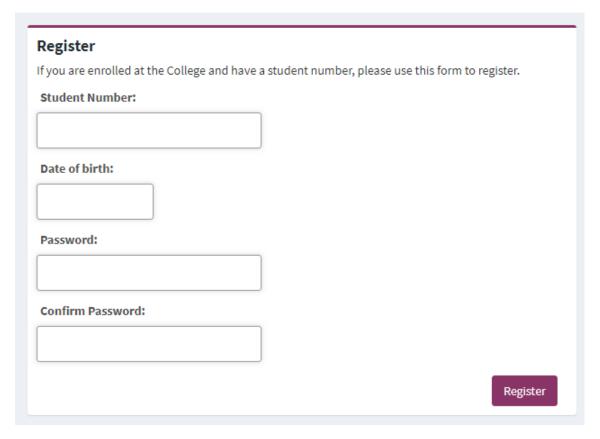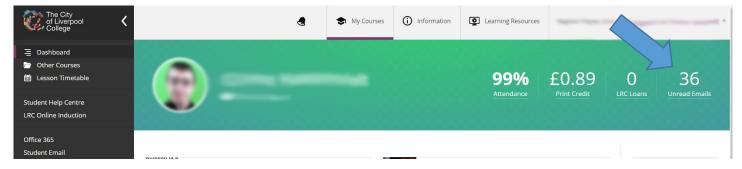# PayMyStudent Registration & Application Guide

- To register for PayMyStudent, first head to https://liverpool.paymystudent.com/portal/
- You can also access it via a link on the student intranet https://my.liv-stu.co.uk/

- Fill in the Registration form then click **Register**. Your **Student Number** can be found on the bottom left corner of your student ID card.
- Click **Submit** on the next page to finish your registration. An activation email will be sent to your **College Email Address**.
- You can quickly access your college email from the dashboard of **MyCollege**. Click the activation link in the email you received to activate your PayMyStudent account.

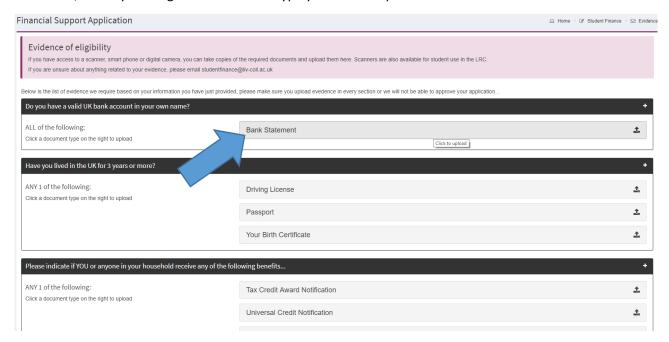- You can now log in to PayMyStudent using the details you provided at registration.

Please note: The entire application form is Mobile Compatible and uploading evidence can be much quicker using a mobile device's Camera or Gallery (if you already have images of your evidence), so you may wish to apply using a mobile/tablet.

- Once logged in, select **Finance Application** from the **Student Finance** menu on the left.
- Read the disclaimer and then make your way through the application form, selecting the correct information as necessary.
- You can **SAVE** your application at any point, and return to it. Please make sure you log out securely.

Uploading Evidence

You may need to upload evidence to support your application on the **Evidence of eligibility** section.

- To do so, start by clicking on the evidence type you wish to upload.

- The page will automatically go to the bottom where there is an upload box for your evidence.
- Simply **Drag & Drop** the file from your computer onto the box to upload the evidence, or click on the box and select the file to upload it.

- You should then see your uploaded document beneath the relevant type.

- Repeat this process for each individual piece of evidence. You may only upload images and pdfs.
- If you only have paper copies of your evidence, scanning facilities are available in the LRC

Once you have completed your application the Student Finance team will contact you by college email with further information on your eligibility