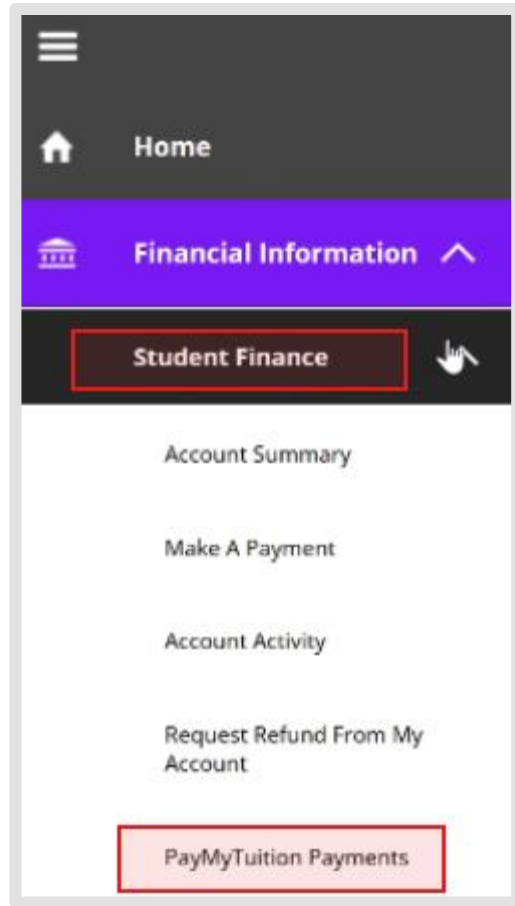
Sign In

User name

Password

Sign In

✓ Sign in to your [Self-Service](#) portal.



✓ From the left navigation panel, select “**Financial Information**”, then “**Student Finance**”, then click on “**PayMyTuition Payments**” to redirect to the **PayMyTuition** portal.

PAYMENT CENTER STATEMENTS REFUNDS E-DOCUMENTS CREATE PROFILE AUTHORIZATIONS

Payment Center | Payment History

Announcements

Welcome
This portal enables you to make payments, setup recurring payments, view balances and bills as well as manage tuition payment plans.
REMINDER: Fall 2020 semester bills are due on January 15th.

ENROLL IN PAYMENT PLAN **MAKE PAYMENT**

➔ Within the **PayMyTuition Payment Center**, users can view their Account Information and Term Balances by scrolling down the page.

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

PAYMENT CENTER STATEMENTS REFUNDS E-DOCUMENTS CREATE PROFILE AUTHORIZATIONS

Payment Center | Payment History

Make an Apprenticeship, Trades or Deposit Payment

Details	Amount (\$)
☐ Over Payment	0.00

Term Balances

Description	Amount (\$)
☒ Fall 2024	2,000.00
☐ Summer 2024	3,014.80

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** *Interac e-Transfer Request, Online Bill Payment, Debit and Credit Cards.*

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.
- ❑ **Credit Card:** A pop-up form will appear requesting your billing 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 **Debit or Credit Card**, 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 Payment Information — 2 Confirm & pay

Payment Information

You will send 2,050.00 Institution will receive 2,000.00

Payment Detail(s)
[Details](#)

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** to process your payment in real-time.

Your 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

Payment Information

2

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**.

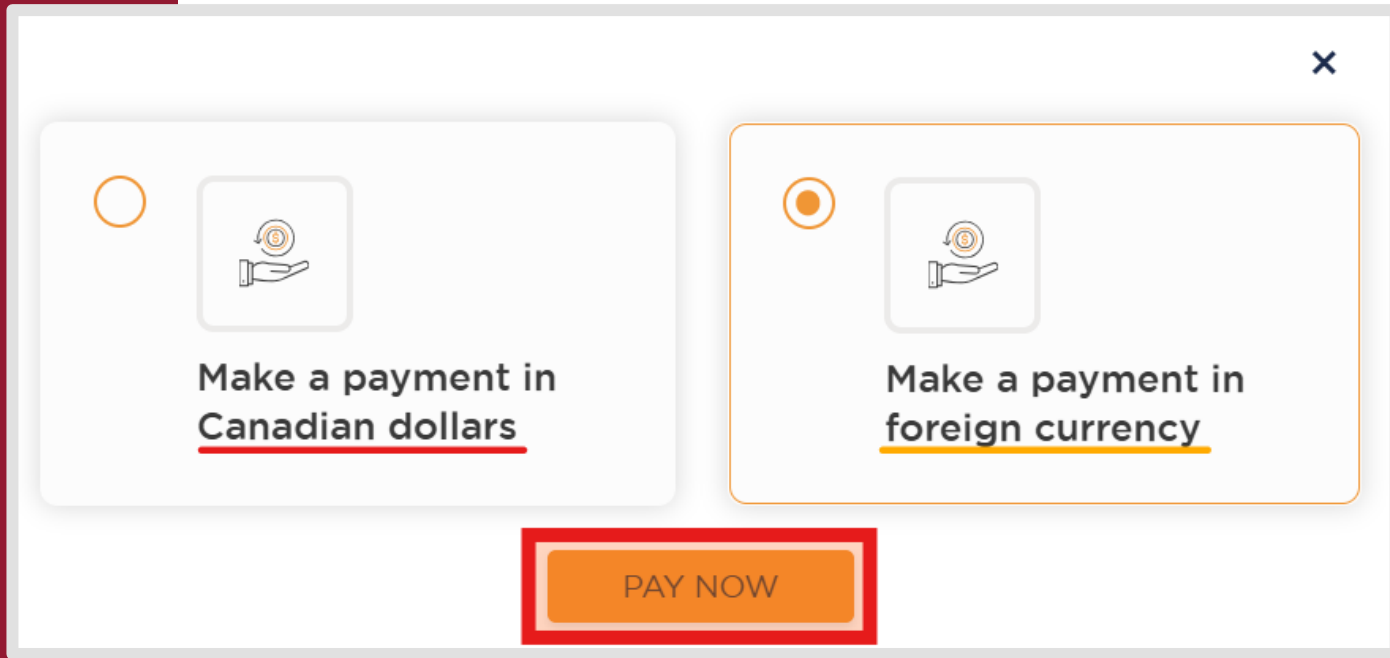
Your student account will reflect the successful payment once your institution receives the funds from your bank.

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.

PAYMENTS FROM AN INTERNATIONAL BANK, INSTITUTION, OR CARD

International students must complete the steps outlined on pages 1–3 of this guide before proceeding.



The screenshot shows a payment selection interface. At the top right is a close button (X). Below it are two radio button options, each with a coin icon. The first option is "Make a payment in Canadian dollars" and the second is "Make a payment in foreign currency". The second option is selected, indicated by a filled orange circle. Below these options is an orange "PAY NOW" button, which is highlighted with a red rectangular border. A yellow dashed arrow points from the "foreign currency" option to the text on the right.

- ✔ International payers will have the option to pay using a Canadian bank, institution, or card, or an international bank, institution, or card. Please ensure you select the correct option based on the country from which your funds originate.
- ✔ Once you have selected your desired currency, if applicable, select the **PAY NOW** button.

If you are paying from a Canadian financial institution, complete the steps outlined on pages 1-6 of this guide.

If you are paying from a financial institution outside of Canada, proceed to the next page.


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

Make a payment

In CAD
2,000.00

✓ 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.

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 your institution in Canadian dollars.

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

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**.

The screenshot shows the 'PAYMENT CENTER' interface. At the top, there are five icons: a hand holding coins (PAYMENT CENTER), a document with a clock (STATEMENTS), a hand holding a coin (REFUNDS), a document with a pencil (E-DOCUMENTS), and a document with a person icon (CREATE PROFILE). Below these is a progress bar with four steps: 1. Payment Information, 2. Payer Information (highlighted), 3. Student Information, and 4. Confirm & pay. The main content area is titled 'We require the following information to process your payment'. It contains an 'Email address' field with the value 'janedoe@gmail.com' and an information icon. Below this is a section 'Who will be making this payment?' with two radio buttons: 'Student' (selected) and '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.

The screenshot shows the 'Identification of Student' section. It has three input fields: 'Identification type' (a dropdown menu with 'Passport' selected), 'Expiration date' (a date field with '2026-04-10' and a calendar icon), and 'Identification number' (a text field with 'PS12345678'). To the right is a section titled 'Please upload student identification' with a cloud upload icon, the text 'Drag and drop files here to upload', and a note 'Only JPG, JPEG, PNG and PDF files can be uploaded.' Below this is a 'BROWSE' button and a preview of a passport. At the bottom, there are two checkboxes: 'I would like to receive emails from PayMyTuition about future discounts, promotions, and/or offers.' (unchecked) and 'I have read, understand, and agree to the PayMyTuition Terms of Use and Privacy Policy.' (checked). At the very bottom are two buttons: 'PREVIOUS' and 'NEXT' (highlighted with a red border).

- ✓ **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 the 'PAYMENT CENTER' navigation bar with icons for PAYMENT CENTER, STATEMENTS, REFUNDS, E-DOCUMENTS, and CREATE PROFILE. Below the navigation bar is a progress indicator with four steps: 1. Payment Information, 2. Payer Information, 3. Student Information (highlighted with an orange circle), and 4. Confirm & pay. The main content area is titled 'Student information' and contains two input fields: 'Student ID' and 'Email address' on the left, and 'First name' and 'Last name' on the right. At the bottom, there are two buttons: 'PREVIOUS' and 'NEXT' (highlighted with a red border).

Step 3: Student Information

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

The screenshot shows the 'PAYMENT CENTER' navigation bar with icons for PAYMENT CENTER, STATEMENTS, REFUNDS, E-DOCUMENTS, and CREATE PROFILE. Below the navigation bar is a progress indicator with four steps: 1. Payment Information, 2. Payer Information, 3. Student Information, and 4. Confirm & pay (highlighted with an orange circle). The main content area is titled 'Payment Information' and contains three sections: 'You will send' with the amount '1,106.00 GBP', 'Institution will receive' with the amount '2,000.00 CAD', and 'Country' with the value 'United Kingdom'. Below these sections is a link for 'Payment Detail(s)' with the text 'Details' in orange. At the bottom, there are two buttons: 'PREVIOUS' and 'PAY NOW' (highlighted with 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 displays the PayMyTuition Payment Center interface. At the top, there are navigation tabs: PAYMENT CENTER, STATEMENTS, REFUNDS, E-DOCUMENTS, and CREATE PROFILE. The main section is titled 'Payment Status' and shows 'Amount Pending' for 'GBP 1,106.00'. A progress bar indicates the flow from 'You' to 'PayMyTuition' to 'Your institution'. A red box highlights the 'DOWNLOAD INSTRUCTIONS' button. To the right of the button, text states: '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.' Below this, the 'Payment Details' section shows 'Payment method: Bank Transfer in British Pound (GBP)'. It includes a table with 'YOU SEND GBP 1,106.00', 'INSTITUTION WILL RECEIVE CAD 2,000.00', and a 'REFERENCE ID' field. On the right side of the details, there are three options: 'Notifications', 'Confirm funds were sent', and 'Give me another 48 hours'.

YOU SEND	INSTITUTION WILL RECEIVE	REFERENCE ID
GBP 1,106.00	CAD 2,000.00	

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, your 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 your 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.