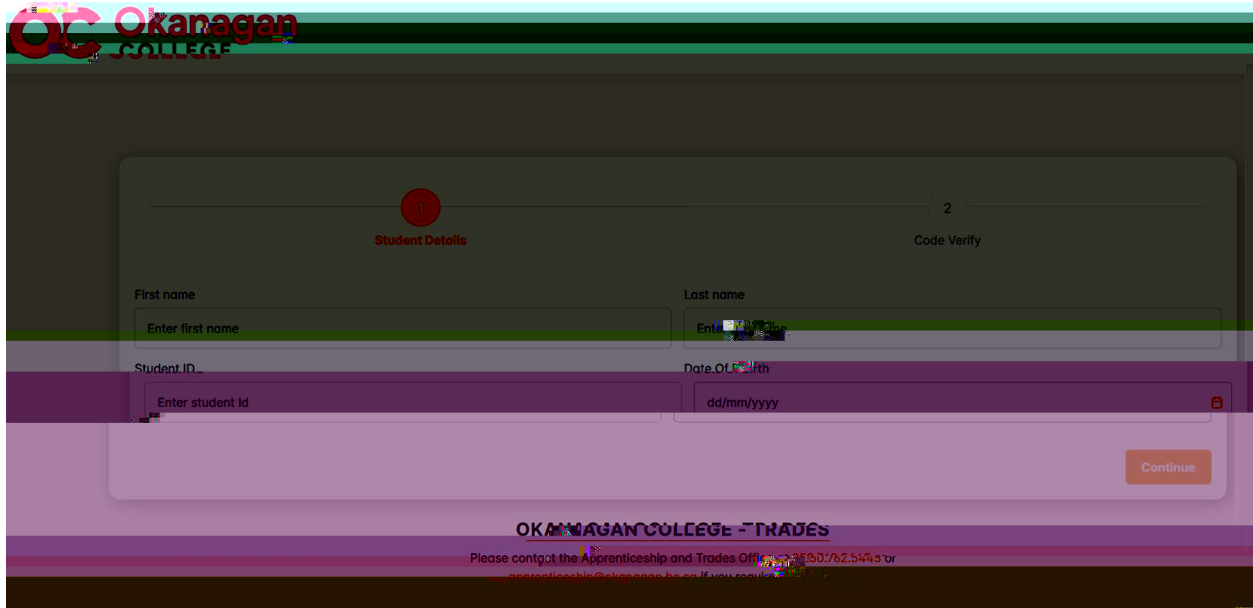


TRADES APPRENTICE PAYMENT EXPERIENCE

Click on the link on the trades website or here to start your payment via 

This will take you to the identity verification screen. Enter your first and last name, your student ID and your date of birth and click NEXT.



The screenshot shows a web form for identity verification. At the top left is the Okanagan College logo. The form is divided into two sections: '1 Student Details' and '2 Code Verify'. Under '1 Student Details', there are four input fields: 'First name' (with placeholder 'Enter first name'), 'Last name' (with placeholder 'Enter last name'), 'Student ID' (with placeholder 'Enter student Id'), and 'Date Of Birth' (with placeholder 'dd/mm/yyyy'). A 'Continue' button is located at the bottom right of the form. Below the form, the text 'OKANAGAN COLLEGE - TRADES' is displayed, followed by contact information: 'Please contact the Apprenticeship and Trades Office at 250/762.5445 or apprenticeship@okanagan.bc.ca if you require assistance.'

You will receive a one-time code to the preferred email address that you have on file with Okanagan College. Enter the code to access the payments system. If you do not have access to the email address indicated, please contact the Trades Office to update your email.

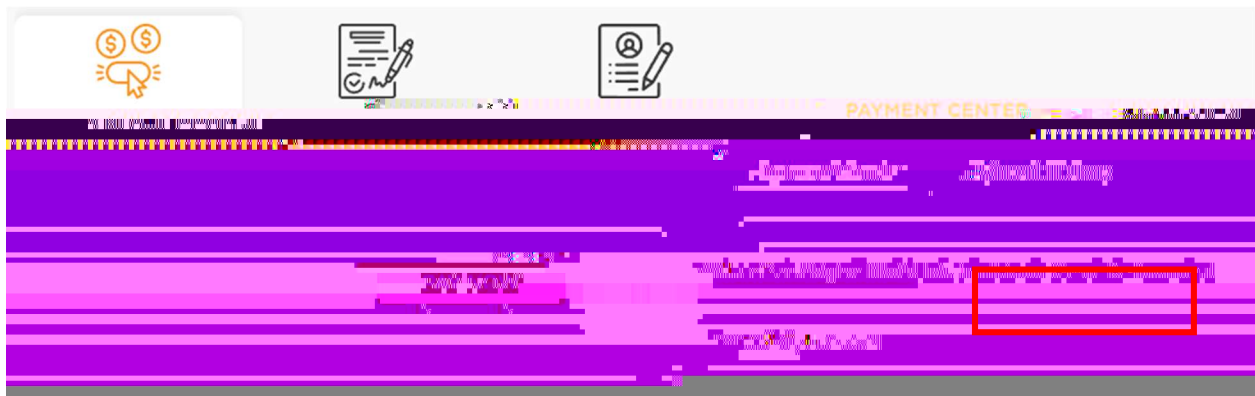


The screenshot shows a code verification screen. At the top right is a circular icon with the number '2'. The main heading is 'Code Verify'. Below the heading, there is a text prompt: 'Enter your verification code'. Underneath this prompt is a row of six empty input boxes for entering the code. At the bottom of the screen, there is a footer with contact information: 'Please contact the Apprenticeship and Trades Office at 250/762.5445 or apprenticeship@okanagan.bc.ca if you require assistance.'

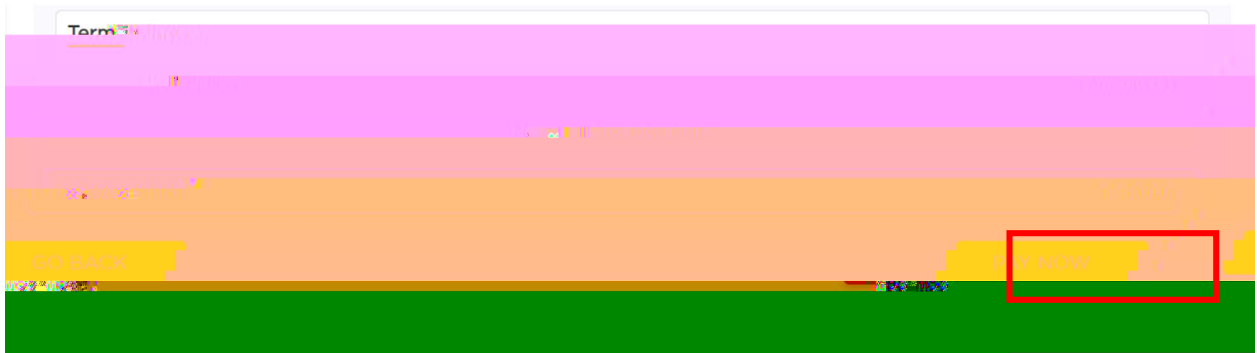
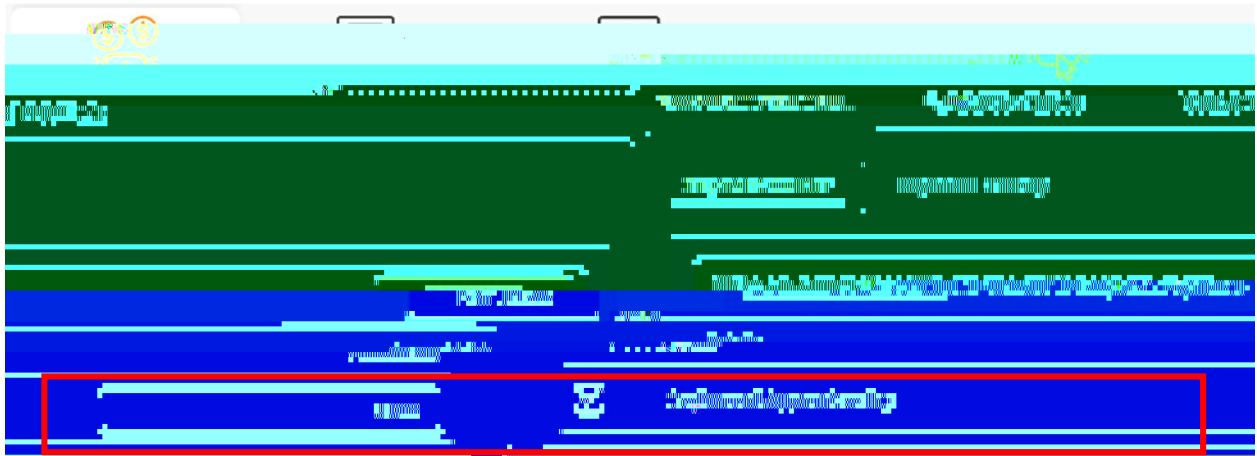
To make a payment, click Make Payment on the Pay My E-Litigation Payment Center



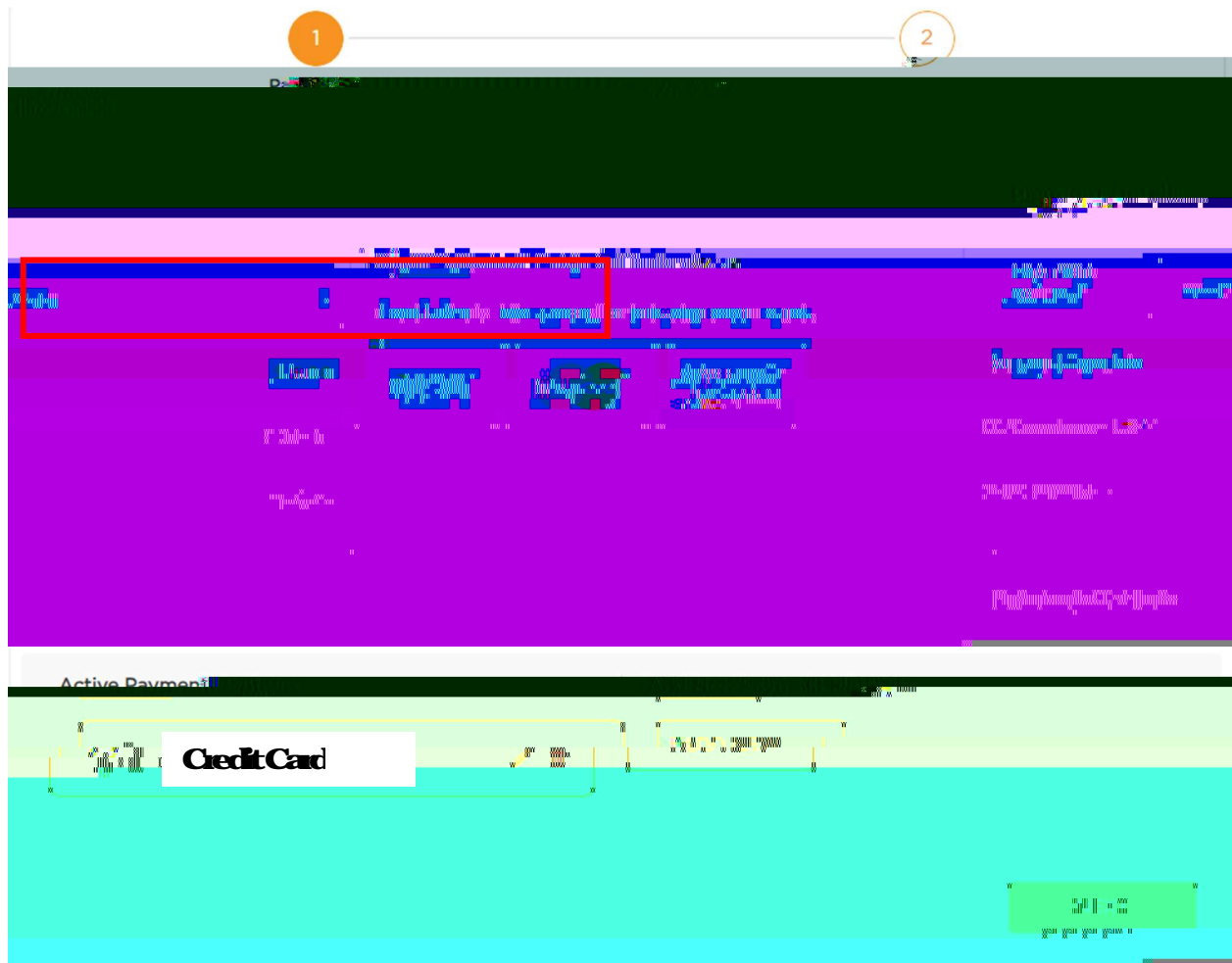
Click on PAY NOW beside Make a deposit or pre payment.



Check the box for **Tades and Apprenticeship payments** and enter the amount that you would like to pay in the box on the right. Then click **PAY NOW** to proceed to the payment screen



Select your payment method from the drop down menu



Stored credit cards will be listed under Active Payment Options. Select your card and click

view your payment details on the Confirm & Pay page then click PAY NOW to finalize your payment.



Your payment will be processed, and you will see the payment status page below. Click on

