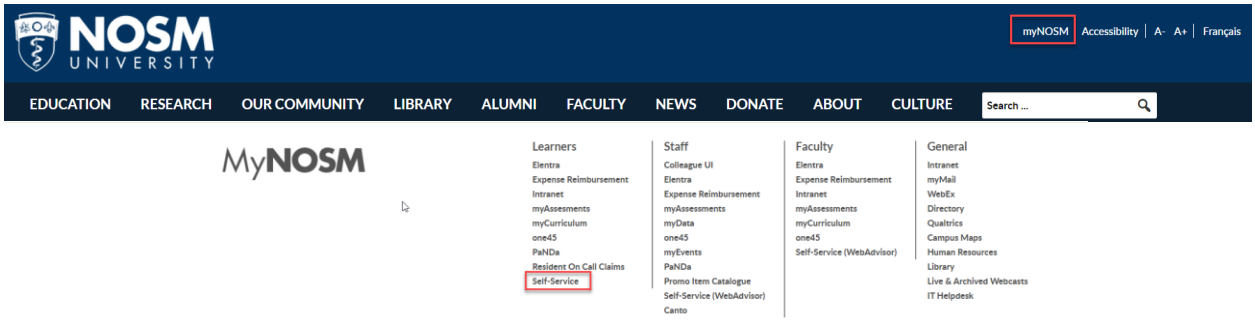
NOSM UNIVERSITY | Student Accounts

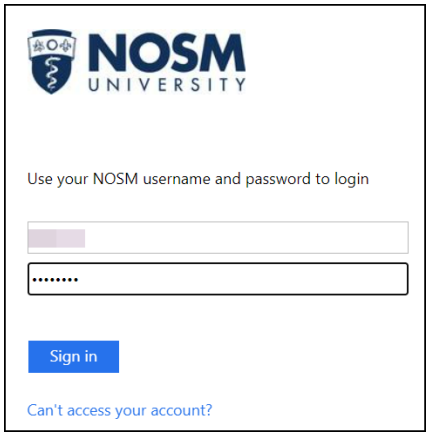
# Creating a Payment Link in PayMyTuition

A payment link can be created in PayMyTuition to enable someone to make payments on your behalf.

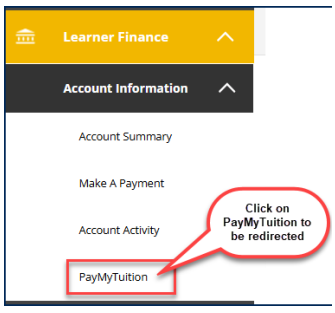
To access Self-Service, navigate to www.nosm.ca and click on the myNOSM link to expand the menu and then click on Self-Service from the Learners menu.



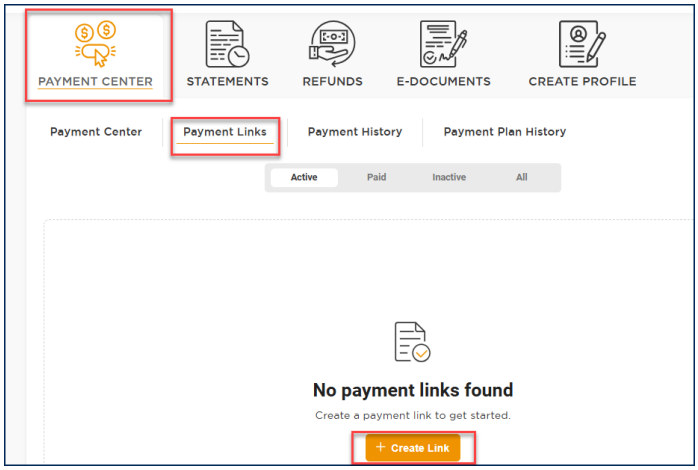

Login using your NOSM University credentials.




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



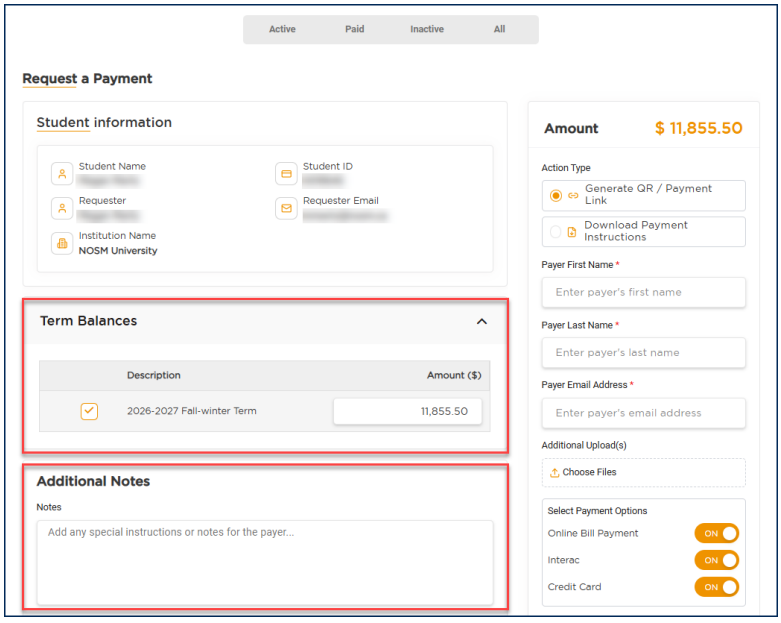
Within the Payment Center, select the Payment Links tab. Next, select the Create Link button to begin.



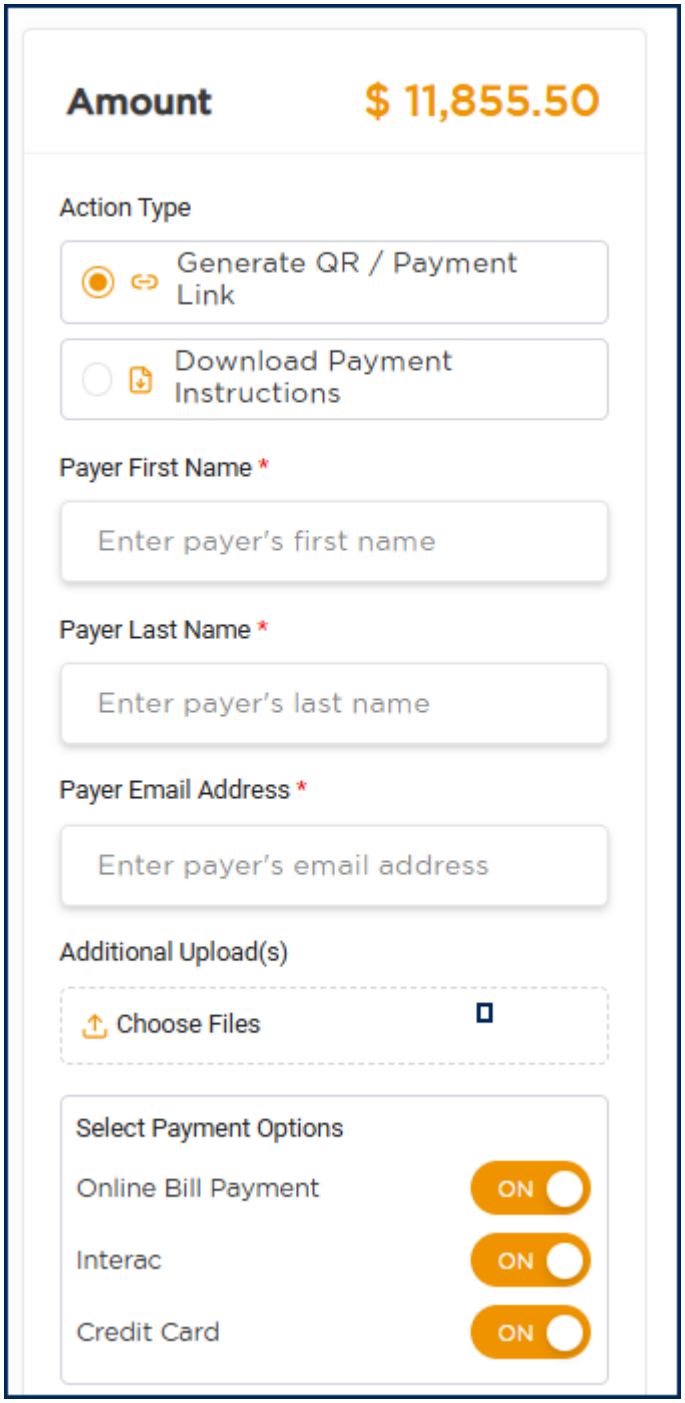

Choose the payment items you want included in the Payment Link, such as:

- Deposits
- Term balances

Add any notes or instructions for your payer. Notes may appear in the Payment Link email, and the Payment Instructions PDF sent to your payer.



After selecting the payment items, review the total amount displayed in the panel on the right side of the page to confirm your payment request details.



Complete the following sections within the panel:

Action Type
Choose how you would like to share the payment instructions with the payer.

- Option 1: Generate QR / Payment Link
  PayMyTuition will send an email to the payer containing either a scannable QR code or a Payment Link to complete the payment.
- Option 2: Download Payment Instructions
  A PDF containing a QR code will be generated for download and sharing.

Payer Contact Information

- Enter the payer's first name, last name, and email address.

Additional Uploads

- Optional supporting documentation that may be helpful for the payer can be uploaded.

Select Payment Options

- Enable or disable the payment methods you would like to make available to the payer.

Select the Generate button to create your Payment Link.




Important Notes about Payment Links:

- Once payment is completed, the Payment Link becomes invalid and cannot be reused
- Payment Links expire after 10 days
- Payment Links are for one-time use only
- Ensure all payment details and payer information are reviewed before sending