

How to Make a Payment for the CPR/AED Class

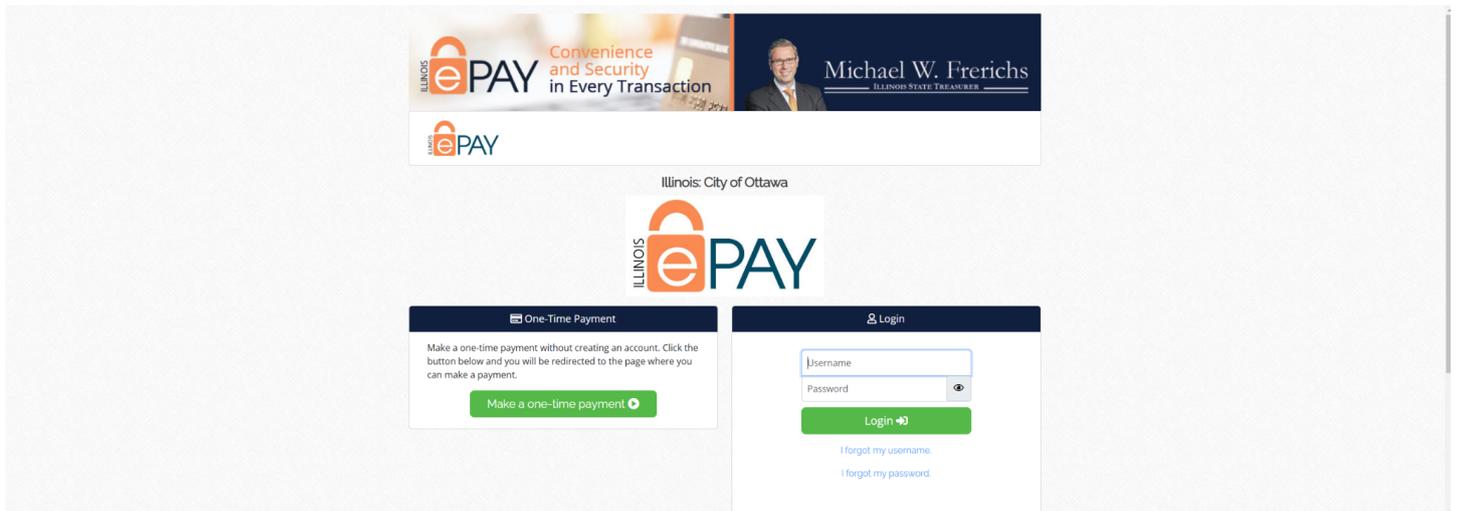
Follow these steps to complete your payment for the CPR/AED class through the City of Ottawa ePay system.

Step 1: Access the Payment Page

1. Click on the Payment Portal Link to open the City of Ottawa ePay system.

Step 2: Select One-Time Payment

2. On the payment page, click the 'Make a one-time payment' button (green button).



Step 3: Enter Payment Details

3. Under Payment Category, select 'Miscellaneous'.
4. Under Payment Type, select 'Miscellaneous'.
5. In the 'Name of Contact Person' box, enter your First and Last Name.
6. For 'Type of Miscellaneous Payment', select 'CPR/AED Class Fee'.
7. In the 'Invoice, Permit, Parking or Ticket #' box, type 'CPR/AED Class (April 12th, 2025)'.
8. In the 'Payment Amount' box, enter '\$50.00'.
9. Click 'Add Item and Checkout' (green button) to proceed to payment.

Cart Information

Add Payment Items

Payment Category: Miscellaneous

Payment Type: Miscellaneous

Please enter the following information to identify the payment:

Name of Contact Person*

Type of Miscellaneous Payment*

Invoice, Permit, Parking or Ticket #*

Payment

Payment Amount: \$ 50 . 00

[Add Item](#) [Add Item and Checkout](#)

[Next Step: Payment Information](#)

Payment Information

Shopping Cart

Subtotal: \$0.00

[Cancel Transaction](#)

Step 4: Complete Your Payment

10. Follow the on-screen instructions to enter your payment information and confirm your transaction.

Once payment is complete, you should receive a confirmation. Please keep a copy for your records.

Payment Information

Amount Due: \$ 50.00

Payment: \$ 50 . 00

Please select your Payment Method

Credit Card

Name on Card

Card Number

Expiration Month: 03

Expiration Year: 2025

Security Code

Card Zip Code

eCheck

[Back to Payment Information](#) [Next Step: Review Payment](#)

Shopping Cart

Miscellaneous: \$50.00

test - CPRAED Class - CPRAED Class (April 12th, 2025)

Subtotal: \$50.00

Projected Card Fee: \$1.15

Projected eCheck Fee: \$0.50

[Cancel Transaction](#)