

Before you start, please note that all information should be entered and reviewed for accuracy.

1. Ctrl+click: [pay.tps.ca/](http://pay.tps.ca/)

Note: When using the online payment link from system-generated email, these fields (Payment Amount, Payment Type, Payment For and Customer Number) are pre-populated.

2. Enter **Payment Amount**

PAYMENT Amount

3. Select **Payment Type**

- Paid Duty ID Number (Prepayment)
- Invoice Number
- Security Deposit

Payment Type

4. Enter your reference number in **Payment For** box

- Paid Duty ID Number (Enter Paid Duty ID)
- Invoice Number (Enter Invoice Number)
- Security Deposit (Leave blank)

PAYMENT For:

5. Enter your contact information on "**Payer Details**".
6. Enter the contact information of the person authorizing this payment on "**Paid By**".
7. Read the Consent Agreement and click on "**I Agree**" and "**Submit**".
8. Once "Submit" is entered, you will be connected to Moneris' **SECURED PAYMENT PAGE**. Complete all fields and enter your credit card number **without** spaces. After completing your payment transaction, a payment receipt will be sent to your provided email address.

**ALL DONE! YOU HAVE COMPLETED YOUR PAYMENT TRANSACTION.**

**It may take 1 to 3 business days for your payment to be posted to your account. If this is a prepayment, you will receive an automated email notification of PAID DUTY STATUS – POSTED.**