Alternative options for making payments for tuition, e-loans, or residence and meal plans. Please select/identify the correct payee type when making payments to ensure your payment is posted correctly.

### A. ONLINE BILL PAYMENT

1. Sign in to BearTracks
2. Select “Financials” → “Make a payment”
3. Make sure pop-ups are enabled in your browser
4. Select your bank from dropdown menu
5. Log in to bank website in pop-up tab

or

1. Access your bank website
2. Log in to your bank account

In some cases, you will have to add the University of Alberta as a “Payee” to be able to make the payment online. If so, click on “Add Payee”, then search for “University of Alberta - Residence”). Your account number is your seven digit student ID number, then the first four letters of your last name. (e.g. Jane Smith = 1234567SMIT). For names less than four letters, fill remaining letters from first name (e.g. Joseph Xu = 1234567XUJO)

1. Once the payee has been added, click on “Make Bill Payment” or “Pay Bills”
2. Select “University of Alberta” from the Payee list
3. Enter the amount to be paid and date of payment

The payment will take at least 3 business days to reflect on Bear Tracks.

### B. INTERAC PAYMENT (VISA DEBIT/ MASTERCARD DEBIT NOT ACCEPTED)

For clientele with appropriate Interac cards:

1. Sign in to BearTracks, then select “Financials” → “Make a payment”
2. Enter payment amount where prompted in the Interac Payment box - Select Residence
3. Select from available banks listed on the Interac Website and process payment

### C. CHEQUE DROP-OFF

Cheques may be dropped off in the dropbox on the 3rd floor Administration Building.

**Mailing address:** University of Alberta, 3rd Floor Administration Building, Edmonton, Alberta, T6G 2M7

**Cheque is payable to:** University of Alberta. Provide Student Name, ID and identify as a residence payment.

### D. CREDIT CARD

Students may opt to pay by credit card through the third-party company Plastiq by selecting Residence/ Meal Plan or by using PayMyTuition. Service fees may apply.

### E. INTERNATIONAL TUITION PAYMENTS

Payments from outside Canada can be made through PayMyTuition or by using WU Global Pay and selecting Residence/ Meal Plan.

### F. AT YOUR FINANCIAL BANKING INSTITUTION

Use the payment form (on reverse) to pay at your bank within Canada
Payable at participating banks in Canada. Payments will be applied to any fees owing from prior sessions first. Your account must be paid to avoid late charges.

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<th>LAST NAME</th>
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<th>STUDENT ID</th>
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**ONLINE PAYMENT INFORMATION**

**PAYEE Name:** UNIVERSITY OF ALBERTA - select TUTION OR RESIDENCE  
*Do not select Tuition or ELOAN for residence payments and vice versa*

**PAYEE Account Number:** 7-digit ID number and first four letters of the last name. If there are less than four letters in the last name, include letters from the first name to total 4 alpha characters.  
*Example: 1234567LOJA*

**ID Number:** 7 numbers  
**Last Name:** 4 letters  
**First Name:** Only use if the last name is less than 4 letters

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