

Access Deposit Payment Instructions

Please Note the Following:

A \$20 deposit is required for each fob and physical key you will require. For example, if you require 1x fob and 2x physical keys, your deposit amount is \$60 (i.e. 3 x \$20).

The preferred method of payment is using the Transact Web Order website or Mobile Ordering app available for Mobile Devices (i.e. smartphone or tablet) on the App Store or Google Play. Both methods allow you to make payments using your TBucks Account or Credit Card.

To Pay Your Deposit via Web Order:

1. Visit the following link:
<https://weborder.transactcampus.com/44/203>
2. Login using your UTORid credentials
3. Select 'Key Deposit' under DPES
4. Pay your deposit using Credit Card or TBucks
 - a. You may load funds to your TBucks Account at the following link:
<https://www.utsc.utoronto.ca/tcardplus/>

OR

To Pay Your Deposit via Mobile Order:

1. Download the 'Transact Mobile Ordering' app, available at the following links:
 - ↳ App Store:
<https://apps.apple.com/ca/app/transact-mobile-ordering/id1494719529?fbclid=IwAR2g2cWntCQIAzknIPYoblwqixO-00EnJCLCkG4QkZh6nTlihW44ZsEadt0>
 - ↳ Google Play:
https://play.google.com/store/apps/details?id=com.blackboard.mobileorder&hl=en_CA&fbclid=IwAR0ILTnB-cKY_B38ZBW067nBVmpiqxYwmZB8bFZMCt19r_dCp33qjsgoZfk
2. Select the 'University of Toronto' and login using your UTORid credentials
3. Select 'UofT Department Products & Services' under TCARD+ ECOMMERCE
4. Select 'Key Deposit' under DPES
5. Pay your deposit using Credit Card or TBucks
 - ↳ You may load funds to your TBucks Account at the following link:
<https://www.utsc.utoronto.ca/tcardplus/>

Important Reminder:

Please return your fob or physical key(s) upon the completion of your program of study. Your deposit will subsequently be refunded to your original method of