More features are available in your student centre, steps only show those relevant for this guide.

1. Log into MyUofC portal (my.ucalgary.ca)

2. Go to the My Financials page. All charges owed will be listed by term in the Outstanding Charges Grid under Account Summary.
3. In the **You Owe (1)** grid under **Account Summary** the charges are separated into past due and future due. If there are overdue charges, they will be highlighted in red (compare to picture in page 1, step 2).

The **Term Account Summary (2)** link allows you to view a breakdown of all your fees by term. Tuition fees are broken down by each course cost as of Spring 2023. GRD thesis students and other programs who are charged per term won’t have a breakdown. Follow this [how-to guide](#) on how to access.

The **Payment Options (3)** link goes to the [How to Pay Your Fees website](#). Here is all the information on our [accepted payment methods, processing times, and step-by-step instructions on how to pay](#).
4. Other useful tools under **Account Summary** include the **Payments (4)** link which shows all the payments UofC has received for your account. All payments are active links, and once selected, will show how the payment applied to charges on your account.

![Payment History - Charges Paid by this Payment](image)

The **Receipts (5)** link will allow you to view/download an official receipt for each payment you’ve made to your account. Official receipts do not show charge detail information and only show the lump sum payment applied to the account.

**NOTE**: The official payment receipt will open in a new window; please ensure your pop-up blockers are disabled for the browser. Follow this [how-to guide](#) on how to access.
5. Last tool to understand fees under **Account Summary** is the **Account Inquiry (6)** link which shows each charge on the account, its due date and payment status. This is the most detailed place to see when charges are due and what has already been paid off.
6. Lastly, scrolling down in the same My Financials page. The Account Activity section will list all the charge, payment, and refund history on your account. Sorted by date, it acts as a running ledger of all adjustments made to the account. The Term Account Summary will provide you the same information, but organized by term.

Related how-to guides: Term Account Summary, Payment Receipts, End of Procedure. For further questions, please contact Enrolment Services.