



Payment Methods Accepted: Instructions

Credit Card

- Please note that a credit card payment surcharge of 1.75% will be applied to all credit card transactions to offset processing costs.
- If paying online, select 'Pay Now' in the payment options. Payment is processed through the secure Global Payments site.
 - You will receive an email Currently unavailable and transaction receipt or a notice that the payment failed.
 - If your payment failed, you will be able to log back in and under "Invoices" select the unpaid invoice and try payment again. Please ensure that your payment was processed.
- If paying with a [Credit Card Authorization Form](#), select 'Invoice Me' and follow the instructions on the form, including submission directions.

Cheque

- In the payment options, select 'Invoice Me' and an invoice will be emailed to you.
- Please submit a copy of the invoice with your cheque payment and make cheque payable to 'Saskatchewan College of Pharmacy Professionals'.

Online Bill Payment

- In the payment options, select 'Invoice Me'; use the information in the invoice for the below.
- Online bill payment is currently available through the following financial institutions: CIBC, RBC, BMO, and Scotiabank.
- Go to your online banking to set up the Saskatchewan College of Pharmacy Professionals (abbreviated as "SK COLL PHARMACY PROFESSIONALS" or some variation) as a payee.
- You will be prompted to enter your seven-digit account number (located on the top right corner of your invoice, or in your online profile) when setting up SSCP as a payee. Please ensure that you enter the account number correctly, as when the payment comes through the number may be our only way to link the payment to you.

E-Transfer

- In the payment options, select 'Invoice Me'; use the information in the invoice for the below.
- E-Transfers may be sent to receivables@saskpharm.ca (no password is required).
- You MUST enter your invoice number and seven-digit account number (located on the top right corner of your invoice, or in your online profile) in the message field. Please ensure that you enter the numbers correctly, as when the payment comes through the numbers may be our only way to link the payment to you.

You are wholly responsible for ensuring that your payments are received in full by SCPP on or before any due dates. The SCPP considers your payment made on the day that it is received, as confirmed by the SCPP's financial institution, which may not be the same day you initiate payment. Payments received late will incur late fees.

If you are paying by cheque, ensure you allow adequate delivery time for payments sent via mail/courier.

If you are paying through your financial institution (online bill payment or e-transfer), the date SCPP receives your payment may not be the same day you initiate the payment, and processing times can exceed 3-5 business days. When using these services, you must clearly understand your financial institution's processing times and other terms and conditions. Failure to provide accurate required information (e.g., account number, invoice number) will lead to additional processing time and may result in late fees. Payments may only be processed during SCPP business hours.