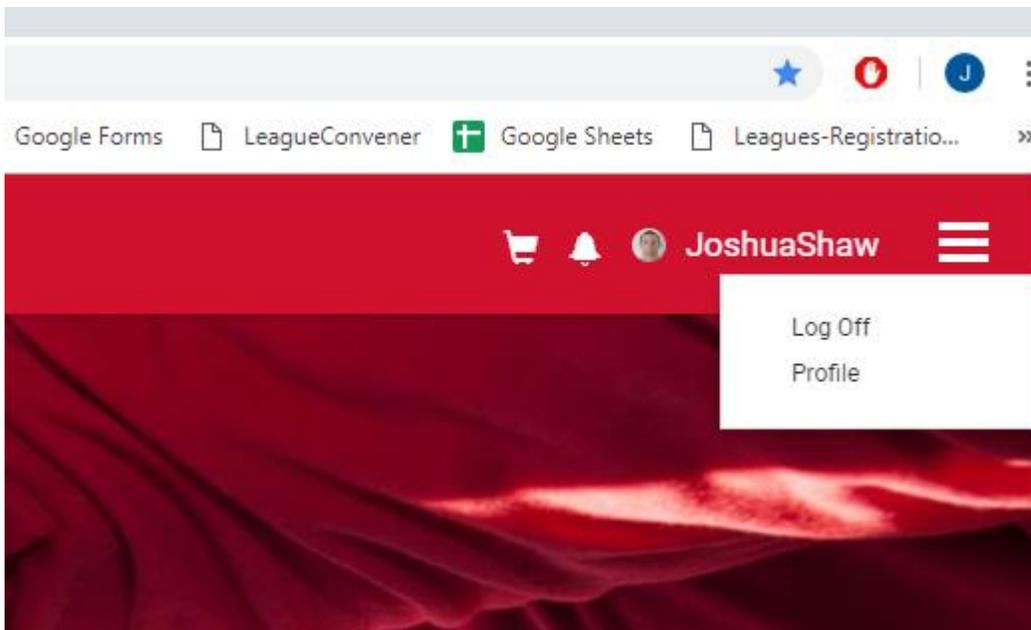


## CAHL/CWAHL Online Payment Instructions

1. Create Account
  - a) [How to Create a Fusion Account for Carleton Athletics](#)
  - b) [Create an Account Here](#)

If you use a Carleton email (MC1) or have already created an account, please disregard.

2. Go to your account **PROFILE** by clicking on the circle next to your name in the top right corner of the screen. If this doesn't appear immediately, refresh your page.



3. Select the **INVOICES** option from the menu

## View Account

A screenshot of a user account page. On the left side, there is a navigation menu with the following items: "Personal Information" (0), "Programs" (0), "Memberships" (1), "Lockers" (0), "Equipment" (0), "Court Bookings" (0), "Facilities" (1), "Guest Passes" (0), "Multi-Visit Passes" (0), "Order History" (2), "Towel Services" (0), "Parking Permits" (0), and "Invoices" (1). The "Invoices" item is highlighted. On the right side, there is a red header with the text "My Invoices". Below the header, there are two tabs: "Unpaid (0)" and "All (0)". The "Unpaid (0)" tab is selected. Below the tabs, there is a grey box with the text "No Unpaid Invoices".

4. Select the invoice and then choose "PAY INVOICE"

**Please note the invoices will be active in after April 12<sup>th</sup>, 2021 and an email will be sent with a payment reminder and registration confirmation.**

**Any existing credit on account will automatically be applied to the amount owing, as long as the Team Representative is the same as Winter 19-20 or Fall 2020.**

5. Enter the amount according to the payment schedule:

CAHL/CWAHL League Fee = \$4400.00 due in total by May 31<sup>st</sup>, 2021.

6. Select the payment method and complete the transaction.

If there are any questions regarding the payment process, please email [Leagues@carleton.ca](mailto:Leagues@carleton.ca)