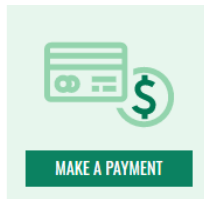


## How to Make a Credit Card Payment

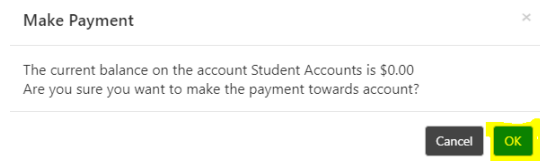
1. Begin by going to your [My DC](#) homepage.
2. Select the “**MAKE A PAYMENT**” box on the right-side under Helpful Links.



3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password. Your password should be your date of birth in MMDDYY format (i.e. 111690 for birth date Nov 16, 1990). If this does not work please try using your postal code, all capitals and no spaces (i.e. L1G0C5).  
**If you have trouble logging-in you will need your password reset. Please contact IT Services at 905-721-3333 option #1 or through [LiveChat](#).**
4. Click **Continue** to be directed to an external payment site hosted by TouchNet.  
**Please note:** if you experience issues with TouchNet, ensure you are **NOT** using Internet Explorer.
5. Click “**Make a Payment**”.
6. If your balance is \$0, please manually enter in the amount you are paying (please do not use commas or dollar signs [ , \$ ] and press tab or click your mouse on any part of the screen. This will allow you to click “**Continue**”

**Please note:** We do not post the deposit/tuition amount to your student account. Please view the [Program Fee Calculator](#) to determine how much you owe. Fees are charged to your account when you register for your courses.

7. Click “OK” to the pop-up



8. Select payment method, continue, enter your card number, continue.