

PayMyStudent

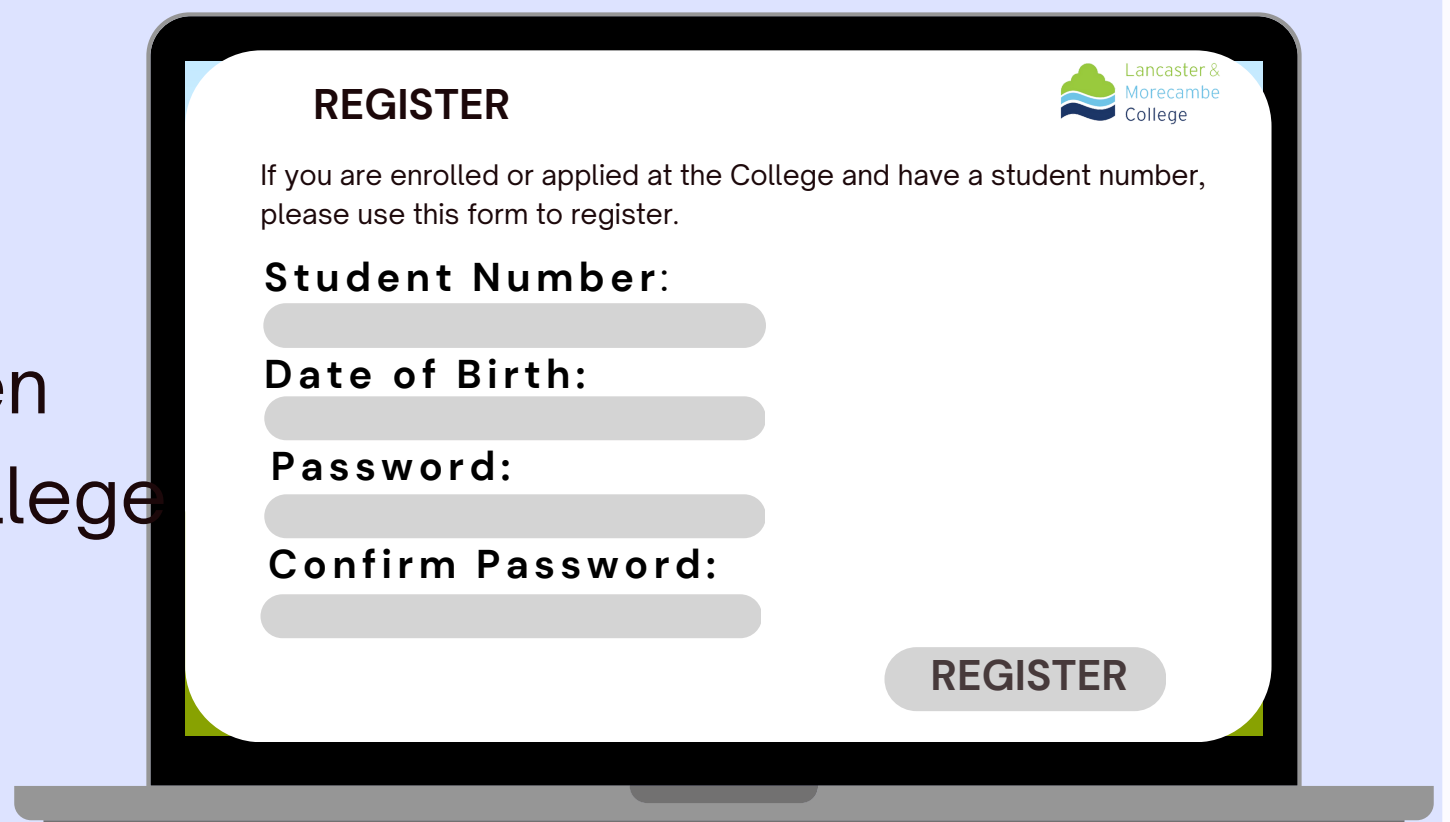
PayMyStudent allows you to apply to the Student Learner Fund, access and track your payments.

01

REGISTRATION

To access PayMyStudent, you need to register to the portal. You will need the following details to register:

- **Student number** - 8 digit number given when you applied/ enrolled at the college
- **Date of Birth**
- **Create a password** - minimum of 8 characters

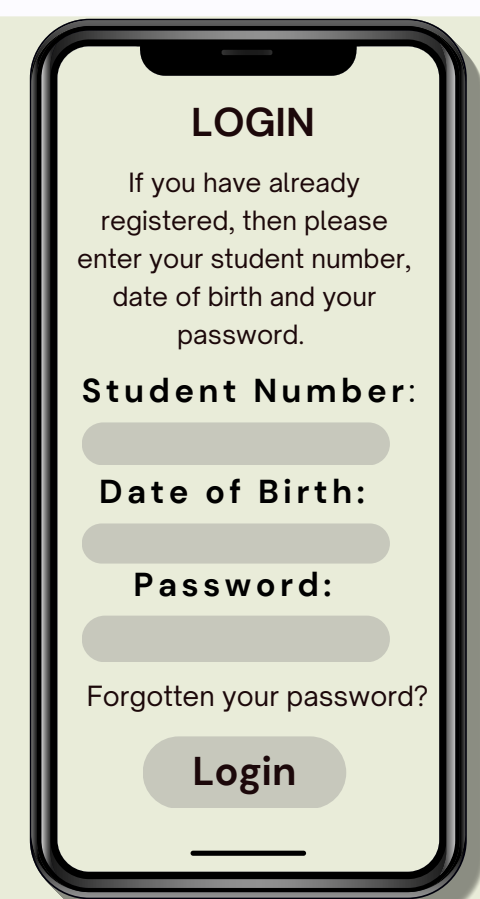


The screenshot shows a laptop screen displaying the 'REGISTER' form. The form includes the Lancaster & Morecambe College logo in the top right corner. Below the logo, it says 'If you are enrolled or applied at the College and have a student number, please use this form to register.' The form has four input fields: 'Student Number:', 'Date of Birth:', 'Password:', and 'Confirm Password:'. Each field has a greyed-out input area. A 'REGISTER' button is located at the bottom right of the form.

02

ACTIVATION

- After your registration, a verification link will be sent to you on your email address. Click the link and your account will be activated. You will be taken to the main portal page.
- Login using your details and the password you created.



The screenshot shows a smartphone screen displaying the 'LOGIN' form. It includes the Lancaster & Morecambe College logo in the top right corner. Below the logo, it says 'If you have already registered, then please enter your student number, date of birth and your password.' The form has three input fields: 'Student Number:', 'Date of Birth:', and 'Password:'. Each field has a greyed-out input area. Below the input fields, there is a link that says 'Forgotten your password?'. A 'Login' button is located at the bottom of the form.

03

APPLICATION

- In the homepage, click the **Application for Funding**.
- Give details about your personal circumstances & the household you live in (inc. total household income & expenses).
- You will then be required to **upload evidence** to support your application.
- Next, enter your **bank account details**. This is mandatory so you don't encounter any delays in payments.
- After uploading all the necessary evidence, please **tick and sign the declaration** and **submit your application form**.



<https://lmc.paymystudent.com/portal/>

For further help, look for Sharon or Rosette in The Hex or call 01524 521469 | 01524521572 or email studentmoney@lmc.ac.uk