

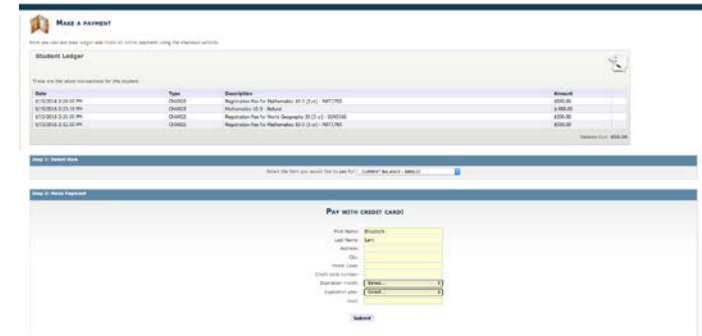
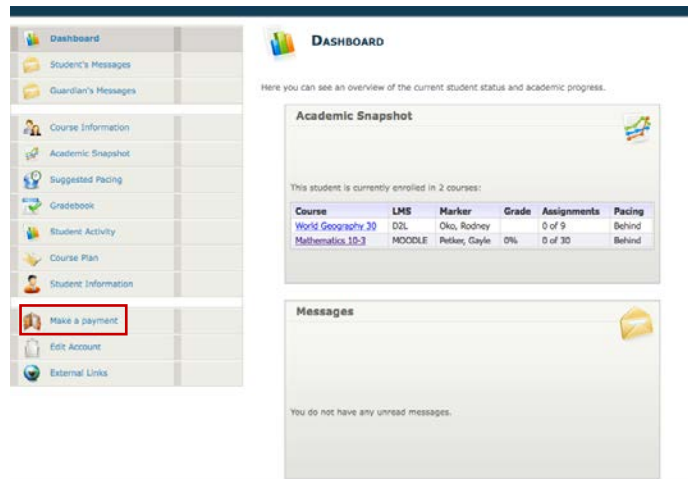
Making Payments

Last Updated: January 10, 2017

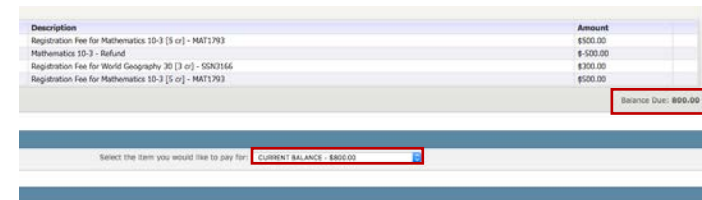
Want to pay fees online? As long as you have a valid credit card, you can do this in the Student Information System (SIS) by following the steps provided below.

To Make Payments

1. From the main menu, select **Make a payment**.



2. Note the **Balance Due** at the bottom of the Student Ledger and check to make sure it matches the amount shown in the **Current Balance** dropdown menu.



Making Payments

Last Updated: January 10, 2017

Note: If these numbers do **not** match, please contact ADLC at 1-866-774-5333 and ask to be forwarded to the Finance Department.

3. Enter your contact information and credit card details in the **Make Payment** section.



A screenshot of a web form titled "PAY WITH CREDIT CARD". The form contains several input fields: "First Name", "Last Name", "Address", "City", "Province", "Postal Code", "Credit Card Number", "Expiration Month", "Expiration Year", and "CVV". A "Submit" button is located at the bottom of the form.

4. Click **Submit** when you're done to process the payment. Your **Student Ledger** field should now be empty if your balance has been paid in full. If you've made a partial payment, this field will show the balance owing.



A screenshot of a web page titled "MAKE A PAYMENT". Below the title, there is a section labeled "Student Ledger". The text inside this section reads: "There are no ledger transactions for this student." At the bottom of the page, there is a small copyright notice: "© 2017 SIS (S) - All rights reserved. SIS".

Contact

If at any time you have questions, please contact us:

Moodle Support

1-866-774-5333, ext.5322

moodlesupport@adlc.ca