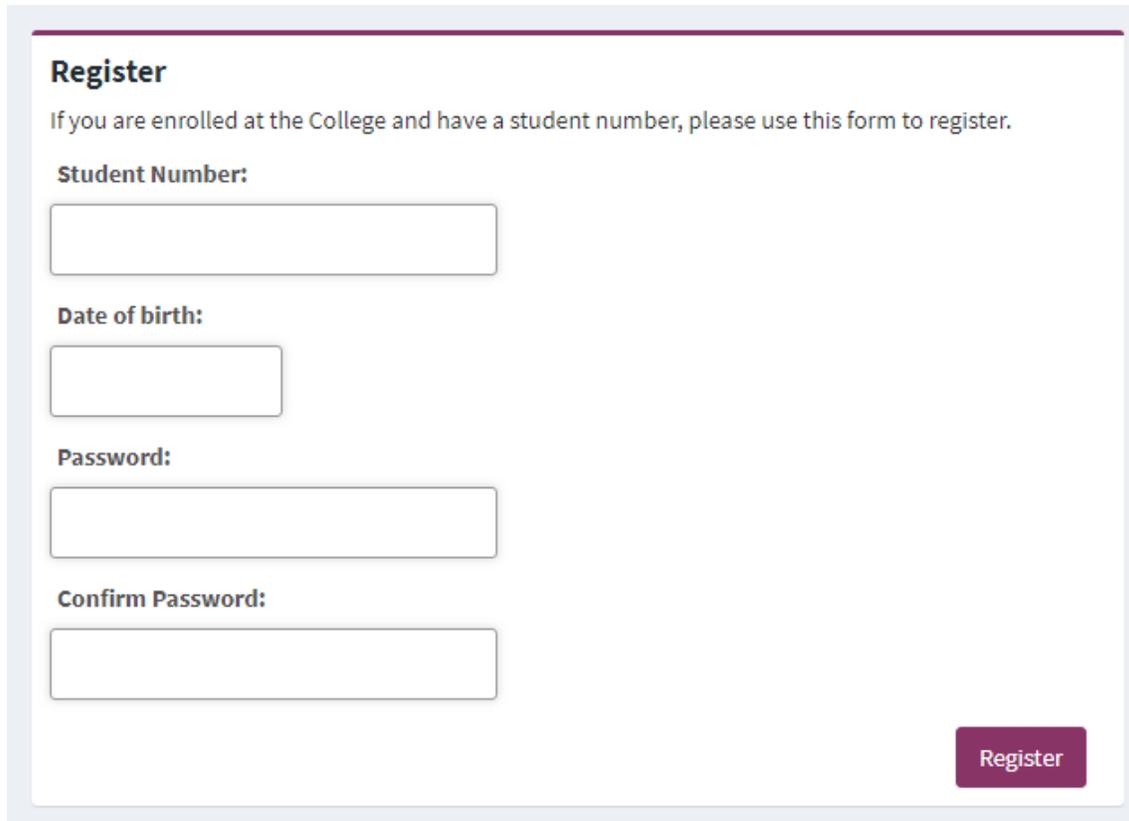


PayMyStudent Registration & Application Guide

- 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/>



Register

If you are enrolled at the College and have a student number, please use this form to register.

Student Number:

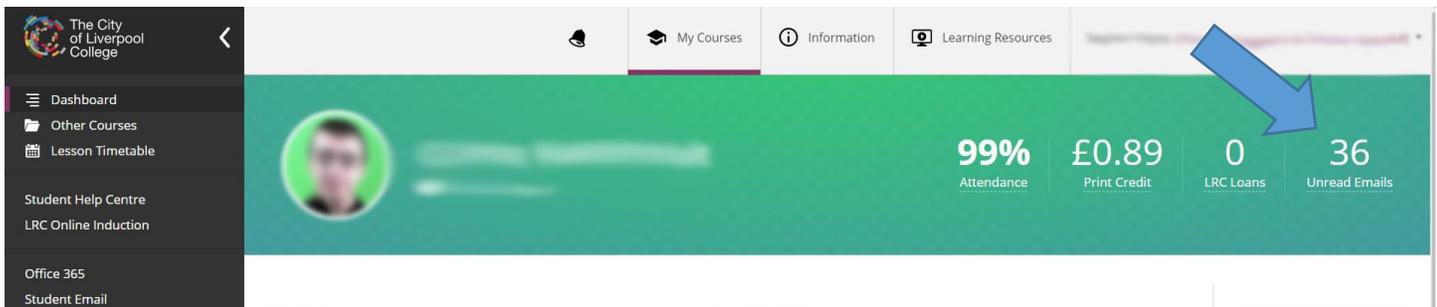
Date of birth:

Password:

Confirm Password:

Register

- 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.



The City of Liverpool College

Dashboard | Other Courses | Lesson Timetable | Student Help Centre | LRC Online Induction | Office 365 | Student Email

My Courses | Information | Learning Resources

99% Attendance | £0.89 Print Credit | 0 LRC Loans | 36 Unread Emails

- 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.

Financial Support Application Home Student Finance Evidence

Evidence of eligibility

If you have access to a scanner, smart phone or digital camera, you can take copies of the required documents and upload them here. Scanners are also available for student use in the LRC.
If you are unsure about anything related to your evidence, please email studentfinance@liv-coll.ac.uk

Below is the list of evidence we require based on your information you have just provided, please make sure you upload evidence in every section or we will not be able to approve your application...

Do you have a valid UK bank account in your own name?

ALL of the following:
Click a document type on the right to upload

Bank Statement Click to upload

Have you lived in the UK for 3 years or more?

ANY 1 of the following:
Click a document type on the right to upload

Driving License Click to upload

Passport Click to upload

Your Birth Certificate Click to upload

Please indicate if YOU or anyone in your household receive any of the following benefits...

ANY 1 of the following:
Click a document type on the right to upload

Tax Credit Award Notification Click to upload

Universal Credit Notification Click 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.

Do you have a valid UK bank account in your own name?

ALL of the following:
Click a document type on the right to upload

Bank Statement ✓

bank statement.pdf ✕

- 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