

Payment

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Schedule B, *Mineral Tenure Act Regulation*

Shopping Cart Summary

Step 1

All your pending events for which you have not paid will be listed on the **Shopping Cart Summary** page:

- **Pay and Finish:** To pay for the item(s) in the shopping cart click **Next**.
- **Remove Item:** To remove an item from the shopping cart, check the remove box next to it and click **Update**.

Select Payment Method

Step 2

You have the following payment options available:

- The **Online Payment** option is defaulted for using Interac Online (Visa, MasterCard, American Express, Visa Debit, or Debit MasterCard). Go to Step 4.
- If you are paying by **cash** or **cheque**, choose one of the following options depending on what office are you visiting:
 - For a Service BC office, choose **Over-the-counter-payment (eGarms)**. Go to Step 13.

- For a FrontCounter BC office, choose **Pay at FrontCounter BC office**. Go to Step 21. **Warning: Your event registration and the payment must be done at the same time.**

NOTE: All cheques and money orders for recording fees are made payable to the **Minister of Finance**

Step 3

Click **Next**.

Online Payment

Note: If a pop-up window appears advising you that you are being re-directed to a secure web site, click **Yes**.

Step 4

Select the Payment Method.

- If **Interac Online**, go to Step 9.
- If **Card**, got to step 5.

Step 5

Select the type of card.

Step 6

Enter the card number. You do not need to enter spaces.

Step 7

Expiry Date. Using the drop-down menus, select the expiry month and year of your credit card.

Step 8

Enter the CVD (Card Verification Digits) from the back of the card.

Step 9

Click **Pay Now**.

Step 10

Approved or Declined. This page will indicate if your payment has been approved or not.

If **Declined**, you have a couple of options,

- If you want to retry, please click **here** This will re-submit the existing payment information that you have already entered.
- To Select a different payment method, Click **here**. This will allow you to go back and try a different credit payment card or re-enter using the same card in case you made a typing mistake.
- Clicking on the **Continue** button will take you back to the Main Menu.

If **Approved** You have the option to print the receipt for your records.

- At the top of the approval page there is a Printer Version button, click on the word **Printer Version** then click the Print and Close button. The printer dialog box will appear. Enter your printer information and print.

Step 11

Click **Continue**.

Step 12

Return to the instructions for the specific event you are registering once the payment is processed.

Paying by cash or cheque in a Service BC or Mineral Titles Branch office

Step 13

Choose the **Over-the-counter-payment (eGarms)** option.

Step 14

Click **Next**.

Step 15

Make a note of the **amount** and **RMS code**. Go to the counter and advise the Customer Service Representative (CSR) that you need to pay for your Mineral Titles event transaction.

Step 16

The CSR will enter your fees into the government financial system and provide you with a receipt. Take your receipt back to the computer you are using.

Step 17

Enter the **Authorization Number**. You will find this number printed on the receipt.

Step 18

Enter the **amount paid**.

Step 19

Click **Next**.

If you get an error message, advise CSR at the counter for further instructions. You may need to go back to **Step 13** above.

Step 20

Return to the instructions for the specific event you are registering once the payment is processed.

Paying by cash or cheque in a Front Counter BC or office

Warning: The event registration and the payment must be done at the same time. They cannot be separately.

Step 21

Choose the **Pay at FrontCounter BC office** option.

Step 22

Click **Next**.

Step 23

Make a note of the **Reference Number**, **Amount due**, and **RMS Code** displayed on the payment screen. Go to the counter and advise the Natural Resource Specialist (NRS) that you need to pay for your Mineral Titles event transaction.

Step 24

The NRS will enter your fees into the government financial system and provide you with a receipt. Take your receipt back to the computer you are using.

Step 25

Enter the **Payment Tracking Number**. You will find this number printed on the receipt.

Step 26

Enter the **Amount Paid**.

Step 27

Click **Next**.

If you get an error message, advise the NRS at the counter for further instructions. You may need to go back to **Step 21** above.

Step 28

Return to the instructions for the specific event you are registering once the payment is processed.