

## Ecommerce User Guide for Career Centre Events

### How to add products and complete payment

1. For Career Fairs and GPSE: After completing the general registration form for the event, submit the registration form to be redirected to the billing information page of the payment portal gateway to complete the order. OR  
[Click here to create a billing profile on the payment portal](#)

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✔ Yes, I have read and agree to the cancellation policy above

Submit and Proceed to the Payment System

[Edit responses](#)

2. You will be redirected to the Billing Information page. It's mandatory to use your organization email/work email ONLY. Fill in all the required fields and set a password for your account.

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### Billing Information

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Please complete the form below:

First name:  \*

Last name:  \*

\* Work Email:  \*

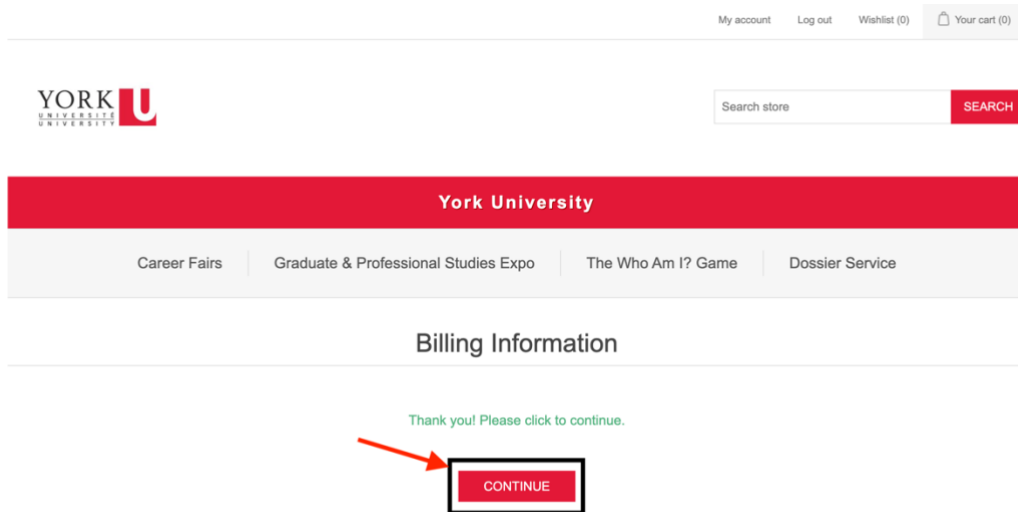
Organization name:  \*

Phone:  \*

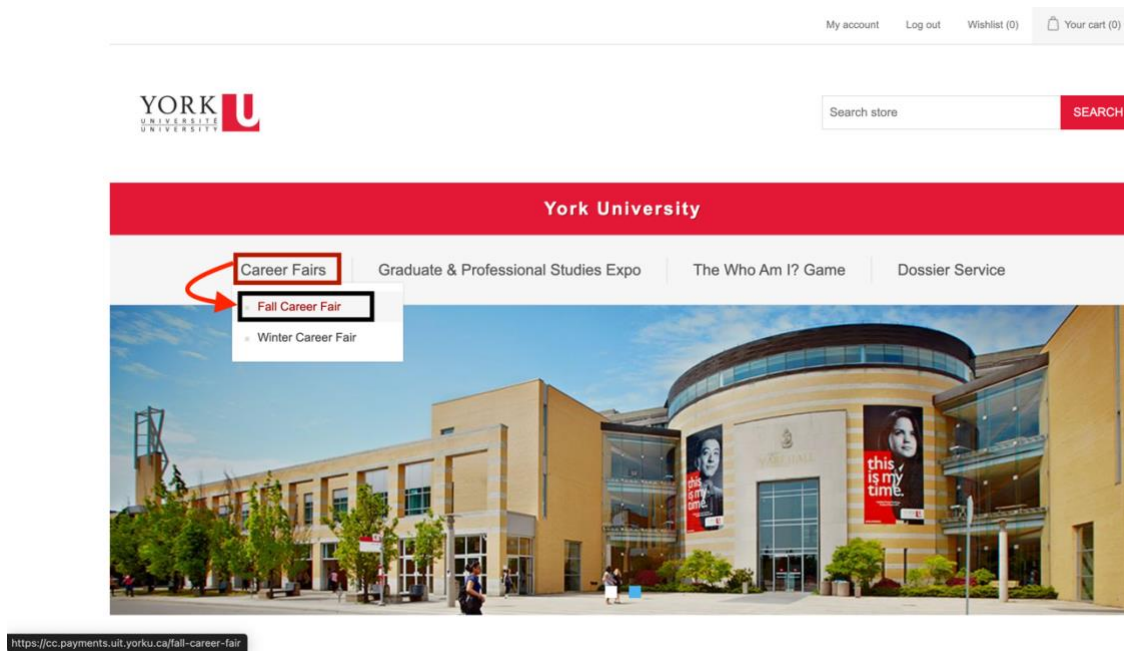
Department:  \*

Job Title:  \*

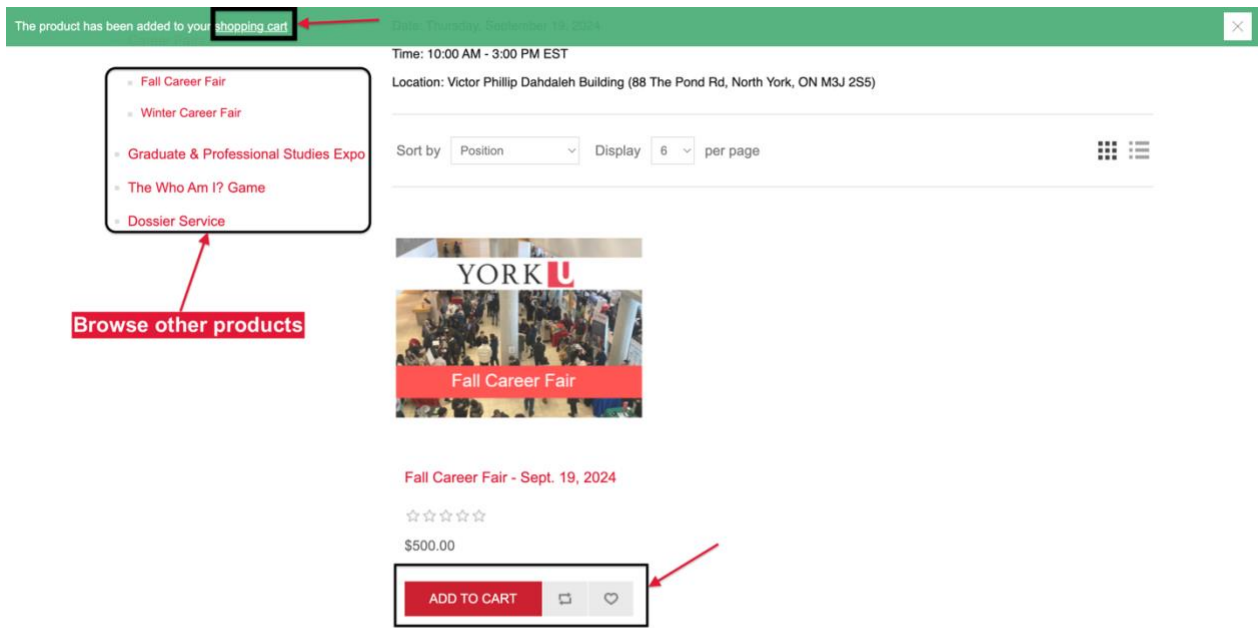
3. Click “continue” to browse the products from the home page once the billing profile is successfully created.



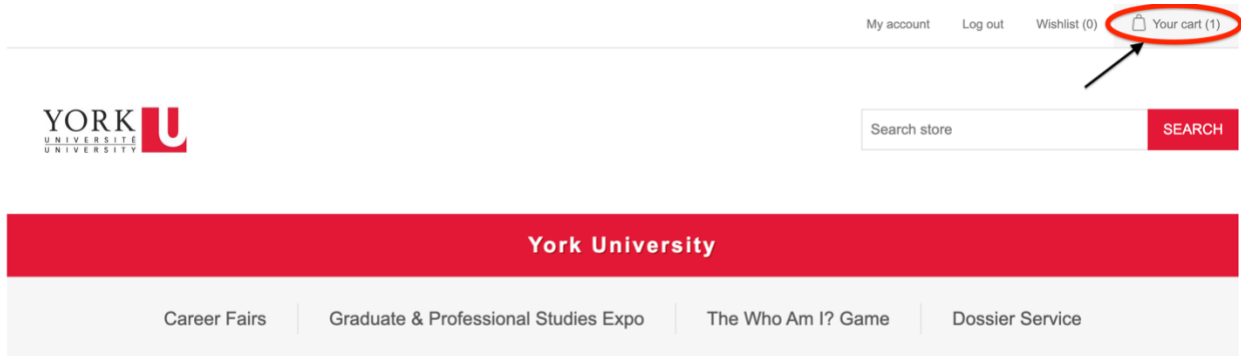
4. From the top navigation menu, choose the product for product details. For example, to add “Fall Career Fair” - click on Career Fair -> Fall Career Fair.



- In the product details page, scroll down and click on the red “Add to cart” button to add the product to your cart. The product is now added to the shopping cart. Add other products from the “Categories” on the left navigation menu or go to the checkout for payment.
- You may access the shopping cart either by the pop-up green bar with the quick access link to the “Shopping cart” that would show on top of the screen for 10secs, or you can use the top menu options to access the items in the shopping cart.



OR



7. In the shopping cart page, mandatory action is required for the following:

- **Additional Representatives (mandatory):** Please note that there is no additional fee for the first two meal vouchers/parking passes. If more than two parking passes and meals are required, please select one of the options.
  - Tip: Please choose the "No additional representatives" option for other products and/or only two reps will attend the event.
- **AMEX or MC/VISA accepted (mandatory):** AMEX cards are subject to a \$25.00 administrative fee. If you are paying by AMEX, please add this fee to the cart. No fee for Master card or VISA.
- **Terms & Conditions:** Check the box to accept the terms and conditions. Click on the red "CHECKOUT" button to proceed to the billing address confirmation page and payment gateway.

Your cart

Product(s)	Price	Qty.	Total	Remove
Fall Career Fair - Sept. 19, 2024	\$500.00	1	\$500.00	×

[Update cart](#) [Add more items](#)

**NOTE:** No additional fee for the first two meal vouchers/parking passes. If more than two parking passes and meals are required, please select one of the options below. Tip: choose "No additional representatives" option if only two reps will attend the event and/or for other products that do not require this option. \*

No Additional Representatives  +1 More Representative [+\$50.00]

+2 More Representatives [+\$100.00]

+3 More Representatives [+\$150.00]

+4 More Representatives [+\$200.00]

AMEX cards a subject to a \$25.00 administrative fee. If you are paying by AMEX, please add this fee to the cart. \*

AMEX [+\$25.00]  Visa / MasterCard

Add More Representatives (Only for Career Fairs and GPSE): No Additional Representatives  
AMEX: AMEX [+\$25.00]

Sub-Total: \$525.00  
HST: \$65.00  
**Total: \$590.00**

I agree with the terms of service and I adhere to them unconditionally (read)

[CHECKOUT](#)

8. Review the billing address information and confirm the order. Click on "Confirm" to finalize your order.

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Search store **SEARCH**

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### Checkout

- 1 Payment method
- 2 Payment information
- 3 Confirm order ✓**

**Billing Address**  
Jane Doe  
Email: janedoe123@yorku.ca  
Phone: 4164238384  
Fax:  
York Univeristy  
4700 Keele St  
Toronto, Ontario, M3J 1P3  
Canada

Product(s)	Price	Qty.	Total
Fall Career Fair - Sept. 19, 2024	\$500.00	1	\$500.00

Add More Representatives (Only for Career Fairs and GPSE): No Additional Representatives  
AMEX: Visa / MasterCard

Sub-Total:	\$500.00
HST:	\$65.00
<b>Total:</b>	<b>\$565.00</b>

⇒ Back

**CONFIRM**

9. Once you confirm the order, the portal will redirect to the payment gateway where you can complete the payment using the preferred method. **Payment must be completed within 10mins, or the system will time out and the order will be cancelled.** Customers can also click on the “Back” button if payment cannot be completed at that time.



## York University Career Centre Payment Site

York University Career Centre Payment Site

Time Left To Complete Transaction: 00:09:52

Payment gateway form showing fields for Cardholder Name, Card Number, MMY, and CVV. The total amount is \$690.00. A red arrow points to the 'Back' button, and another red arrow points to the 'Checkout' button.

10. To review the previous orders that were cancelled, click on “My account” from the header or footer -> Click on “Orders” -> “Details” on the right to review the order details.

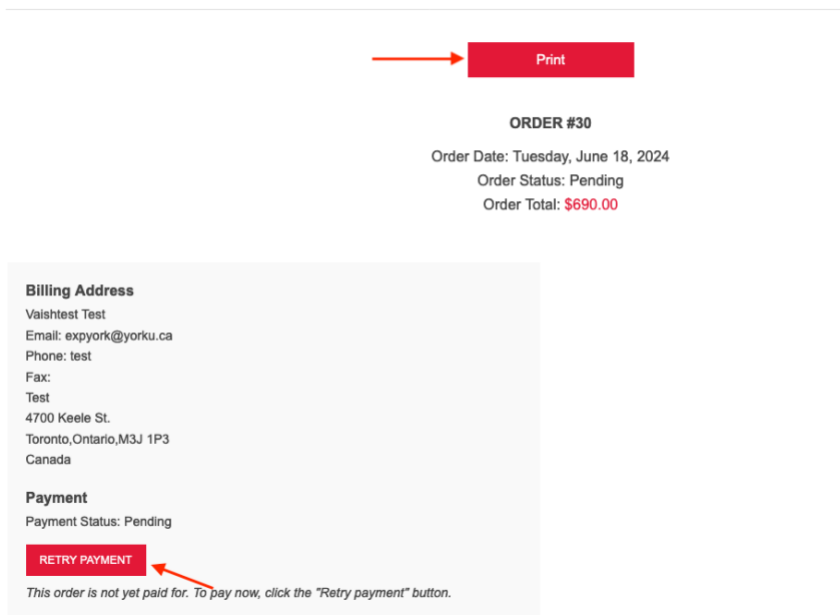
My account - Orders

Order Number: 30 [Details](#)

Order status: Pending  
Order Date: 6/18/2024 12:14:08 PM  
Order Total: \$690.00

11. If the order was cancelled, customers can “Retry Payment” to complete the payment process for the order at any time. Use the “Print” button to print the order details.

## Order information



Print

**ORDER #30**  
Order Date: Tuesday, June 18, 2024  
Order Status: Pending  
Order Total: **\$690.00**

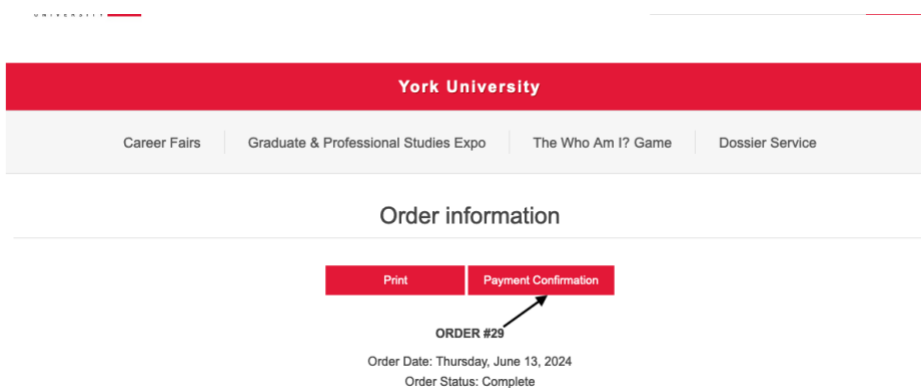
**Billing Address**  
Vaishtest Test  
Email: expyork@yorku.ca  
Phone: test  
Fax:  
Test  
4700 Keele St.  
Toronto, Ontario, M3J 1P3  
Canada

**Payment**  
Payment Status: Pending

**RETRY PAYMENT**

*This order is not yet paid for. To pay now, click the "Retry payment" button.*

12. If the payment is successful, a confirmation PDF will be sent to your work email with “Payment status: Paid”. PDF will also include the HST number for your reference. Payment confirmation PDF will also be available for download from My account -> Orders -> Details.



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## Order information

Print | Payment Confirmation

**ORDER #29**  
Order Date: Thursday, June 13, 2024  
Order Status: Complete

If you have any questions with the payment portal, please submit the “[contact us](#)” form also available on the footer.