

Accepting an Interac e-transfer from Lakehead University

Lakehead University has partnered with PayMyTuition to process Interac e-transfer payments. Follow the simple steps below to deposit your funds:

1

REFUND REQUEST APPROVAL

Upon approval of your refund by **Accounts Receivable | Lakehead University**, you will receive an email from **PayMyTuition** providing confirmation that we have received your refund request.

2

PROCESSING OF FUNDS

Next, we will initiate the steps to begin processing your payment request to be paid by **Interac e-Transfer**.

3

INTERAC NOTIFICATION

Once completed, you will receive an email from Interac stating you have received an e-transfer for this refund.

4

RETRIEVE ONE TIME PASSCODE FROM **myPortal**

Please follow the instructions within the email from Interac which will require you to enter a one time use passcode to access your funds so the payment may be deposited. This unique passcode can be found within your **myPortal** account.

5

CONFIRMATION AND DEPOSIT

When the passcode is entered for the e-transfer you will then select the bank account you wish to have the funds deposited into and the payment will be complete.

**Paymytuition**
POWERED BY MTFX

U.S. & Canada toll free: 1.855.663.6839

U.S. Local: + 201.209.1939

Canada Local: + 905.305.9053

Email: support@paymytuition.com

Web: www.paymytuition.com

**Great rates****Secure****Support**