

CFS Online Fee Payment Instructions

1. Click on the link below or go to the “Fee Payment” link at the bottom of our website home page

[Fee Payment - Catholic Family Services of Toronto \(cfstoronto.com\)](http://cfstoronto.com)

2. Fill out all the fields, especially ones with a red asterisk “*” and the “Fee Amount”. If any are left blank it may take you back to the top of the page.

The screenshot shows a web form for online fee payment. The following fields are highlighted with red circles to indicate they are required:

- Service Received (dropdown menu)
- Applicant's Name *
- Applicant's Email *
- Session date *
- Select Counsellor or Service (dropdown menu)
- Fee Amount \$

Below the Fee Amount field, it states "Minimum Price \$1.00". At the bottom of the form is an orange "ADD TO CART" button. A small grey button with an upward arrow is located in the bottom right corner of the form area.

3. Once they are all filled out, click the “Add to cart” button
4. If you have more than one appointment to pay for, click “Continue Shopping” and go to the next step – Otherwise, proceed to step #6.

been added to your cart.

CONTINUE SHOPPING

	Price	Subtotal
ved:		
ime:		
nail:	\$1.00	\$1.00
hotmail.Com		
Illor Or Service:		
R.P., Registration # 008530		

Cart Totals	
Subtotal	\$2.00
Total	\$2.00
PROCEED TO PAYMENT	

5. Click “Click here to pay fee” and return to step #2 to enter your next appointment.
6. Verify that your appointments are correct. If there are any extra ones, you can remove them by clicking the “X”

✓ “Fee Payment” removed.

UNDO?

Product	Price	Subtotal
Fee Payment		
Service Received: Couple		
Applicant's Name: Kenny Scott	\$1.00	\$1.00
Applicant's Email: Holybull1974@Gmail.Com		
Session Date: 4/18/24		
Fee Payment		
Service Received: Couple		

Cart Totals	
Subtotal	\$2.00
Total	\$2.00
PROCEED TO PAYMENT	

7. Once you’ve checked everything, click “Proceed to Payment”
8. Enter all your “Billing Details” on the left side of the page, especially the ones with the red “*”

9. On the right side of the page, enter your card number (including expiry date and CVC number from the back of the card). Also check off the box “I have read and agree to the terms and conditions”

Howdy, Kenneth Scott

Town / City *

Province *

Postal code *

Phone *

Email address *

Stripe (Pay using credit or debit card)

Card number MM / YY CVC

Save Card

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

I have read and agree to the website terms and conditions *

COMPLETE PAYMENT

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10. Click “Complete Payment” to submit your fee payment