

FOR STUDENTS: HOW TO PAY YOUR GO GLOBAL FEE

1. Open a web-browser and go to the UBC Student Service Centre (SSC) website: <https://ssc.adm.ubc.ca>

2. Click the 'Log-in' button, and log in using your CWL account.



This will bring you to the SSC Welcome page.

3. From the Navigation menu at the top of the page select 'Finances' and then 'Pay Fees' menu items.

This will bring you to the Pay Fees page.

4. From the list of items due select to pay the Go Global Fee by selecting the check-box in the 'Enter Amount' column.

Note: If you have other amounts owing but only wish to pay the Go Global fee, make sure you de-select or enter '0.00' in the Enter Amount column for all other fees.

5. Select the 'Continue' button. Select to pay with Interac Online and then select the 'Pay With Interac' button.

This will bring you to the Payment Summary page.

6. Review the Payment Summary to confirm the details are correct then select the 'Confirm' button.

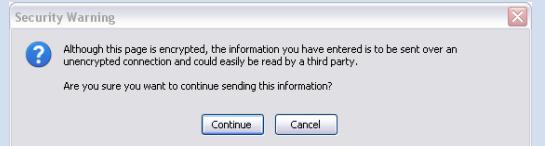
This will bring you to another confirmation page. Select the 'Click to Pay by Interac' button.

This will bring you to the Interac Online Payment page.

7. Select the bank that issued your Interac card and follow the instructions on screen to complete your payment.

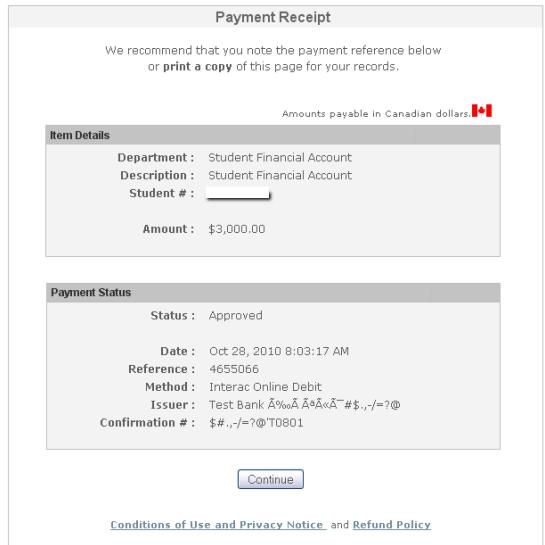
After several steps, you will be asked to click a button to complete your payment.

Note: If you get a security warning, select the 'Continue' button.



8. Review the information on the Payment Receipt page, and print a copy for your records. When you are finished, select the '**Continue**' button.

This will bring you back to the SSC, to the Payment Confirmation – Payment Approved page.



9. Review the information on the Payment Receipt page. When you are finished, select the '**Review Account**' button.

This will bring you to the Financial Summary page.

10. Your payment will display in the Transaction Record table.

You have now successfully paid your Go Global fee.

Transaction Record		Page 1 of 3	
Date	Description	Charges	Payments
28-Oct-10	Group Study Program		\$3,000.00

If you run into problems:

My Debit Card was declined	Make sure you have sufficient funds in your account, ensure that you have not exceeded your daily limit. If your fee is larger than your daily limit call your bank and ask for it to be increased.
I accidentally closed my browser while I was paying, did my payment go through?	First you can check the Financial Summary page on the SSC. Log into the SSC, from the Navigation menu at the top of the page select 'Finances' and then 'Financial Summary' menu items. If the amount shows up in the 'Payments' column, the payment went through successfully. If it shows up in the charges column you need to re-try your payment.