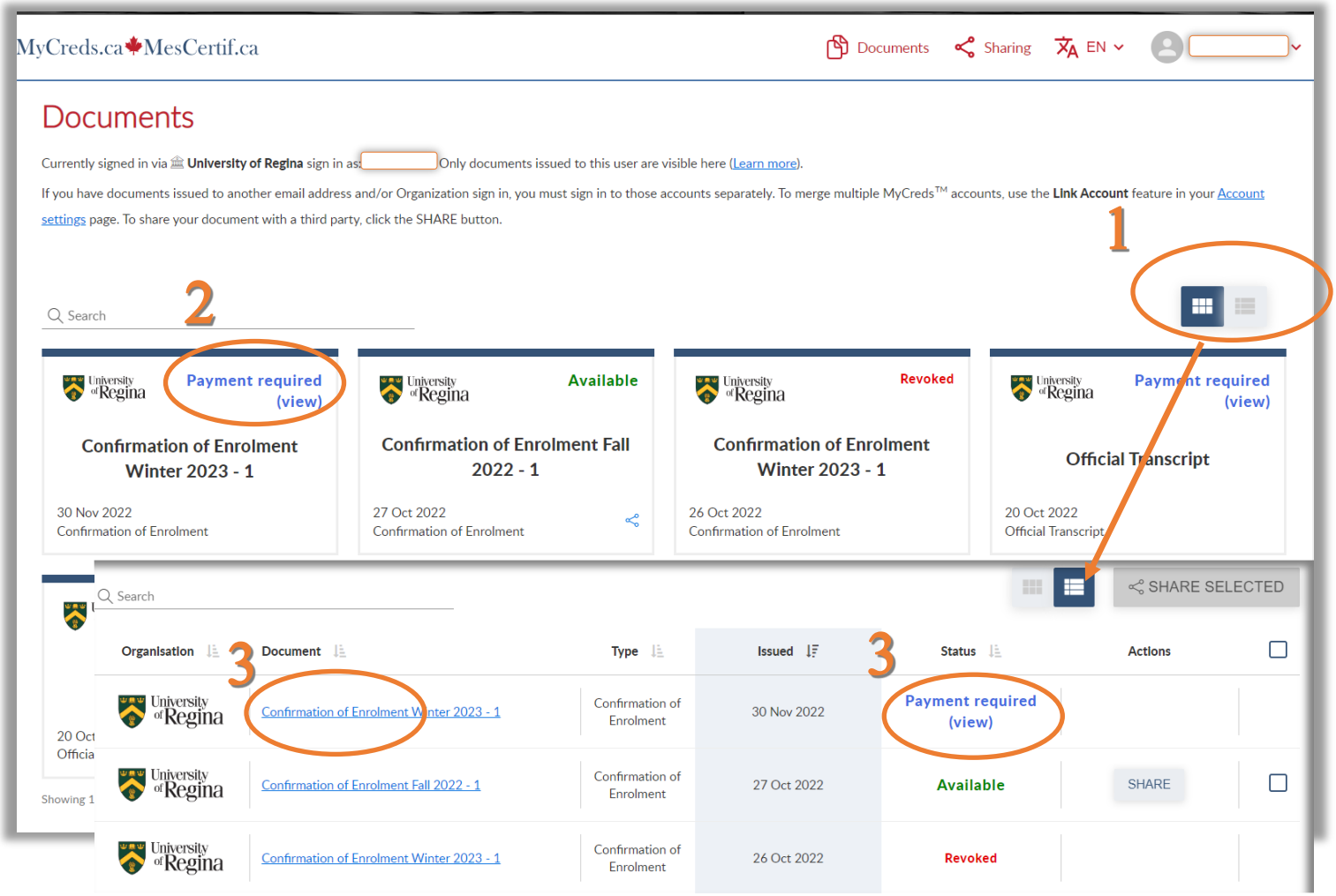
Confirmation of Enrolment

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.



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.

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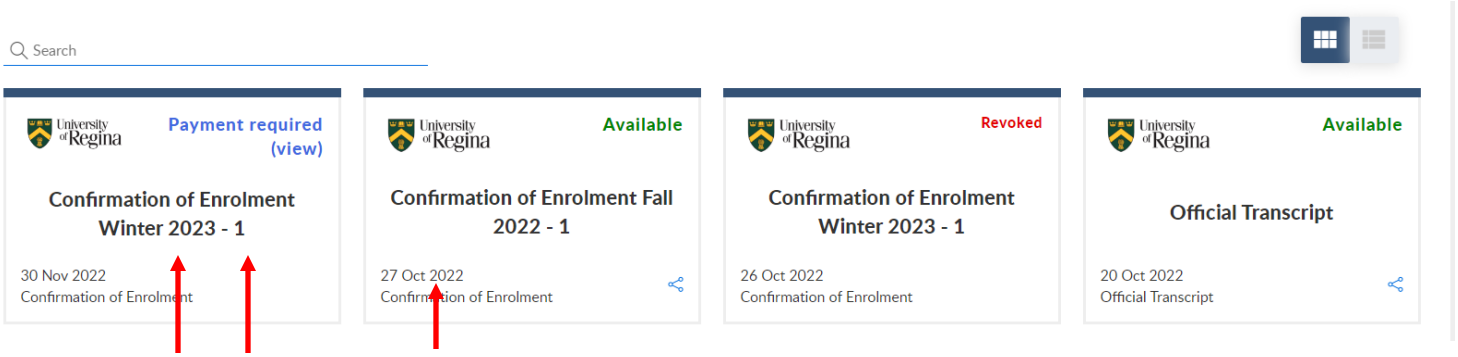
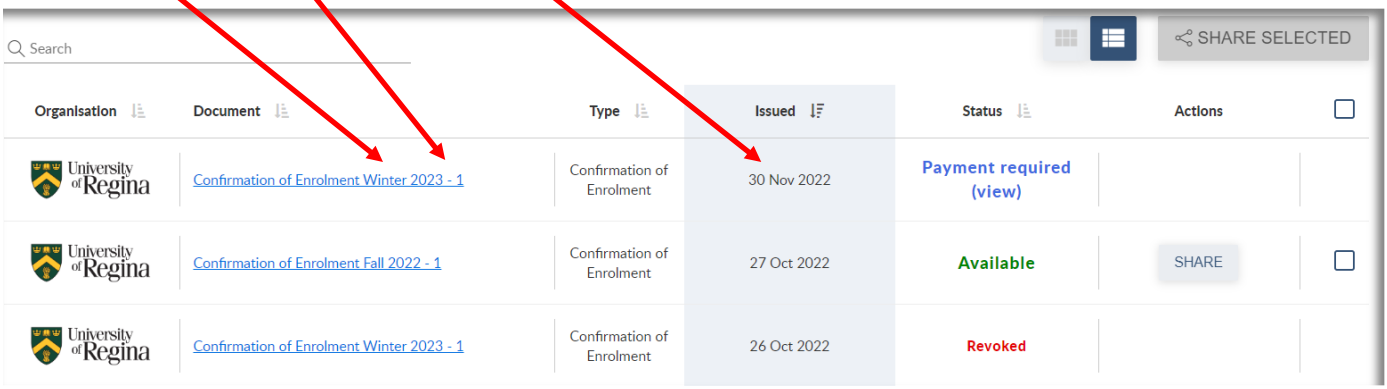
2) Make sure to select the correct Confirmation of Enrolment letter before paying.



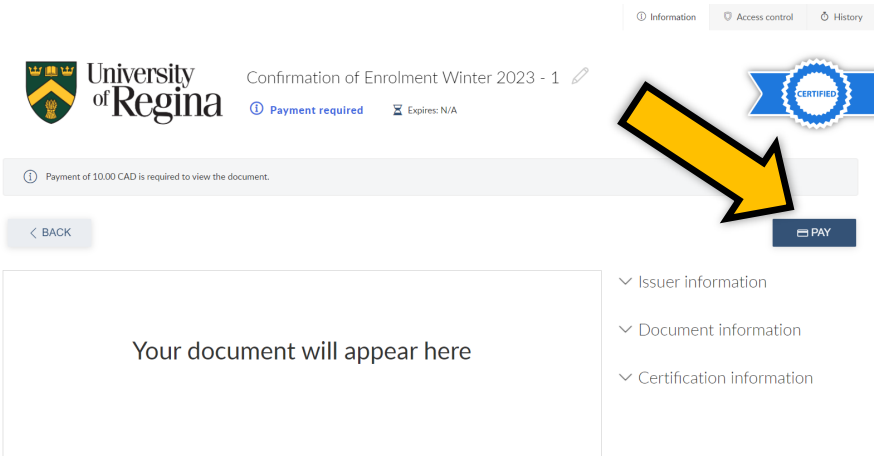
Check the Term, Number of Terms and Issued date prior to paying for the document.



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 payed for.

3) Click the PAY button



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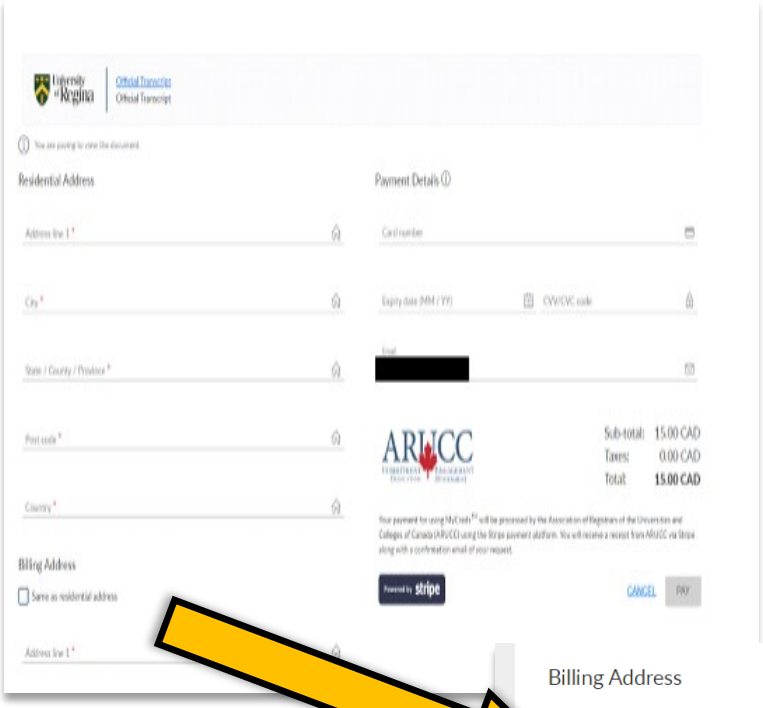
4) Complete the payment form.

Entering the **billing address *and* postal code** of the credit card you use is a requirement of the MyCreds™ 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.



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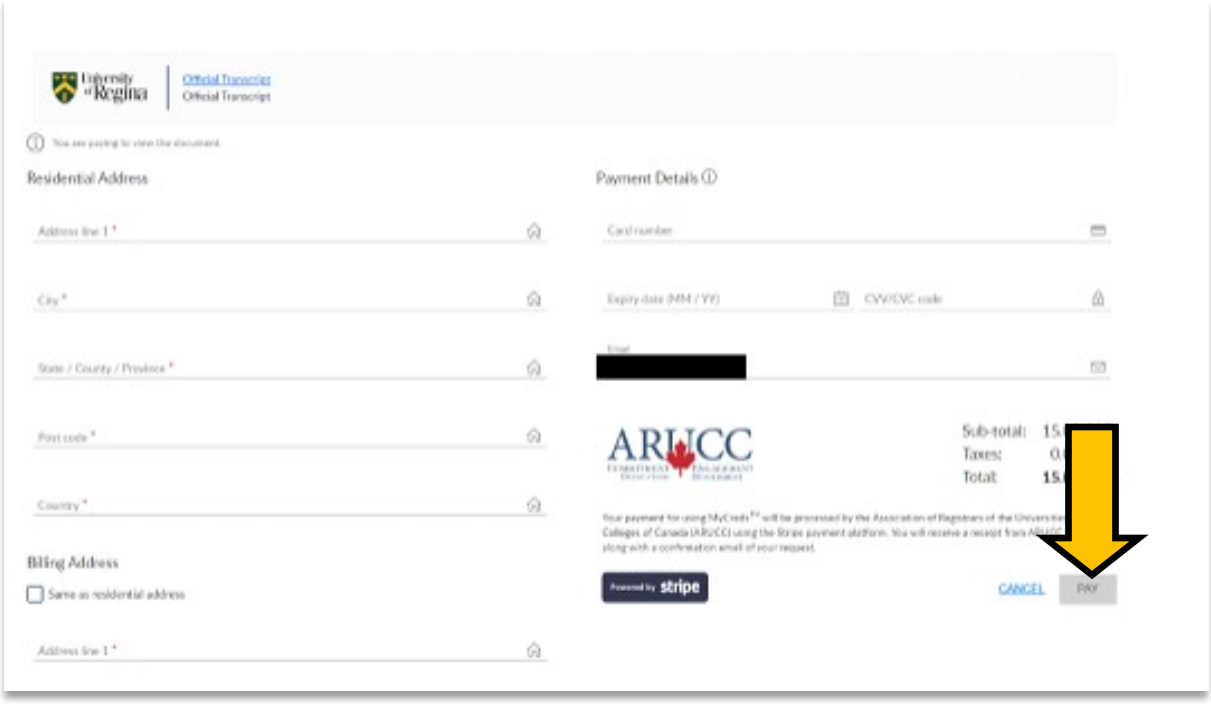
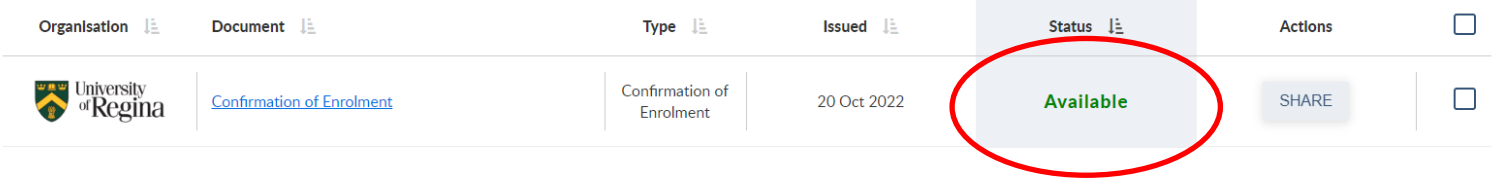
Paying for Your Document

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**.