

Make a Payment

This tutorial walks you through the steps to make a payment and applies to all tasks requiring a payment (i.e. course or exam registrations, certification or accreditation submissions, purchasing items from the online store, and any other miscellaneous items). This tutorial begins once you have added an item or items to your shopping cart and are checking out. There are other tutorials for the other tasks (i.e. course or exam registrations, certification or accreditation submissions, purchasing items from the online store, and any other miscellaneous items) which reference this tutorial for the payment steps.

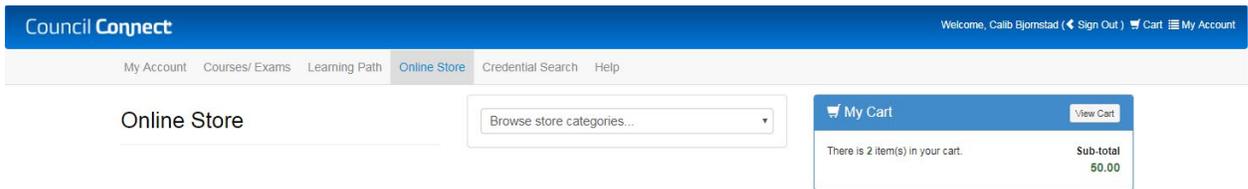


Tip: You can add multiple items to the shopping cart (from any task requiring payment), then once you have added the last item, you can access the shopping cart through the online store and check out and make a single payment for all the items.

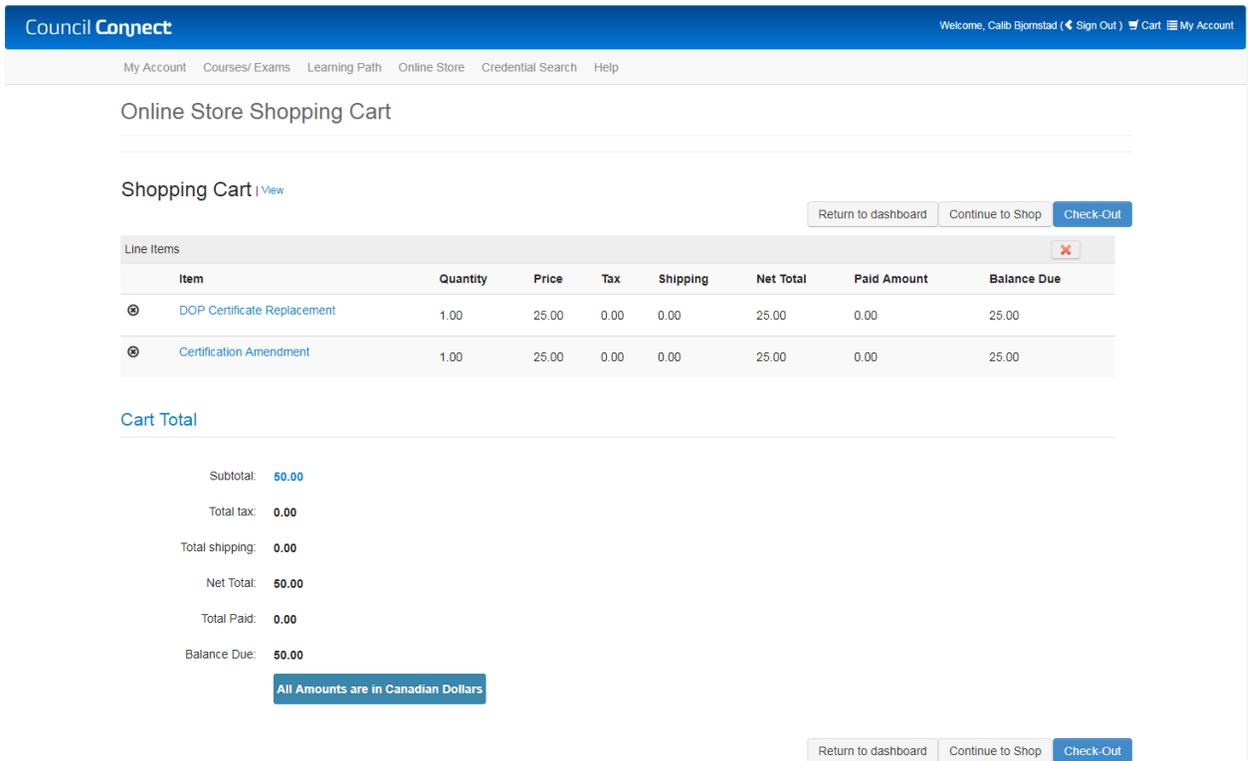
This tutorial begins with accessing the shopping cart through the online store, however you can access it through other tasks requiring payments.

Note: When checking out, you may have additional items in your shopping cart from previous transactions. Any time you click the **Add to Cart** button, the item will be in your shopping cart until you remove it or pay for it.

Access Shopping Cart



1. From the Online Shopping Cart:
 - a. Click **Online Store** from the main menu at the top of the **Council Connect** page
 - b. Click the **View Cart** button



Item	Quantity	Price	Tax	Shipping	Net Total	Paid Amount	Balance Due
 DOP Certificate Replacement	1.00	25.00	0.00	0.00	25.00	0.00	25.00
 Certification Amendment	1.00	25.00	0.00	0.00	25.00	0.00	25.00

Cart Total

Subtotal: **50.00**

Total tax: **0.00**

Total shipping: **0.00**

Net Total: **50.00**

Total Paid: **0.00**

Balance Due: **50.00**

All Amounts are in Canadian Dollars

2. From the Online Shopping Cart:
 - a. Click the **Check Out** button to proceed to check out

Note: to remove items from the shopping cart:
 - b. Click the black **X** (at the left of a line item) to remove a single item
 - Or,
 - c. Click the red **X** (at the top right of the **Shopping Cart** page) to remove all items
 - d. Click **OK** (to remove all items)

Shopping Cart – Payment Information

Online Store Shopping Cart

Shopping Cart | [Payment](#)

[Continue](#)

Customer Information

Customer: **Teagan Connolly**

Use this phone:  

Use this email:  

Billing Information

Bill to: **Connolly Teagan**

Billing contact: 

Pick your billing address:  

Required

Bill to:

Teagan Connolly
Grey Goose Inspections
74 Falton Close
Calgary, AB
T0A 0Z0
CANADA

Ship to:

Teagan Connolly
Grey Goose Inspections
74 Falton Close
Calgary, AB
T0A 0Z0
CANADA



3. From the **Shopping Cart | Payment** page:
 - a. Review and update **Customer Information** and **Billing Information** if required. Use the **pencil** icon to edit or the **plus sign** icon to add any of the following:
 - i. **Phone:** the number you wish to be contacted at for this purchase
 - ii. **Email**
 - iii. **Billing Contact Name**
 - iv. **Billing Address**
 - b. Scroll down to the **Payment Information**

Payment Information

Payment amount: **50.00**

Payment method: Required

Cardholder's name: Required

Credit card number: Required

Expiration date: Required

Security code: Required

Invoice total: **50.00**

[Continue](#)

4. From the **Payment information** section:
 - a. **Payment Method:** select Visa, MasterCard, Debit Visa, Debit MasterCard
 - b. **Cardholder's name:** the name on your credit/debit card
 - c. **Credit/Debit card number:** the credit/debit card number
 - d. **Expiry Date:** select the expiry date
 - e. **CVV:** the CVV code on the back of your card
5. Click the **Continue** button

Note: you will not be required to complete payment information for items with 0.00 fees (e.g. exam fees that are included in the price of a course)

Payment Information

Sub Total: 1.00

Total shipping: 0.00

Total tax: 0.00

Credits Applied: 0.00

Payments Previously Applied: 0.00

Net Applied: 0.00

Net Total: 1.00

Payment amount: 1.00

Balance Due: 0.00

Payment method: Visa

Cardholder's name: Joe Martin

account number:

credit card display: 41*****1111

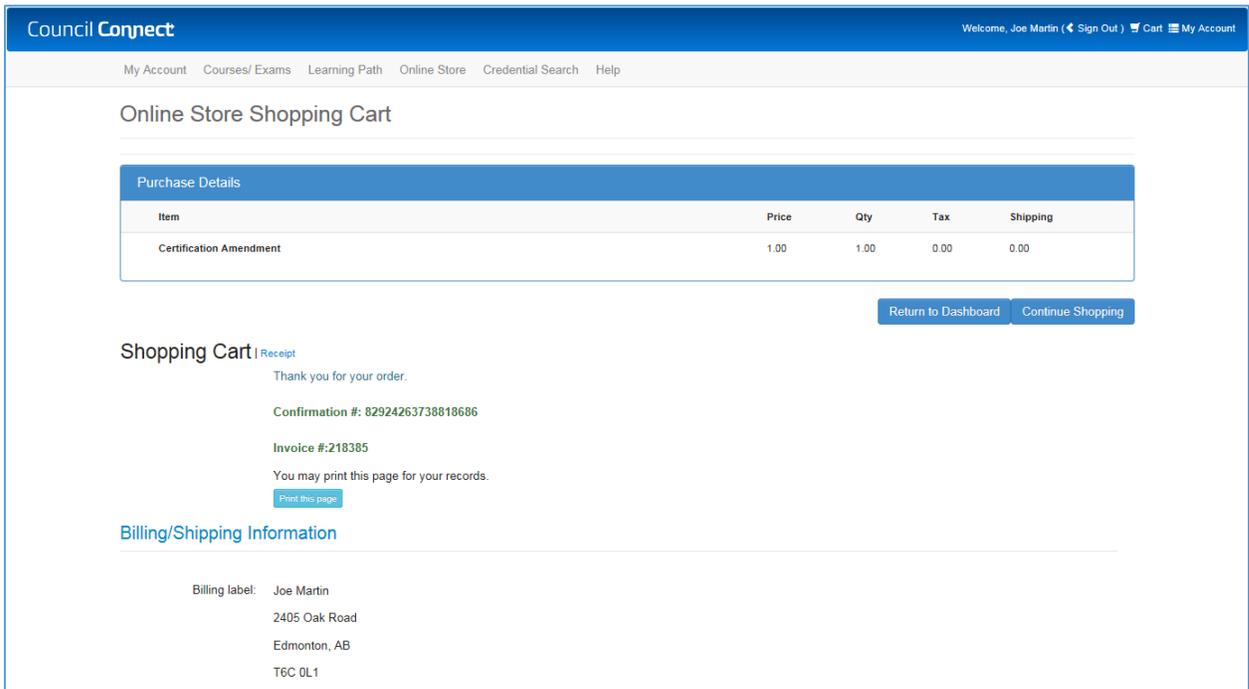
Expiration date: 2020/09

Email Confirmation?

Order is not complete. Press "Submit Order" to complete.

[Edit Payment](#) [Submit Order](#)

2. From the **Payment Information**:
 - a. Review and confirm the **payment details** are correct. (Click **Edit Payment** to correct payment information.)
 - b. Click the **Submit Order** button



The screenshot shows the 'Online Store Shopping Cart' page in Council Connect. The page includes a navigation bar with 'Council Connect' and user information 'Welcome, Joe Martin'. Below the navigation bar are links for 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'Online Store Shopping Cart' and features a 'Purchase Details' table with one item: 'Certification Amendment' priced at 1.00. Below the table are buttons for 'Return to Dashboard' and 'Continue Shopping'. A 'Shopping Cart Receipt' section follows, containing a thank you message, confirmation number (82924263738818686), and invoice number (218385). A 'Print this page' button is provided for the receipt. Finally, a 'Billing/Shipping Information' section lists the billing label as 'Joe Martin' with the address: 2405 Oak Road, Edmonton, AB, T6C 0L1.

The order has now been submitted and your payment is complete.

Note: You can view or print your invoice by clicking the **Print this page** button here or later from **My Financial Transactions** (in the **My Account Links** section of the **Main Dashboard**).

Refer to the tutorial in **HELP – Resources** for detailed instructions on how to View and Print an Invoice and Payment Receipt.