

HOW TO MAKE YOUR PAYMENT

Paying tuition with PayMyTuition is safe, fast, and convenient. Follow the simple steps below to complete your payment:

1

ENTER YOUR INSTITUTION NAME

Go to paymytuition.com. From the top of the screen, click on Make a Payment. Select **OptionTrain College of Management and Technology**, then enter the country you are paying from and your payment amount.

2

SELECT PAYMENT METHOD

Review the payment options provided and select your preferred payment method. Payment options include bank transfers, debit/credit cards in your home currency, eWallet payments and other local options.

3

ENTER YOUR DETAILS

Enter some basic information including your student number. We will include this information with your payment for easy identification of your payment by the OptionTrain College of Management and Technology team.

4

MAKE YOUR PAYMENT

Follow the instructions provided to send your funds to **PayMyTuition** via your selected payment method.

5

TRACK & CONFIRM

Track your payment by logging into your **PayMyTuition Dashboard** at any time. Receive SMS texts, email status updates, and confirmations of when your payment has been delivered.



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