

B.C.'s Energy College™

NORTHERN LIGHTS COLLEGE REGIONAL ADMINISTRATION

11401 – 8th Street Dawson Creek, B.C. V1G 4G2

Telephone 250-782-5251 • Toll free 1-866-463-6652

Fax 250-782-5233

nlc.bc.ca

ONLINE BANKING IS NOW AVAILABLE AS A PAYMENT OPTION FOR STUDENTS AT NLC

Online banking is now available as a payment option for students at Northern Lights College. Online banking is (or will be) available for the following banks. As of the effective date noted beside each bank, you can add Northern Lights College to the list of payees. The links included below take you to the online banking sign-in page for each bank.

BMO

<https://www13.bmo.com/cgi-bin/netbnx/NBmain?product=1>

CIBC

https://www.cibconline.cibc.com/olbtxn/authentication/PreSignOn.cibc?locale=en_CA

RBC

<https://www1.royalbank.com/cgi-bin/rbaccess/rbunx/cgi?F6=1&F7=IB&F21=IB&F22=IB&REQUEST=ClientSignin&LANGUAGE=ENGLISH>

Scotiabank

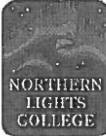
<https://www1.scotiaonline.scotiabank.com/online/authentication/authentication.bns>

TD Canada Trust

<https://easywebsoc.td.com/waw/idp/login.htm?execution=e1s1>

ACCOUNT NUMBER

You will find your seven digit account number on your NLC Registration Statement, as indicated in the image below.

	OFFICE OF THE REGISTRAR 11401-8 Street Dawson Creek BC V1G 4G2 Telephone 250-782-5251 Fax 250-782-5233	Fort Nelson Campus Box 860, 5504 Simpson Trail Fort Nelson BC V0C 1R0 Telephone 250-774-2741 Fax 250-774-2750	Registration Statement The college reserves the right to make changes as deemed necessary without notice or prejudice
Website: www.nlc.bc.ca Toll Free: 1-866-463-6652	Chetwynd Campus Box 1180, 5232-50 Street Chetwynd BC V0C 1J0 Telephone 250-788-2248 Fax 250-788-6708	Fort St John Campus Box 1000, 8820-120 Avenue Fort St John BC V1J 8K1 Telephone 250-795-8981 Fax 250-795-1294	ID #: 0037058 12/05/16 03:22PM Name: Test Student Term: 2011YC Program: WFTR
Test Student Anywhere Anyplace BC V1G 1L2	<div style="border: 1px solid black; padding: 5px;"> Your ID is your account number; you will need all seven digits </div>		

How to Add NLC as a Payee

NOTES:

- The images and terminology used below are examples, and are provided only a general guidelines. The specific images and terminology that appear on your bank's online banking webpages may vary.
- If you experience any difficulties in setting up your online banking to include Northern Lights College as a payee, please contact your bank's online support. NLC staff are unable to assist you with your personal banking.

1. Before you begin, ensure you have a copy of your Registration Statement.
2. Log into your personal online banking account.
3. Locate the Pay Bills section.
4. Click Add Payee.
5. Type in Northern Lights College.

The screenshot shows a web form titled "Add a payee". At the top right is a "Close" button. Below the title, a message states: "You will need your access code to complete this request. [Need Access Code?](#)". The main section is labeled "Enter payee name:" and contains a text input field with "Northern Lights College" typed in. Below the input field is a dropdown menu showing "NORTHERN LIGHTS COLLEGE" as a suggestion. A red "Continue" button is located at the bottom right of the form.

6. Add your account number, which you can find on your Registration Statement (see image on flip side of this page). You must enter all seven digits.

The screenshot shows the "Add a payee" form with the payee name "NORTHERN LIGHTS COLLEGE (NORTH LIGHT COL)" already entered. Below this, there are two input fields: "Account number" and "Nickname (optional)". A "Back" button is located at the bottom left of the form.

7. Once you have successfully added NLC as a payee, you can pay your fees using this convenient method, including selecting your bank's Visa or Mastercard as your method of payment.
8. Please note that it can take up to 2 business days for the payment to be recorded on your NLC account.
9. Please email studenthelp@nlc.bc.ca with your confirmation # to let us know you have made a payment and what that payment is for.