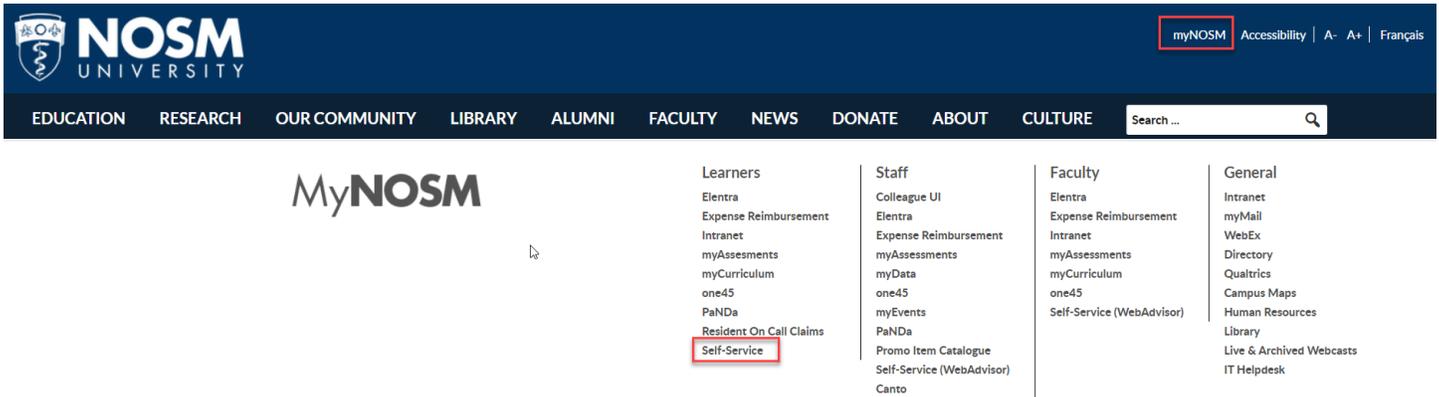


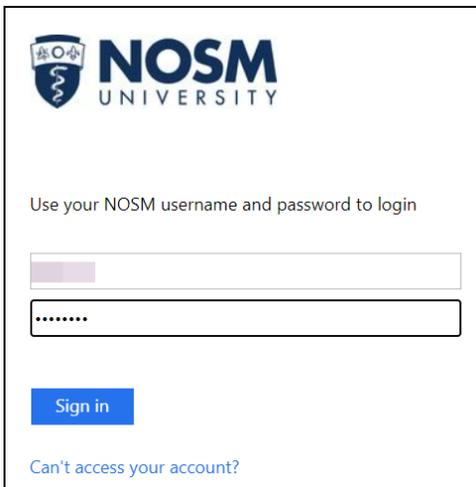
Account Payments with PayMyTuition

The NOSM University Self-Service portal in conjunction with PayMyTuition/MTFX payment solution is used for accessing student accounts and exchanging funds with NOSM University.

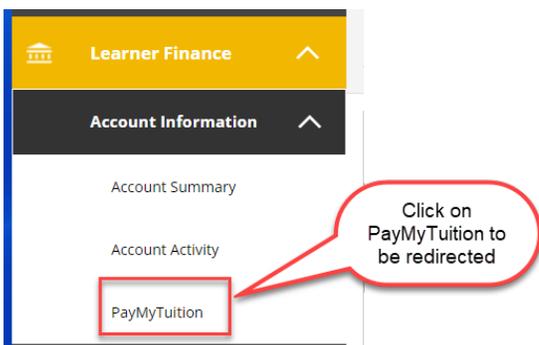
To access Self-Service, navigate to www.nosm.ca and click on the myNOSM link to expand the menu and then click on Self-Service from the Learners menu.



Login using your NOSM University credentials.



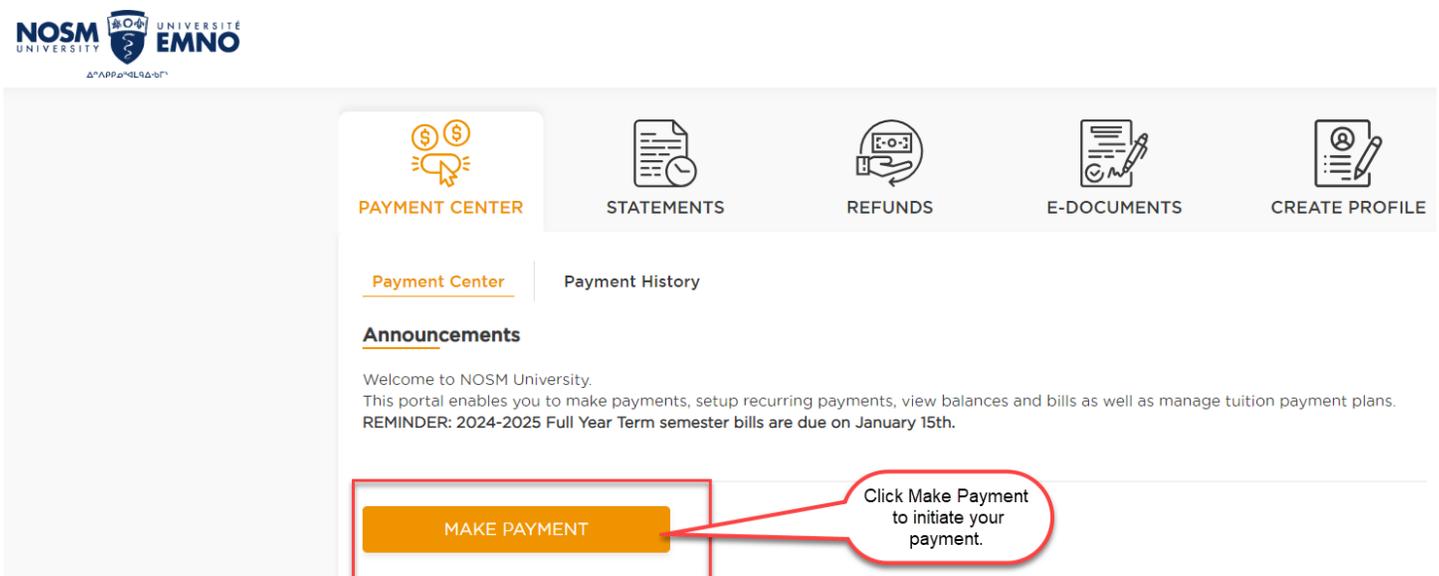
Once logged into Self-Service, click on the left navigation panel and click on **Learner Finance**. Next, select **Account Information** to locate **PayMyTuition**.



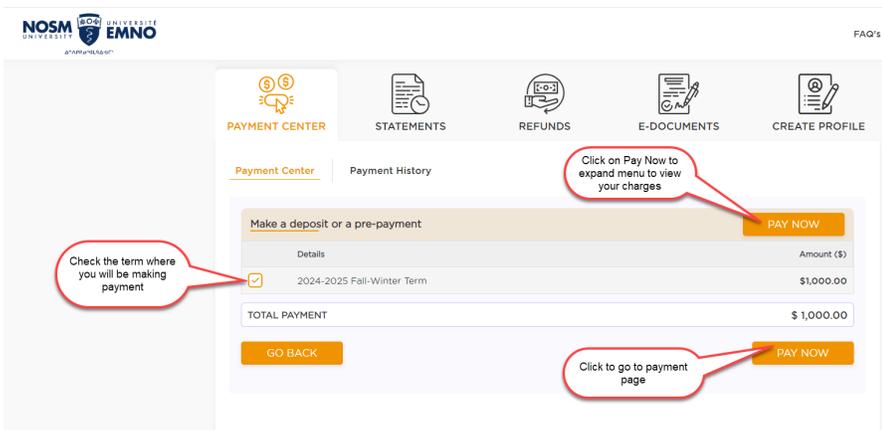
If you are not redirected to PayMyTuition, ensure you have disabled any popup blockers. Redirection can take several seconds.



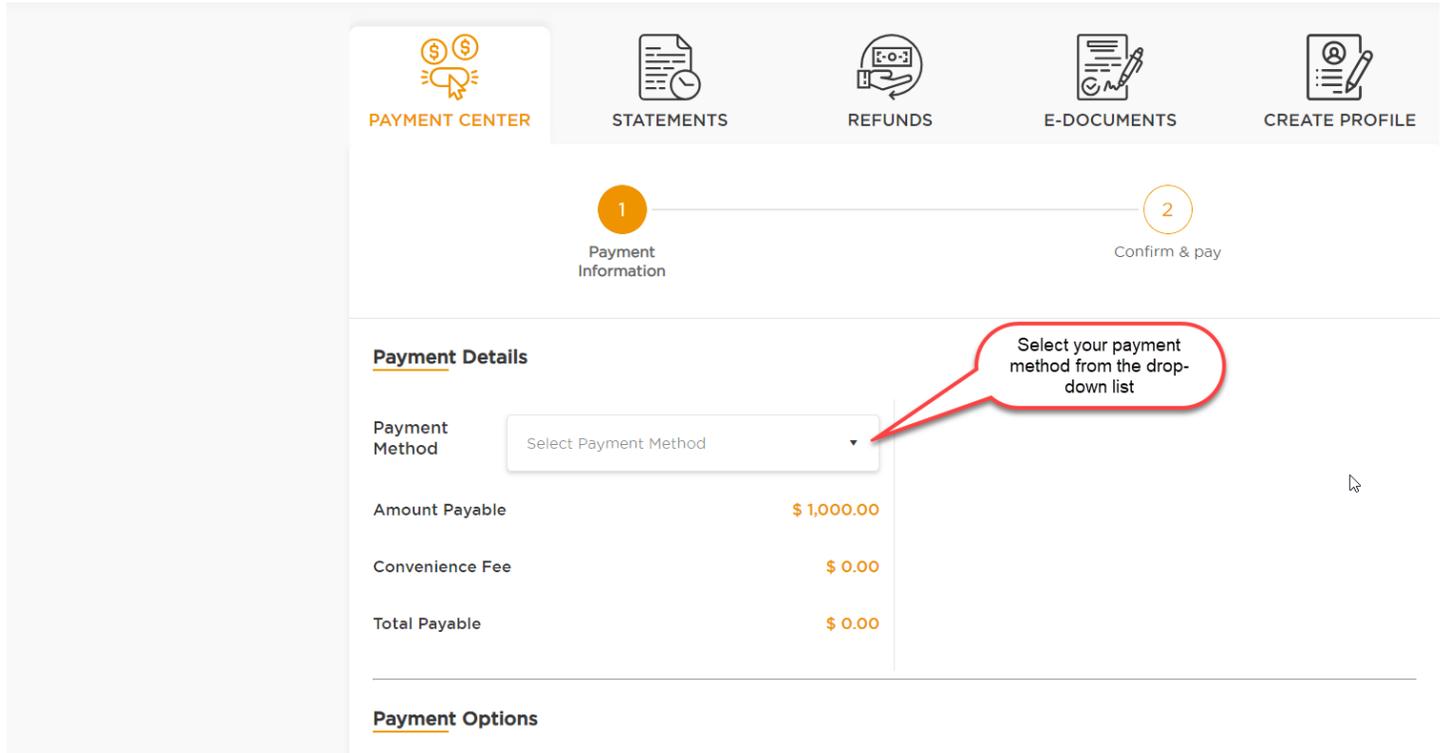
Once you have been redirected to the PayMyTuition portal, you will arrive at the screen below. Click on the "Make a Payment" button to initiate your payment.



From the next screen, click on the Pay Now button to see your charges and then check the term where you want to make a payment.



Choose your preferred payment method from the drop-down list.

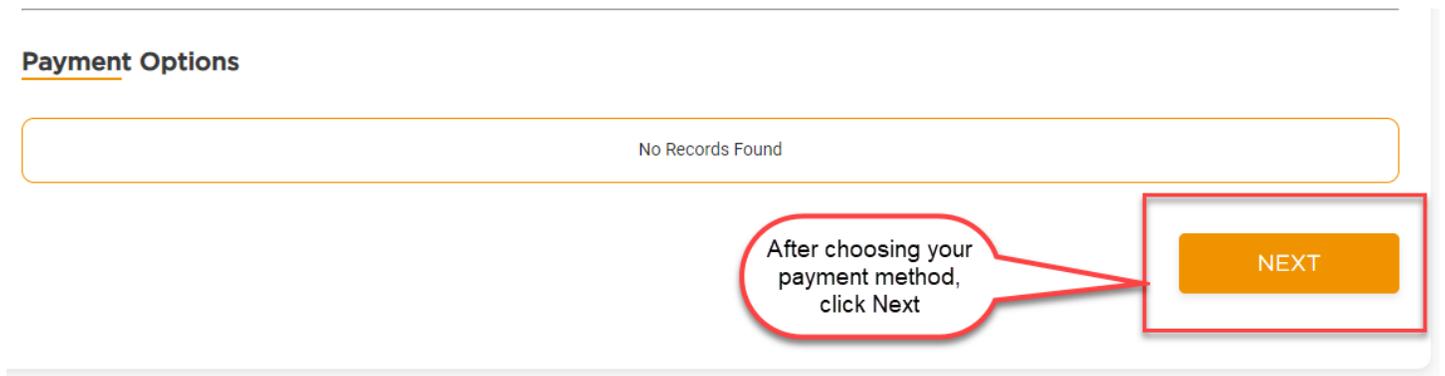


The screenshot shows the 'PAYMENT CENTER' interface. At the top, there are navigation icons for PAYMENT CENTER, STATEMENTS, REFUNDS, E-DOCUMENTS, and CREATE PROFILE. Below these is a progress indicator with two steps: '1 Payment Information' and '2 Confirm & pay'. The 'Payment Details' section contains a 'Payment Method' dropdown menu with the text 'Select Payment Method'. A red callout bubble points to this dropdown with the text 'Select your payment method from the drop-down list'. Below the dropdown, there is a table of payment details:

Amount Payable	\$ 1,000.00
Convenience Fee	\$ 0.00
Total Payable	\$ 0.00

Below the table is the 'Payment Options' section, which is currently empty.

After choosing your payment method, click on the Next button.



The screenshot shows the 'Payment Options' section. A message box in the center says 'No Records Found'. At the bottom right, there is a red-bordered box containing an orange 'NEXT' button. A red callout bubble points to this button with the text 'After choosing your payment method, click Next'.

Your name and student id will populate from Self-Service. Click on Pay Now to proceed with finalizing payment.

The screenshot shows a payment information page with the following sections:

- Payment Information:** You will send 1,000.00 CAD; Institution will receive 1,000.00 CAD. A link for [Payment Detail\(s\) Details](#) is provided.
- You selected:** Online Bill Payment
- Payer information:** Fields for Name, Address 1, City, and Country (Canada). A callout bubble points to the Name field with the text: "Your name and student id will populate from Self-Service".
- Student information:** Fields for Name, Email, and Student ID.
- Buttons:** PREVIOUS and PAY NOW. A callout bubble points to the PAY NOW button with the text: "click Pay Now when ready to proceed".

Review the information on the summary page and proceed to PAY NOW.

For any payment types that require further instructions, click on the Download Instructions button.

The screenshot shows the Payment Center summary page with the following sections:

- Navigation:** PAYMENT CENTER, STATEMENTS, REFUNDS, E-DOCUMENTS, CREATE PROFILE.
- Payment Status:** Amount Pending CAD 1,000.00. A flow diagram shows: You (person icon) → PayMyTuition (P icon) → Your institution (building icon). A callout bubble points to the DOWNLOAD INSTRUCTIONS button with the text: "If you selected 'Online Bill Payment' or 'Interac e-Transfer Request' at the Payment Option step, download and follow the steps in the instructions to process your payment".
- Payment Details:** Payment method: Online Bill Payment. Summary table:

YOU SEND	INSTITUTION WILL RECEIVE	REFERENCE ID
CAD 1,000.00	CAD 1,000.00 ⓘ	NOSM-D-5015917
- Add Payment:** Click the Add Payment button below to add your payment to your PayMyTuition account. Buttons: ADD PAYMENT, SHARE.
- Notifications:** A list of actions: Notifications, Confirm funds were sent, Give me another 48 hours, Cancel payment, Payment Center.

Your payment history can be viewed by clicking on Payment Center in the PayMyTuition portal.

The screenshot shows the PayMyTuition portal interface. At the top left is the logo for NOSM UNIVERSITY and UNIVERSITE EMNO. Below the logo are five navigation icons: PAYMENT CENTER (highlighted with a red box), STATEMENTS, REFUNDS, E-DOCUMENTS, and CREATE PROFILE. Below these icons is a section titled "Payment Center" with a sub-tab "Payment History". There is a search bar and a dropdown menu set to "All". A table displays the payment history with columns for Payment, Payment Method, Status, Payor, Date, Amount, and Action. A red callout bubble points to the table with the text: "The Payment Center will show a history of your payments." The table contains three rows of payment records.

Payment	Payment Method	Status	Payor	Date	Amount	Action
NOSM-D-5015920	Online Bill Payment	Unfunded		-	CAD 1,000.00	
NOSM-D-5015917	Online Bill Payment	Unfunded		-	CAD 1,000.00	
NOSM-D-0364969	Interac e-Transfer Request	Paid		2022-05-06	CAD 3.00	

Additional Information on PayMyTuition:

Frequently Asked Questions

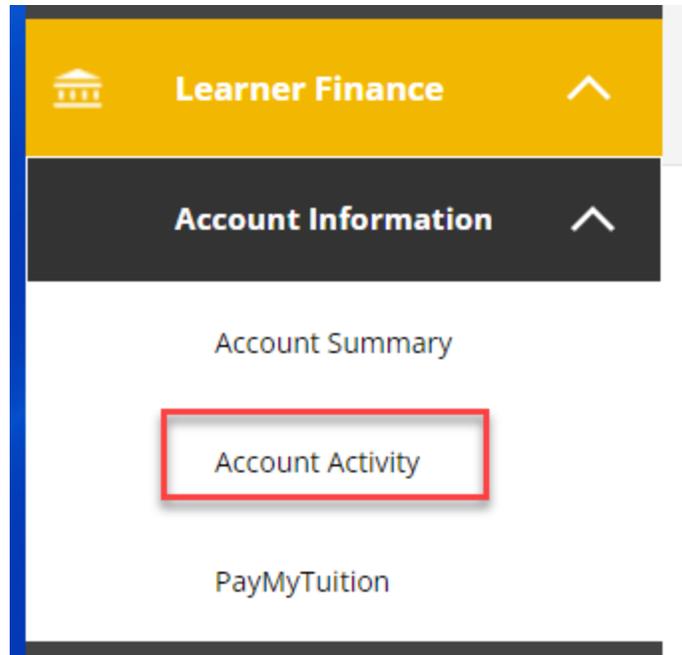
Need Assistance?

Connect with PayMyTuition directly by calling 1.855.663.6839 (toll-free) or through one of their **local country contact numbers**.

You can also reach PayMyTuition Support at **support@paymytuition.com** or through their **support page**.

PayMyTuition's customer support team is available to you through live chat, email, and phone to answer any of your questions and help you with the payment process.

After your payment is processed, you can also view the details in your Self-Service account.



The details of your account activity will be displayed. You can also view or download a PDF statement.

Account Activity
View your Financial Activity

Term: 2024-2025 Fall-Winter Term - Balance: \$0.00

Payments \$100.00 + Refunds \$100.00 = Balance \$0.00

[View Statement](#)

[View Deposits Due](#)

Payment activity and balance is shown here

Receipt Number	Date	Amount	Pay Method	Reference Number
000026229	8/23/2024	\$100.00	Direct Deposit	