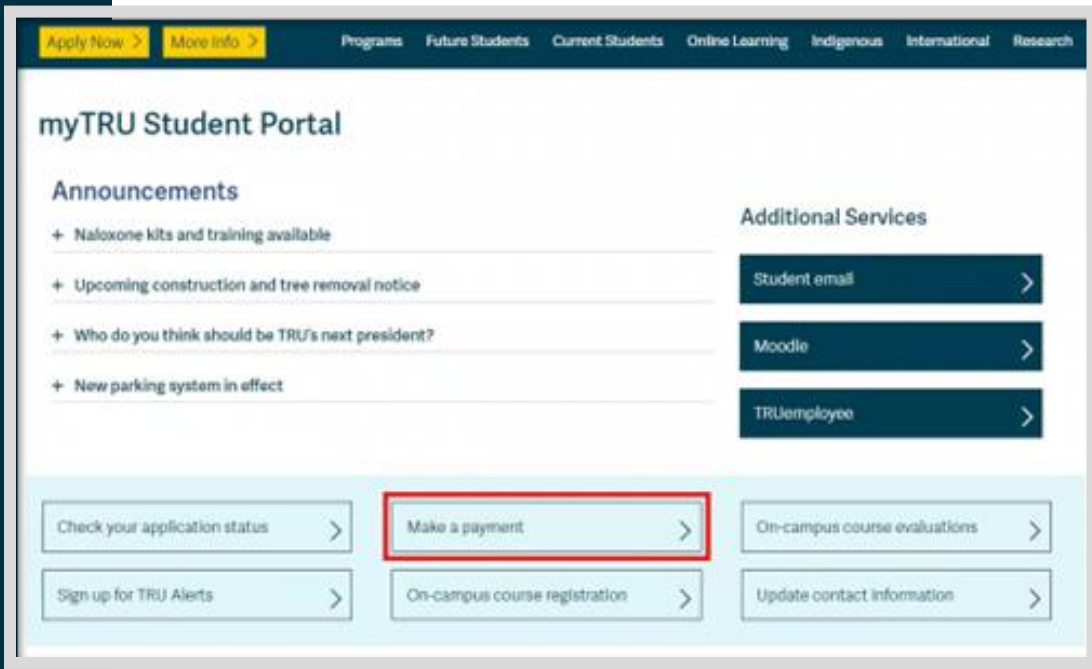
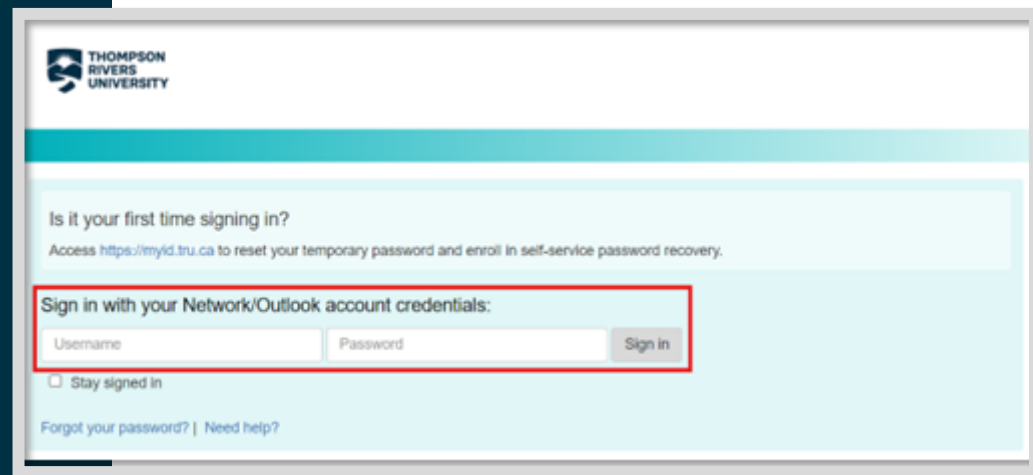




✓ Access the [myTRU Student Portal](#).



Select the **“Make a payment”** tile.



Follow the instructions on-screen to sign into your student portal. Upon signing in you will be redirected to the **PayMyTuition Payment Center**

PAYMENT CENTER STATEMENTS REFUNDS E-DOCUMENTS CREATE PROFILE AUTHORIZATIONS

Payment Center **Payment Links** Payment History Payment Plan History

Search All Active Paid Expired **+ Create Payment Link**

✓ Within the **PAYMENT CENTER**, select the **Payment Links** tab. Next, select the **Create Payment Link** button to begin.

Request a Payment

Student information

Student Name: Rivanrd Wilson
Student ID: N00050001
Requestor: Rivanrd Wilson
Requestor Email: testing2342342342@gmail.com
Institution Name: Banner CAN 23

Amount \$ 0.00

Action Type
☒ Generate QR / Payment Link
☐ Download Payment Instructions

Payer First Name *
Enter payer's first name

Payer Last Name *
Enter payer's last name

Payer Email Address *
Enter payer's email address

Additional Upload(s)

Select Payment Options
 Credit Card ☒ ON
 Interac ☒ ON
 EFT ☒ ON
 Online Bill Payment ☒ ON

Make an Apprenticeship, Trades or Deposit Payment

Details	Amount (\$)
☐ Enrollment deposit	0.00

Term Balances

Description	DueDate	Amount (\$)
☐ Fall 2024		4,950.00
☐ Fall 2023		1,000.00
☐ Summer 2023		250.00
☐ Spring 2023		1,200.00

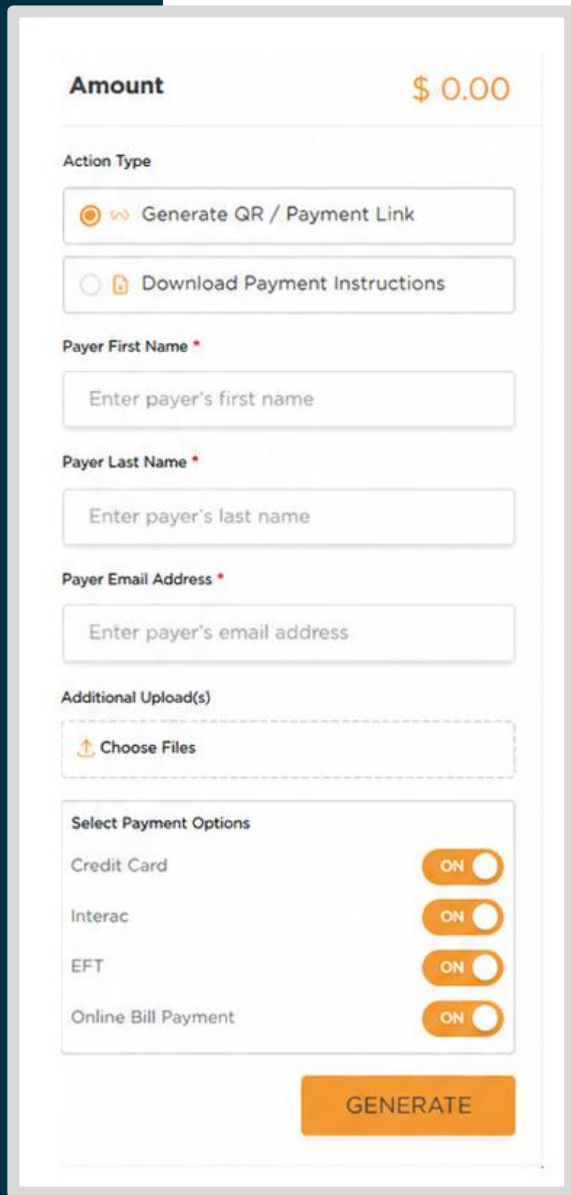
GENERATE

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

- Deposits
- Term balances
- Payment plan installments

Multiple installments can be selected when eligible.

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



Amount \$ 0.00

Action Type

☒ Generate QR / Payment Link

☐ Download Payment Instructions

Payer First Name *

Enter payer's first name

Payer Last Name *

Enter payer's last name

Payer Email Address *

Enter payer's email address

Additional Upload(s)

Choose Files

Select Payment Options

Credit Card ☒

Interac ☒

EFT ☒

Online Bill Payment ☒

GENERATE

- ✓ 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.

Before generating the Payment Link, complete the following sections within this 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.