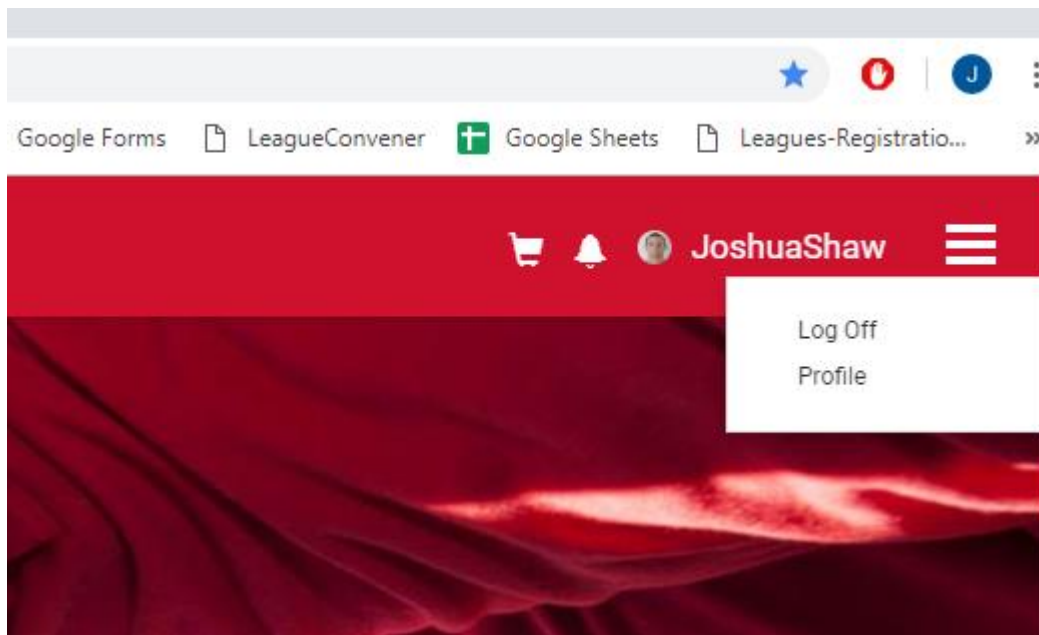


CAHL/CWAHL Online Payment Instructions

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.



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

View Account

A screenshot of a 'View Account' page. On the left is a sidebar menu with the following items and counts: 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. The main content area has a red header 'My Invoices' with two tabs: 'Unpaid (0)' and 'All (0)'. Below the tabs is a grey box containing the text 'No Unpaid Invoices'.

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

Please note the invoices will be active by January 8th, 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 = \$3000.00 (taxes included) due in total January 15th, 2021

6. Select the payment method and complete the transaction.

If there are any questions regarding the payment process, please email Joshua.Shaw@carleton.ca