

# Short Manual - Plastiq portal

2025-01-31

## How to play a University of Alberta invoice through the plastiq portal?

Website for payment though the plastiq portal:

<https://request.plastiq.com/pay-university-of-alberta-commercial-and-research>

1. Main page PAY UNIVERSITY OF ALBERTA - COMMERCIAL AND RESEARCH: Enter the amount and your email address.

plastiq

Pay University of Alberta - Commercial and Research

undefined undefined  
plastiq-service@plastiq.com

AMOUNT

**\$1.00 CAD**

Please note a base fee of up to 2.90% and additional delivery fees may apply to card payments.

EMAIL

@ualberta.ca

Sign up or sign in

Pay as guest

VISA DISCOVER BANK

By paying as a guest, you agree to Plastiq's [Guest Terms of Service](#) and [Privacy Policy](#).  
This site is protected by reCAPTCHA Enterprise and the Google [Privacy Policy](#) and [Terms of Service](#) apply.  
For questions about payments on Plastiq, email [accountservices@plastiq.com](mailto:accountservices@plastiq.com).  
undefined undefined | [plastiq-service@plastiq.com](mailto:plastiq-service@plastiq.com)

Plastiq is Safe & Secure.

2. You have the option to “Pay as guest” where you will have to enter your personal information each time you wish to pay an invoice. Or you have the option to “Sign up or Sign in” if you wish to create an account, or if you already have an account with plastiq where your personal information will be pre-populated. Click on the option you prefer. This manual will demonstrate the option “Pay as guest”.
3. On the next page, enter the field as indicated. Entering the BUSINESS NAME will autofill the PAY ON BEHALF OF. If you pay on behalf of someone else, please modify as needed. Choose the PAYMENT TYPE “Commercial Payment”. No need to drag & drop your invoice, the following steps will ask you for your Invoice number. Click on the Continue button.

plastiq

< PAY UNIVERSITY OF ALBERTA - COMMERCIAL AND RESEARCH  
2 OF 4

FIRST NAME jim LAST NAME boyes

BUSINESS NAME  
ISAIC

PAY ON BEHALF OF  
ISAIC

PHONE NUMBER  
+1 (780)

PAYMENT TYPE  
Commercial Payment

I am satisfied with the goods, services or other expected consideration that I received from University of Alberta - Commercial and Research . I acknowledge that Plastiq is only responsible for delivering this payment.

View and upload invoices or relevant documents (optional)

drag & drop or browse files

Plastiq is Safe & Secure.

4. On the next page, ensure to enter the INVOICE NUMBER. Click on the Continue button.

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< PAY UNIVERSITY OF ALBERTA - COMMERCIAL AND RESEARCH  
3 OF 6

BUSINESS NAME  
isaic

FIRST NAME  
jim

LAST NAME  
boyes

INVOICE NUMBER  
inv-test001

PHONE NUMBER  
780-

ADDITIONAL INFORMATION

Continue

Plastiq is Safe & Secure.

5. On the next page, enter your credit card information. Click on the Continue button.

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< PAY UNIVERSITY OF ALBERTA - COMMERCIAL AND RESEARCH  
4 OF 6

card number cvv mm/yy

CARDHOLDER NAME

COUNTRY  
United States of America

billing address

apt, ste, bldg (optional)

city

state zip

continue

Plastiq is Safe & Secure.

- On the next page, review your payment information, and go back as needed for modification with the arrow on the top left of the screen. Additional Fees apply when paying by Credit Card. You can review those fees by clicking on the blue information logo on the right of FEES. Click on the submit payment button.

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< PAY UNIVERSITY OF ALBERTA - COMMERCIAL AND RESEARCH  
5 OF 6

Review your payment

PAYMENT AMOUNT	<b>\$1.00 CAD</b>
FEES ⓘ	<b>\$1.02 CAD</b>
TOTAL	<b>\$2.02 CAD</b>

UNIVERSITY OF ALBERTA - COMMERCIAL AND RESEARCH WILL RECEIVE YOUR PAYMENT  
**January 20th, 2025**

Get **Faster Delivery** for only **\$8.01 more...**  
Upgrade to guarantee delivery by end of business day 01/17/25

PAYING WITH YOUR  
**MasterCard**  
Your payment will be processed **January 15th, 2025**

CONTACT NAME  
jim boyes

BUSINESS NAME  
ISAIC

PAYMENT TYPE

Plastiq is Safe & Secure.

**plastiq**

CONTACT NAME  
jim boyes

BUSINESS NAME  
ISAIC

PAYMENT TYPE  
Commercial Payment

BUSINESS NAME  
isaic

FIRST NAME  
jim

LAST NAME  
boyes

INVOICE NUMBER  
inv-test001

PHONE NUMBER  
780- [REDACTED]

ADDITIONAL INFORMATION

submit payment

By clicking submit payment you authorize the debit of the payment method as outlined above.

For those paying by bank if you wish to revoke this authorization you must contact Plastiq at least three (3) working days prior to the delivery date listed above. For question about payments or to revoke please email [accountservices@plastiq.com](mailto:accountservices@plastiq.com)

By paying as a guest, you agree to Plastiq's [Guest Terms of Service](#) and [Privacy Policy](#).

Plastiq is Safe & Secure.



7. Your payment is done! Thank you very much for your business. If you have any questions regarding your invoice, please contact directly the person who sent you the invoice.