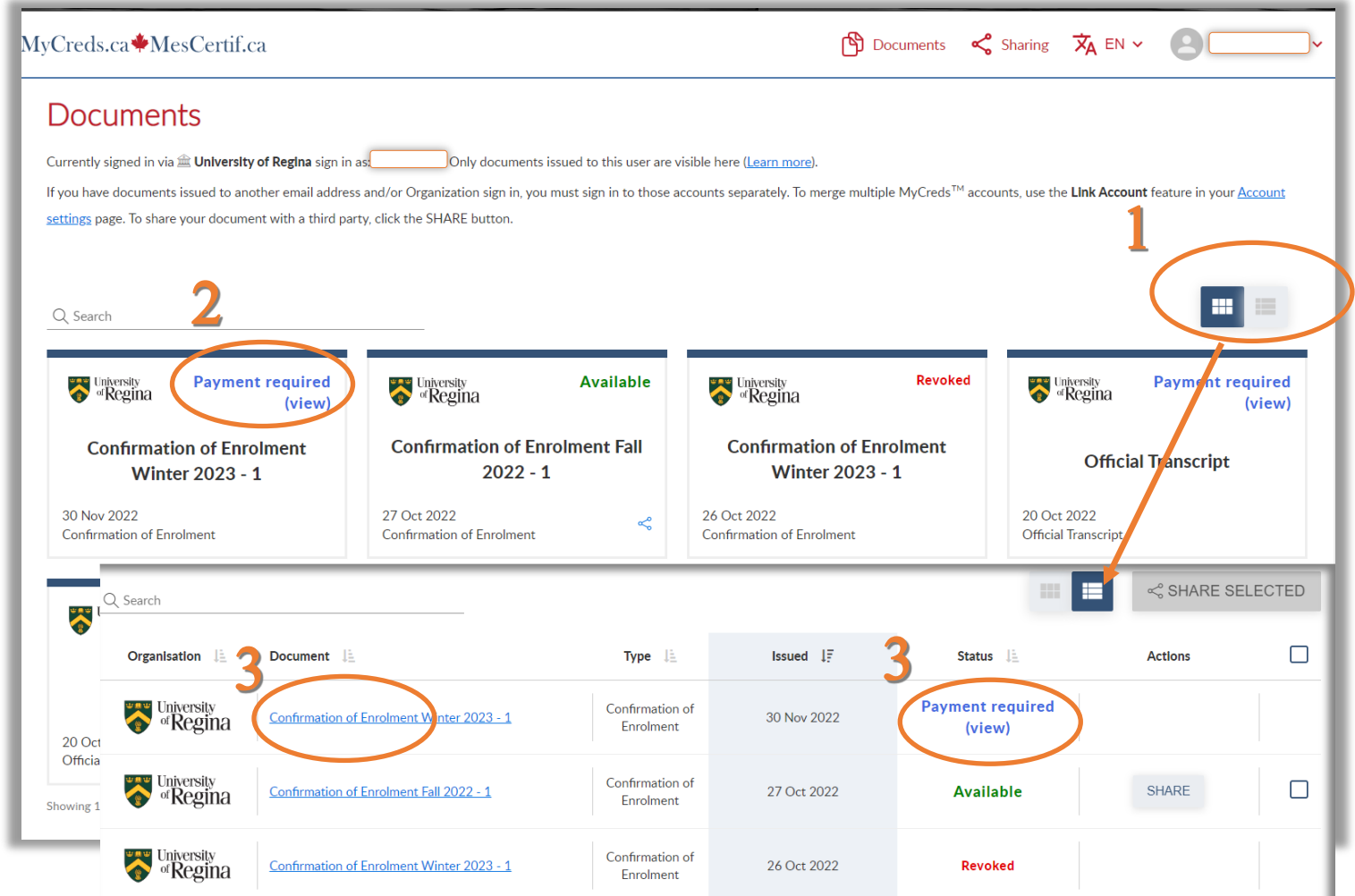


Confirmation of Enrolment

Paying for Your Document

1) Once you are logged in you will be directed to the **Documents** page. All documents in your account are listed on this page.



MyCreds.ca MesCertif.ca

Documents Sharing EN

Documents

Currently signed in via University of Regina sign in as [redacted] Only documents issued to this user are visible here ([Learn more](#)).

If you have documents issued to another email address and/or Organization sign in, you must sign in to those accounts separately. To merge multiple MyCreds™ accounts, use the [Link Account](#) feature in your [Account settings](#) page. To share your document with a third party, click the SHARE button.

Search

2

Payment required (view)

Confirmation of Enrolment Winter 2023 - 1

30 Nov 2022
Confirmation of Enrolment

Available

Confirmation of Enrolment Fall 2022 - 1

27 Oct 2022
Confirmation of Enrolment

Revoked

Confirmation of Enrolment Winter 2023 - 1

26 Oct 2022
Confirmation of Enrolment

1

Payment required (view)

Official Transcript

20 Oct 2022
Official Transcript

SHARE SELECTED

Organisation	Document	Type	Issued	Status	Actions
University of Regina	3 Confirmation of Enrolment Winter 2023 - 1	Confirmation of Enrolment	30 Nov 2022	3 Payment required (view)	
University of Regina	Confirmation of Enrolment Fall 2022 - 1	Confirmation of Enrolment	27 Oct 2022	Available	SHARE
University of Regina	Confirmation of Enrolment Winter 2023 - 1	Confirmation of Enrolment	26 Oct 2022	Revoked	

1) List View

You can switch from two different types of views for the list of documents in your account.

2) Status of Document

Payment required (view) - indicates that payment is required from before viewing and sharing the document.

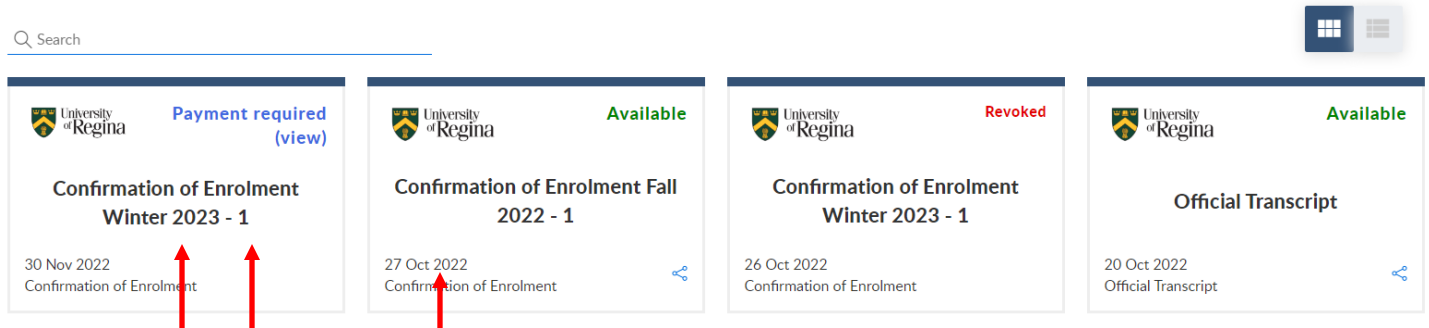
Available - indicates that the document is valid and available to view and share.

Revoked - indicates that the document has been removed by the university and the student will need to contact the University of Regina at mycreds@uregina.ca.

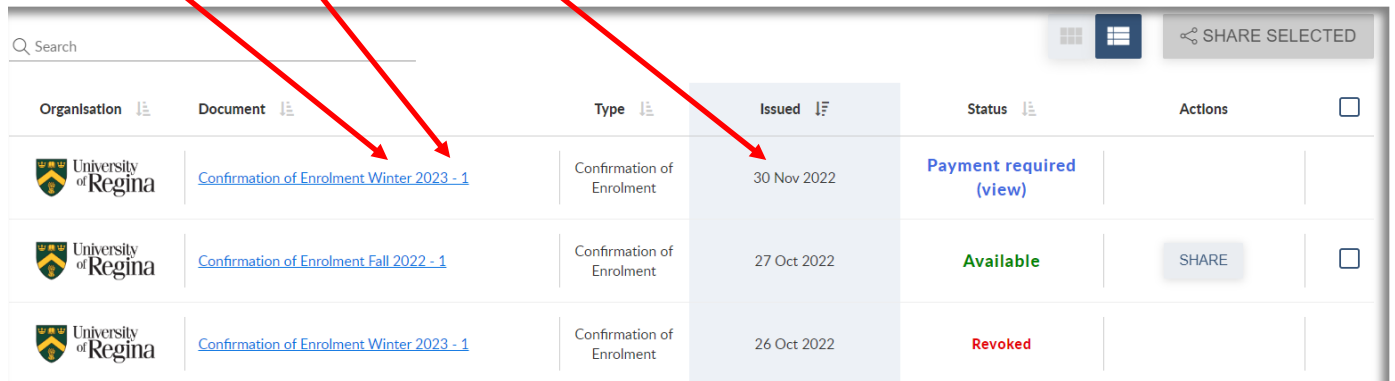
3) Pay

Click on the document title or status to view and pay for your document. This will direct you to the individual document page and allow you to enter payment information.

2) Make sure to select the correct Confirmation of Enrolment letter before paying.



Check the **Term, Number of Terms and Issued date** prior to paying for the document.

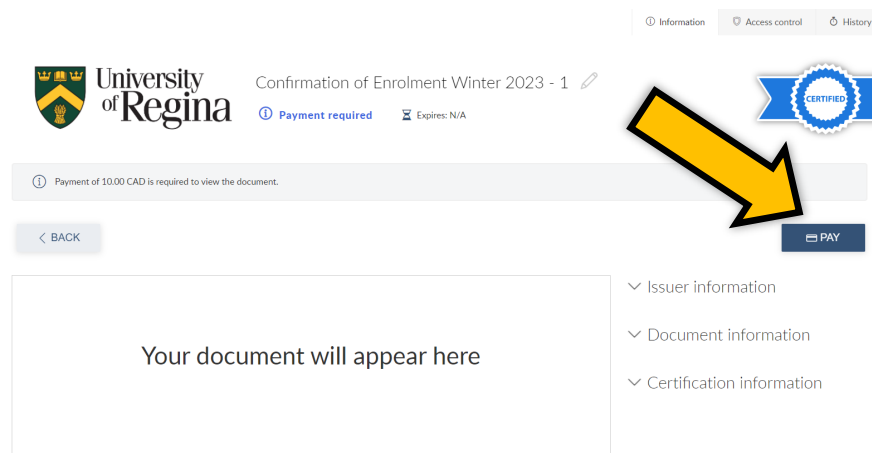


Organisation	Document	Type	Issued	Status	Actions
University of Regina	Confirmation of Enrolment Winter 2023 - 1	Confirmation of Enrolment	30 Nov 2022	Payment required (view)	
University of Regina	Confirmation of Enrolment Fall 2022 - 1	Confirmation of Enrolment	27 Oct 2022	Available	SHARE
University of Regina	Confirmation of Enrolment Winter 2023 - 1	Confirmation of Enrolment	26 Oct 2022	Revoked	

It is the responsibility of the student to select the correct document before paying.

Student's will not be refunded if the incorrect document is paid for.

3) Click the **PAY** button





4) Complete the payment form.

Entering the **billing address and postal code** of the credit card you use is a requirement of the MyCredits™ payment system (Stripe). The verification for the postal code goes back to the bank / financial institution that issued the payment card. The format for the postal code needs to match the financial institution's records. You should refer to your statements (online or hardcopy) to see what the format for the postal code is with the issuing financial institution. To give you an idea of the variations, some need the letters to be uppercase while others use lowercase; some are looking for the space between the first 3 characters and others are not. There is not one standard format; the format for the postal code needs to match the financial institution's records.

The screenshot shows a payment form with two main sections: Residential Address and Payment Details. The Residential Address section includes fields for Address line 1, City, State / Country / Province, Post code, and Country. The Payment Details section includes fields for Card number, Expiry date (MM / YY), and CVV/CVC code. A total amount of 15.00 CAD is displayed. A yellow arrow points from the Residential Address section to the Billing Address section below.

Billing Address

Same as residential address

Address line 1 *

City *

State / County / Province *

Post code *

Country *



Confirmation of Enrolment

Paying for Your Document

5) Click the **PAY** button on the lower left side of the form.

A pop-up window will notify you if your payment has been successful. You will be returned to the **Documents** page where the document's status will be updated to **Available**.

The screenshot shows a payment form with the following sections:

- Residential Address:** Address line 1, City, State / Country / Province, Post code, Country.
- Billing Address:** Same as residential address (checkbox), Address line 1.
- Payment Details:** Card number, Expiry date (MM / YY), CVV/CVC code, Email.
- Summary:** Sub-total: 15, Taxes: 0, Total: 15.
- Buttons:** CANCEL, Pay.



Organisation	Document	Type	Issued	Status	Actions
	Confirmation of Enrolment	Confirmation of Enrolment	20 Oct 2022	Available (circled in red)	SHARE