








Online Banking Payment Instructions





How the online banking payment works:

Online banking payments to St. Mary's University must be done as a Bill payment. The money is simply transferred from a holding account (chequing or savings) by your bank and deposited into St. Mary's bank account. The process does not incur a fee as St. Mary's pays for the partnership with our associated banks.

Correct entries for St. Mary's University:

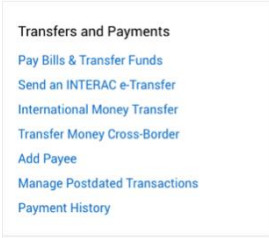
**If the title of your bill payment does not match the below table, do not proceed with the payment. The money will go to a different institution and result in a lengthy refund process. If you require assistance in setting up a bill payment, please use the instructions below the table.

Bank	Correct Title of Institution	Search entries to Bring up the Correct Option
	ST MARY'S UNIVERSITY CALGARY	"St Mary" (no period after St) "University Calgary"
	ST. MARY'S UNIVERSITY CALGARY	"University Calgary" "St. Mary's"
	ST. MARY'S UNIVERSITY CALGARY	"University Calgary" "Mary University"
	ST. MARY'S * or ST. MARY'S UNIVERSITY CALGARY <small>*The apostrophe may be changed to a ? on your display showing ST MARY?S</small>	"University Calgary" "ST. MARY'S"
	ST MARYS UNIVERSITY	"St MARY*" "St MARYS" <small>The * asterisks sign just tells the computer that you did not put the entire payee name</small>
	STMU CALGARY	"Mary's" "St. Mary's University Calgary"
	ST.MARY S UNIVERSITY CALGARY	"MARY S" "UNIVERSITY CALGARY"

	St Mary's University Calgary	"University Calgary" "St Mary's University Calgary"
	ST MARY'S UNIVERSITY CALGARY	"ST MARY'S" "ST MARY'S UNIVERSITY CALGARY"
	ST. MARY'S UNIVERSITY CALGARY	"Mary Calgary" "St. Mary"
	ST.MARY'S UNIVERSITY CALGARY	"Mary University"

How to Create a New Bill Payee Using Online Banking:

1. RBC
 - a. Go to Your RBC online banking portal: <https://www.rbcroyalbank.com/ways-to-bank/online-banking/index.html>
 - b. Enter your client username & Password
 - c. Select your chequing or savings account (the one you would like the money to be paid from)
 - d. On the right side of the page there will be a box of options titled "Transfers and Payments" Select the "Add Payee" link



- e. In the search bar enter “St Mary” and an option will appear for St. Mary’s University Calgary. Select this option and hit “Continue”. **Make sure that the title does **NOT** say Saint. Ensure that the title has the abbreviated St. Mary’s or Calgary in the title.

Add a Payee

* Required Information

Help Finding Your Payee
If you were unable to find your payee try the tips below:

- Confirm that the payee information was entered correctly.
- Enter the first 3 letters of your payee's name to expand your search results.
- Use specific keywords to narrow your search results. For example, enter "Union Gas" instead of "Gas" or "Rogers Cable" instead of "Cable".
- Do not enter punctuation or special characters (?, *, @, #, etc.).
- [Learn More](#)

Payee Name:

Please click the button beside the payee you wish to add.

* 1 to 2 of 2 possible payee matches for 'ST MARY'

- MUNICIPALITY OF ST MARY'S - TAXES
- ST MARY'S UNIVERSITY CALGARY

2 results found

- f. The next page will ask for your **9-digit student ID (Also may be referred to as your System ID Number)** to use as your account number, your ID can be found on your [MyStMU](#) account under the “My Profile” Tab followed by the “Account Information” Header. Once entered, hit “continue”

Payee Information

* Required Information

The payee you have selected is: ST MARY'S UNIVERSITY CALGARY

Enter the 9 digit alphanumeric Student ID without spaces or dashes.

*Account Number:

- g. Verify your information and hit the last button to add payee. Now you can make a payment directly from your account summary page, on the right side of the screen, using the “Quick Payment & Transfer” option.

Quick Payments & Transfers

From:

To:

Amount:

The following banks have very similar processes to the one outlined above. Please use the links provided to navigate to their company instruction guides.

2. TD Canada Trust

EasyWeb:

<https://www.td.com/ca/en/personal-banking/how-to/easy-web/add-edit-delete-canadian-payee>

TD app:

<https://www.td.com/ca/en/personal-banking/how-to/td-app/add-edit-delete-canadian-payee/#:~:text=Select%20the%20Manage%20Payees%20option,the%20Search%20for%20payees%20field.>

3. CIBC

<https://www.cibc.com/en/personal-banking/ways-to-bank/how-to/pay-a-bill.html>

4. Scotiabank

<https://help.scotiabank.com/article/how-do-i-add-a-bill-payee>

5. ATB

<https://www.atb.com/resources/support/pay-bills-atb-personal/>

6. BMO

<https://www.bmo.com/main/personal/ways-to-bank/pay-bills/>

If you have any issues and require assistance, please call 1-800-332-8383.

7. Tangerine

Students are able to set up a payee account for St. Mary's University Calgary.

Use this link to receive instructions on setting up a bill payee through you Tangerine

account: <https://www.tangerine.ca/en/faq/answer?permaLink=how-do-i-add-a-bill-payee--generic-phone--en--0--1&responseId=219--Xi74JKBOBWl2xjYgxllxYxPqSV0g8BZu>

If you require further assistance, please contact a Tangerine representative at 1-888-826-4374.

8. connectFirst Credit Union

Payments and Mobile Wallet:

<https://www.connectfirstcu.com/en/learn/help-center/faqs/digital-banking>

If you have any questions or issues when setting up StMU (Calgary) as a payee, please call their Member Connection Centre for support at 1-866-923-4778

9. Servus Credit Union

After logging to your account, please go Bill Payment -> Create Payment -> Add payee
<https://banking.servus.ca/Online/Retail/Help/Content/MyBillPayments/ManagePayees/HLP-ONL-20.1-AddPayee.htm>

If you have any questions or issues when setting up StMU (Calgary) as a payee, please call their Member Contact Centre 1-877-378-8728

10. Simplii Financial

Pay a bill: <https://www.simplii.com/en/banking-simplii/online-and-mobile-banking-tips.html>

Bill payments can be submitted to the St. Mary's University through Online Banking or Telephone Banking at 1-888-723-8881.

Sign on to Online or Mobile Banking. Then:

1. Select "Bill Payments"
2. Select "Add Bill"
3. Enter the payee name in the text box (ex. Mary Calgary), then select "Search"
4. Select the payee (St. Mary's University Calgary) from the search results
5. Enter your account number in the "Account Number" (9-digit student id) box, then select "OK"
6. Make sure the payee information is correct, then select "Add Bill"
7. Select "Add Bill" again to complete

Once the bill payee is added to your file you can go to the Pay Bills section of your Online Banking to submit a payment.

For any issues or questions Simplii Financial is available to assist at 1-888-723-8881 or through live chat post sign on to Online Banking.

11. Manulife Bank

<https://www.manulifebank.ca/support/online-banking/how-to-pay-bills.html>

If you have any further questions or require immediate information, please contact Manulife Bank at 1-877-765-2265. A Bank Service Representative will be available to serve you Monday to Friday from 8am to 8pm and on Saturday and Sunday from 9am to 5pm across all time zones.