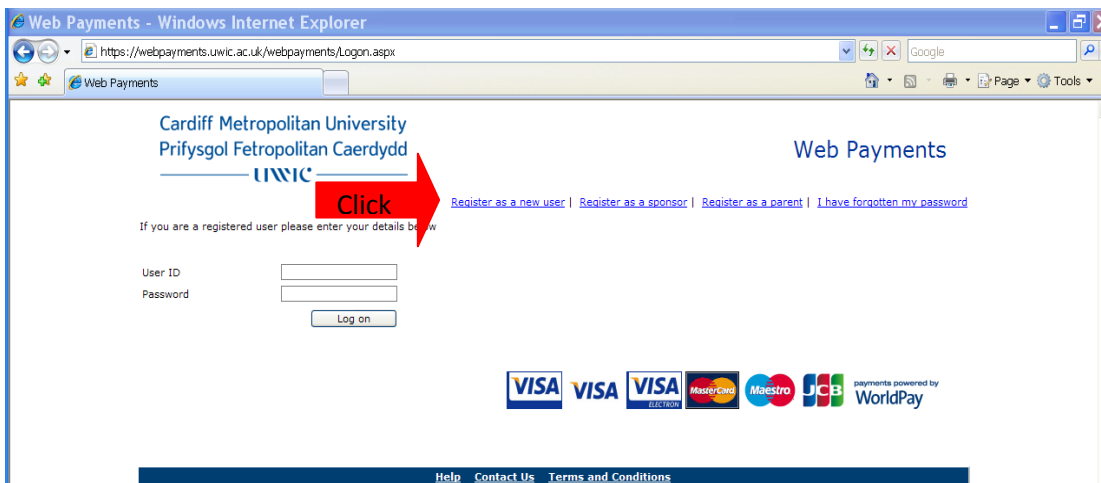
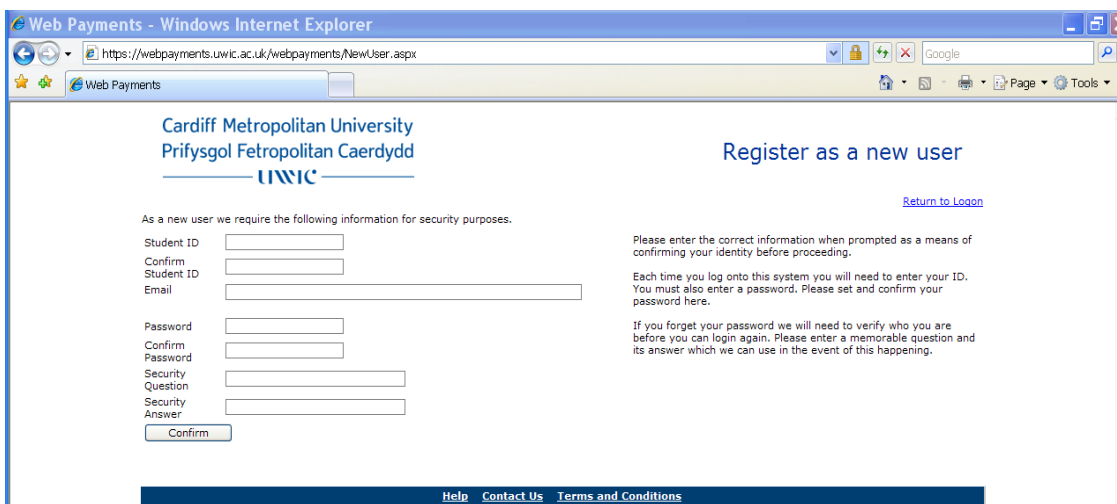


How to make an advanced fee payment via Web Payment.

Register as a new user- by clicking on the register as a new user link (as shown below)



Complete all fields on the next page:



- Student ID - Input student number/ reference without using 'ST' in the box. For example, if your student reference number for Cardiff Met was ST 20012345 then only input 20012345 in the box. Your reference number can be found at the top left hand corner of your offer letter
- Confirm Student ID – repeat the student number
- Student ID Email – input any email address (this is where the transaction receipts will be forwarded to)
- Password – You need to create your own password. The password must be greater than 6 characters in length, contain at least one digit and one alphabetic character, and must not contain special characters.

Once registered, if you type the incorrect answer in more than twice, you will disable your account and will need to contact the University to have it reset.

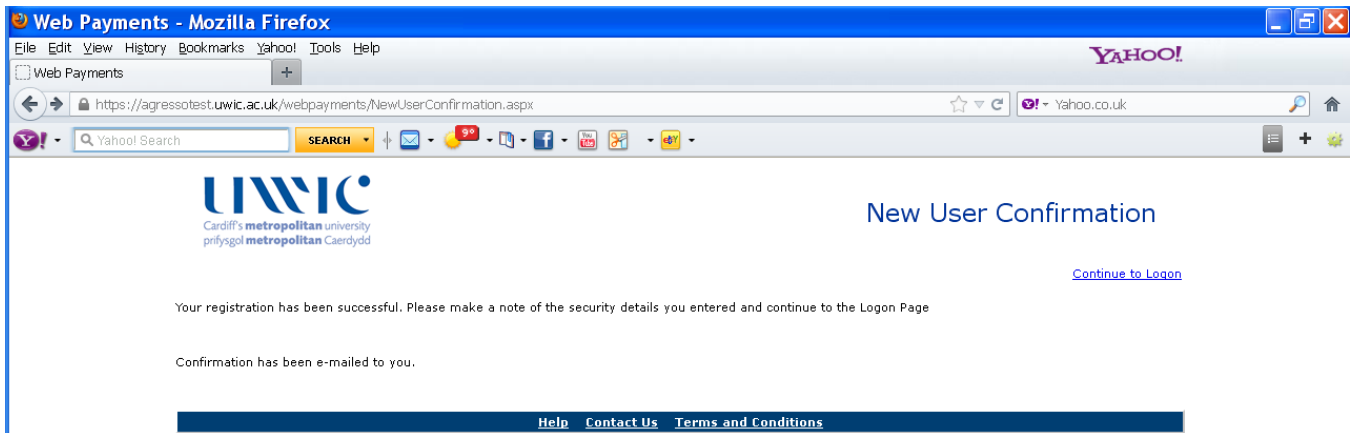
- Confirm password- repeat of the password
- Security question- you can choose your own security question so ensure it is memorable to you

If you forget your password we will need to verify who you are before you can login again. This is where you would require the memorable question and its answer which we can use in the event of this happening.

- Security Answer – chose the answer to the security question as above. Once Registered, if you type the incorrect answer in more than 2 times, you will disable your account and will need to contact the University to have your account reset.

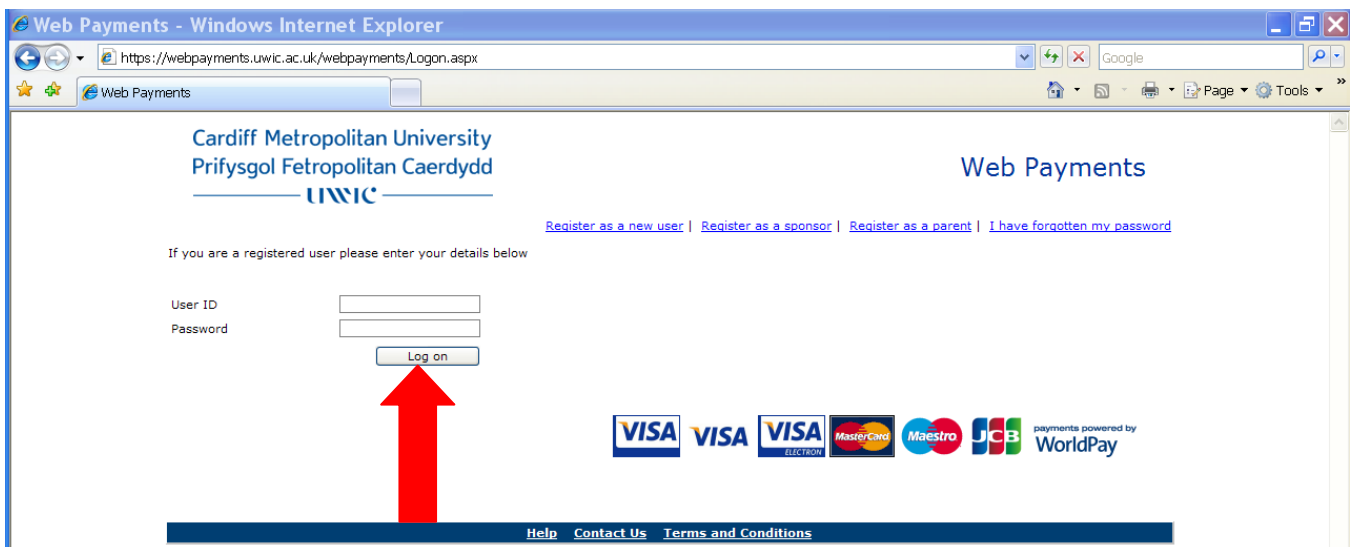
Click confirm

You will then receive confirmation that your registration has been successful (as shown below).



Your account is now setup and you can proceed to make an advance fee payment

Enter your student number and password and click log on



Making a Payment on account – for payments in advance (AFP) or not relating to an invoice listed

Cardiff Metropolitan University
Prifysgol Fetroplitan Caerdydd
UWIC

Payments On Account

[Return to Current Items](#) | [Logout](#)

Name: [Redacted] Date: 14/11/2012
Account ID: [Redacted]

- Please click on the row to enter the payment details, use the Add button to add another payment line.
- When you have completed your details, please click the Pay button.

Currency: Pound Sterling (GBP)

Description	Your Reference	Amount to Pay
Edit	<input type="text"/>	<input type="text"/>
		0.00

[Add](#) [Pay](#)

[Help](#) [Contact Us](#) [Terms and Conditions](#)

Click on edit and choose the reason for payment E.g. Advance Fee Payment , Tuition Fees, Accommodation or Field Trips, and in the next drop down menu choose the academic year you will be studying (as shown in the screen below) and OK.

Cardiff Metropolitan University
Prifysgol Fetroplitan Caerdydd
UWIC

Payments On Account

[Return to Current Items](#) | [Logout](#)

Name: [Redacted] Date: 14/11/2012
Account ID: [Redacted]

- Please click on the row to enter the payment details, use the Add button to add another payment line.
- When you have completed your details, please click the Pay button.

Currency: Pound Sterling (GBP)

Description	Your Reference	Amount to Pay
Edit	<input type="text"/>	<input type="text"/>
		0.00

[Add](#) [Pay](#)

[Help](#) [Contact Us](#) [Terms and Conditions](#)

Edit Description

Description: Tuition Fees

Select a description

2011/12

2012/13

If you are paying advanced fees, please type advance fees and your student number.

Type in the value you are intending to pay, and click the 'Pay' button (as shown below).

Your payment will show on your account within a few minutes, and you can do a screen print of your account as proof of payment receipt if required for external purposes.

Web Payments - Windows Internet Explorer

https://webpayments.uwic.ac.uk/webpayments/PaymentOnAccount.aspx

Cardiff Metropolitan University
Prifysgol Fetropolitian Caerdydd
UWIC

Payments On Account

[Return to Current Items](#) | [Logout](#)

Name: _____ Date: 14/11/2012


Account ID _____

- Please click on the row to enter the payment details, use the Add button to add another payment line.
- When you have completed your details, please click the Pay button.

Currency: Pound Sterling (GBP)

Description	Your Reference	Amount to Pay
Tuition Fees 2012/13	<input type="text" value="advanced fees"/>	<input type="text" value="3000.00"/>
		3,000.00

[Help](#) [Contact Us](#) [Terms and Conditions](#)



Once you have completed the web payment you will need to forward the receipt and the information to the International Office by email - internationalaccept@cardiffmet.ac.uk:

- Your full name
- Your date of birth
- The exact amount of the transfer in GBP
- The date of the transfer
- The name given as a reference
- The name of the bank from which the transfer was made
- Your passport number
- Your address in country of permanent residence
- Your Cardiff Metropolitan University reference number