

Want to pay your material fees online? As long as you have a valid credit card, you can do this in the Student Information System (SIS) by following these steps:

To Make a Payment:

1. Log into [SIS](#) using your username and password that was included in the course registration email.
2. In the main menu, select the **Make a Payment** option.
3. Check the **Balance Due** at the bottom of the Student Ledger to make sure that it matches with the amount shown in the **Current Balance** drop down menu.



The dashboard shows a sidebar menu with options: Dashboard, Course Information, Academic Snapshot, Suggested Pacing, Gradebook, Student Information, **Make a payment** (highlighted), and Edit Account. The main content area shows an 'Academic Snapshot' section with a table of current enrollments.

Course	LMS	Marker
Visual Composition	MOODLE	Cliff, Cheryl
Physical Education 20_VV	MOODLE	Dennis, Tracy

MAKE A PAYMENT

Here you can see your ledger and make an online payment using the checkout website.



The Student Ledger shows the latest transactions for the student:

Date	Type	Description	Amount
11/28/2017 11:34:23 AM	CHARGE	A DARKER SHADE OF MAGIC - ENGLISH 30-2 ADULT	\$18.00
11/28/2017 11:34:23 AM	CHARGE	A DARKER SHADE OF MAGIC - ENGLISH 30-2 ADULT - GST	\$0.90
11/28/2017 11:34:23 AM	CHARGE	BLEACHERS - ENGLISH 20-1 & ENGLISH 30-2	\$16.00
11/28/2017 11:34:23 AM	CHARGE	BLEACHERS - ENGLISH 20-1 & ENGLISH 30-2 - GST	\$0.80
11/28/2017 11:34:23 AM	CHARGE	ENGLISH LANGUAGE ARTS HANDBOOK FOR SECONDARY STUDENTS	\$9.00

NOTE: If these amounts do not match, please contact us at 1-855-974-5333 x5317 and asked to be forwarded to the Finance Department.

4. Enter your contact information and credit card details into the **Make Payment** section.



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The screenshot shows the 'Student Ledger' section with a balance due of 772.15. Below it is the 'Step 1: Select Item' section with a dropdown menu set to 'CURRENT BALANCE - \$772.15'.

5. Click Submit when you are done to process the payment.



The screenshot shows the 'Step 2: Make Payment' section with the heading 'PAY WITH CREDIT CARD:'.

First Name:
 Last Name:
 Address:
 City:
 Postal Code:
 Credit card number:
 Expiration month:
 Expiration year:
 cvv2:

Your Student Ledger should now be empty if your balance is paid in full. If you have made a partial payment, this field will show the balance owing.

Contact

If at any time you have questions, please contact us at 1-855-974-5333 x5317 or vsupport@pembinahills.ca.