

Payment Card Processing Options

Only UVic departments, centres and agencies that have applied for a Merchant account through Accounting Services can process payment cards. Available payment options include Interac®, Visa®, MasterCard®, American Express®, China Union Pay®.

Applying for Payment processing:

- 1- Select the service level(s) that you require from this brochure.
- 2- Determine if you have sufficient resources for reporting and all applicable fees.
- 3- Contact Treasury Services banking@uvic.ca to request a Merchant account.

? Payment Card processing
 Administrative Services Building
 B Wing – Main Floor Reception
 Fax: 250-853-3814
 Email: banking@uvic.ca

1 – Card Present



2 – Self Service

The screenshot shows the University of Victoria website. At the top, there's a navigation bar with links like 'Home', 'Search Directories', and 'Search uvic.ca'. Below that is a large banner with the text 'Improving lives.' and a 'Learn more...' link. To the right of the banner is a sidebar with various links like 'Inspiring teaching', 'Research in going places', etc. Below the banner is a 'Welcome to the University of Victoria' section with buttons for 'Apply for admission', 'Ask a question', 'Check application status', and 'Take a tour'. At the bottom, there's a 'Registration 101' section with a brief description.

Customer



Checkout



Payment

3 – Staff Assisted



The screenshot shows the eSelect PLUS virtual terminal interface. At the top, there's a navigation bar with 'HELP', 'purchase', 'capture', 'void', 'refund', 'verification', and 'group purchase'. Below that is a 'Purchase' section with a 'Payment Method' dropdown set to 'Credit Card - Keyed Entry'. Under 'Payment Details', there are fields for 'Order ID', 'Customer ID', 'Statement Descriptor', 'Amount', 'Credit Card Number', 'Expiry Date', 'Card Verification Digit', and 'PCI Indicator'. Below that is an 'Address Verification' section with fields for 'Street Number', 'Street Name', and 'Zip/Postal Code'. At the bottom, there are buttons for 'Process Transaction' and 'Add Order Details'.

UVIC Staff process on virtual terminal



Process



Payment