

**MAKING A PAYMENT FOR HALL RENTS at <https://payonline.westminster.ac.uk/hallrent>**

**STEP 1: Enter student id and date of birth**

Confirm our terms and conditions before clicking 'Continue' button

**STEP 2 Enter amount to pay**

You can view how much you have to pay at ...

**STEP 3: Check amount and details are correct before clicking 'Continue' button**

Description of item(s) to pay	Total Cost
Hall Rent	£100.00
<b>Total to Pay Now</b>	<b>£100.00</b>

**STEP 4: Enter card details and ..**

**STEP 5: ..billing address and email address**

You will receive email notification of this payment to the email address entered in this screen. Click on 'continue'

**STEP 6: The dynamic currency conversion screen will appear where you will be prompted to select a currency from the ones displayed.**

Currency Code	Exchange Rate	Agreement	Total	Select Option
EUR	1.5113	I choose to pay in my own currency (EUR) at an exchange rate of 1.5113 - which is based on Reuters Wholesale Exchange Rate.	7.56 EUR	<input type="radio"/>
GBP	1.00	I choose to pay in Pounds Sterling (GBP). Exchange rate will be determined by your Card Issuer at a later date and without further consultation.	5.00 GBP	<input type="radio"/>

### STEP 7

You will be prompted by your bank to enter a password to verify that the transaction is authorised by the card owner before completion.

Login / Register    Payment    Review & Confirm

#### Payment Authentication

##### Additional Security Questions Asked By Your Card Issuer

###### Registered Cards

To continue your payment you must answer the additional security questions asked by your card issuer.  
Non-Registered Cards

You may be asked to register for this online security service by your card issuer. Alternatively (depending on your card provider) there may be no further security questions. Please wait a few moments while we process your payment and redirect you to your receipt.

3D Secure

This authentication is known as 3D Secure and includes the schemes shown below.

Verified by VISA    MasterCard SecureCode

If you have any questions regarding this please contact your card provider.

Added Protection  
Please enter characters from your Barclaycard Secure password as asked below.  
[Let not enroll in Barclaycard Secure](#)

Merchant: westminster  
Amount: 10.00 GBP  
Date: 14/09/15  
Card Number: XXXX XXXX  
Personal Message: Welcome to Barclaycard Secure  
Login: [ ]  
Enter the first, fifth and sixth characters of your password: [ ]  
[Forgot your password?](#)

Submit Help Cancel

**Some card providers limit the amount that can be paid online.**

### STEP 8

You will receive automatic email notification of this payment

