CREDIT CARD PAYMENT PROCEDURE

By

Cyberspace Limited
APPLICANTS CARD PAY STEPS

STEP 1.

Click on ApplicantsSignOn link from the home page at http://portal.dlc.ui.edu.ng

STEP 2.

Fill the requested information on all boxes and select CARD in the drop down list for Payment Option (See Picture Below)

STEP 3.

Click on the button CLICK HERE TO SIGN UP
STEP 4.
A confirmation page pops up, Click **OK** to continue *(See Picture Below)*

![Confirmation Page](image)

**Please confirm that you have entered your information correctly before you continue. Note that your correct full name with valid and direct email/phone number is very important. You may not be allowed to change/edit such information thereafter.**

**STEP 5.**

On successful signup, a congratulatory message pops up with your New **APPLICATION FORM NUMBER**, Click **OK** to continue *(See Picture Below)*

![Congratulations Message](image)

*Congratulations, Your Sign on was successful. Your Form Number is UNICUSGD06449F14. Pay your Application Fee using the Card payment option to have access to complete your Application. Kindly note the password you chose...*
STEP 6.

On the resulting Portal Web Payment Summary page, verify fee to be paid and click on PROCEED TO CYBERPAY to continue (See Picture Below)

![Portal Web Payment Summary](image)

STEP 7.

A Pay Advice with Transaction Reference number is generated. Click on PAY USING WEBPAY to continue (See Picture Below)

![Pay Advice](image)
STEP 8.

Fill your credit card details and click on **PAY** to continue. (See Picture Below)
STEP 9.

A Transaction status **Receipt** is generated after a successful Payment. Click on the resulting link below **TOTAL AMOUNT** to continue to portal and fill Application form amongst other activities (See Picture Below)

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**UNIVERSITY OF IBADAN DISTANCE LEARNING CENTER**

**WEB PAYMENT RECEIPT**

Date: 21-8-2014

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Your Fee Payment Was Successful

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<td>FACULTY:</td>
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<td>COURSE:</td>
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<tr>
<td>TOTAL AMOUNT:</td>
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[Click Here To Proceed To Applicant Control Center And Continue]
STUDENTS CARD PAY STEPS

STEP 1.

Click on the STUDENTLOGIN link from the home page at http://portal.dlc.ui.edu.ng

STEP 2.

The Portal checks for any FEE owed and prompts student to pay in the next page using the Payment Method of his Choice. Click OK to continue (See Picture Below)
STEP 3.

In the Payment Method page, Click on the button -->CYBERPAY with the Interswitch logo by the side marked in red in the picture below.

STEP 4.

On the resulting Portal Web Payment Summary page, verify fee to be paid and click on PROCEED TO CYBERPAY to continue

(See Picture Below)
STEP 5.

A Pay Advice with Transaction Reference number is generated. Click on PAY USING WEBPAY to continue (See Picture Below)
STEP 6.

Fill your credit card details and click on **PAY** to continue *(See Picture Below)*
STEP 7.

A Transaction status **Receipt** is generated after a successful Payment. Click on the resulting link below **TOTAL AMOUNT** to continue to portal and register for Courses amongst other activities (See Picture Below)

![Receipt Image]

**UNIVERSITY OF IBADAN DISTANCE LEARNING CENTER**

**WEB PAYMENT RECEIPT**

Date: 21-3-2014

**Your Fee Payment Was Successful**

<table>
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