



# How to purchase share credits

Share credits allow you to share your documents on MyCreds™ and can be purchased at any time.

Go to [learner.mycreds.ca](https://learner.mycreds.ca)

## 01 Go to the documents home page

To purchase share credits, open the document you want to purchase share credits for by clicking on the document title.

MyCreds.ca MesCertif.ca

Documents Badges Profiles Sharing English Zoe Citizen

### Documents

Currently signed in as: @first.last@mail.com Only documents issued to first.last@mail.com are visible here ([Learn more](#)).  
If you have documents issued to another email address and/or Organization sign in, you must sign in to those accounts separately. To merge multiple MyCreds™ accounts, use the [Link Account](#) feature in your [Account settings](#) page. To share your document with a third party, click the SHARE button.

Filter

Organisation	Document	Type	Issued	Status	Actions
University of Western Hobart	<a href="#">Transcript</a>	Transcript	7 Dec 2023	Payment required (view)	
University of Western Hobart	<a href="#">Transcript</a>	Transcript	7 Dec 2023	Available	SHARE
University of Western Hobart	<a href="#">Certificate</a>	Degree Certificate	13 Nov 2023	Available	SHARE
University of Western Hobart	<a href="#">Diploma</a>	Degree Certificate	30 Oct 2023	Available	SHARE
University of Western Hobart	<a href="#">Transcript</a>	Transcript	30 Oct 2023	Available	SHARE

## 02 Click Pay button

To purchase your first share credit. Click the “Pay” button.

MyCreds.ca MesCertif.ca

Documents Badges Profiles Sharing English Zoe Citizen

Information Access control History

University of Western Hobart Transcript

Payment required (share) Expires: N/A

CERTIFIED

You will need to purchase at least one share credit for 15.00 CAD each to access and share this document. No share credits remaining. Payment of 15.00 CAD is required to purchase a share credit.

BACK

YOUR DOCUMENT WILL APPEAR HERE

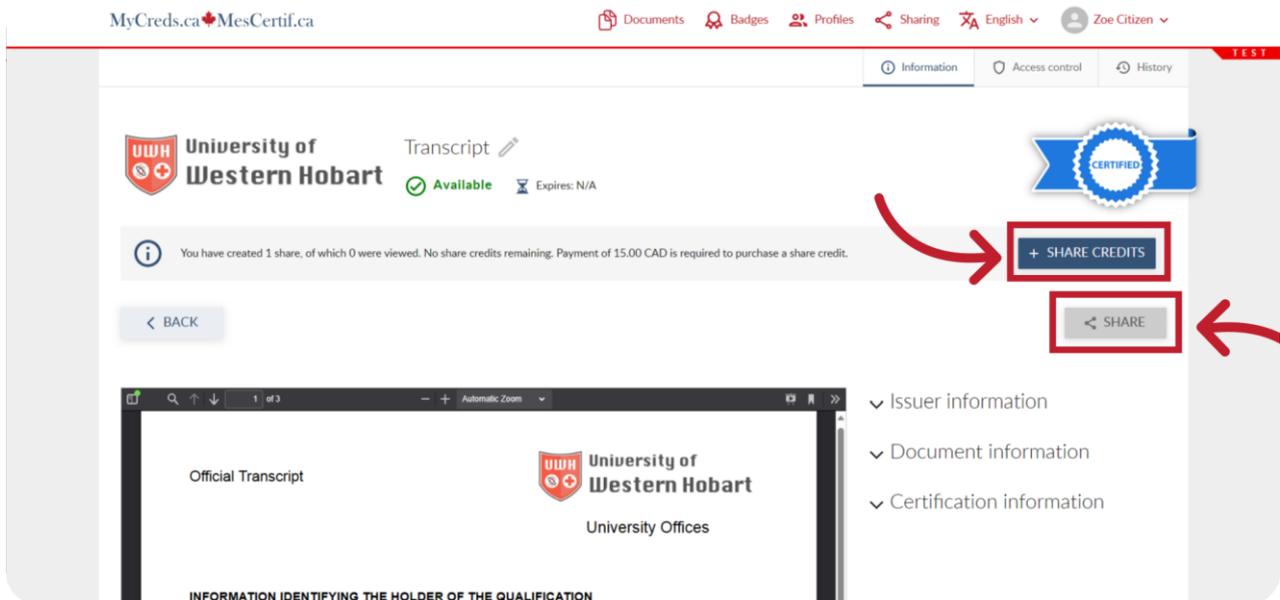
- Issuer information
- Document information
- Certification information



### 03 Click the "+ Share Credits" button.

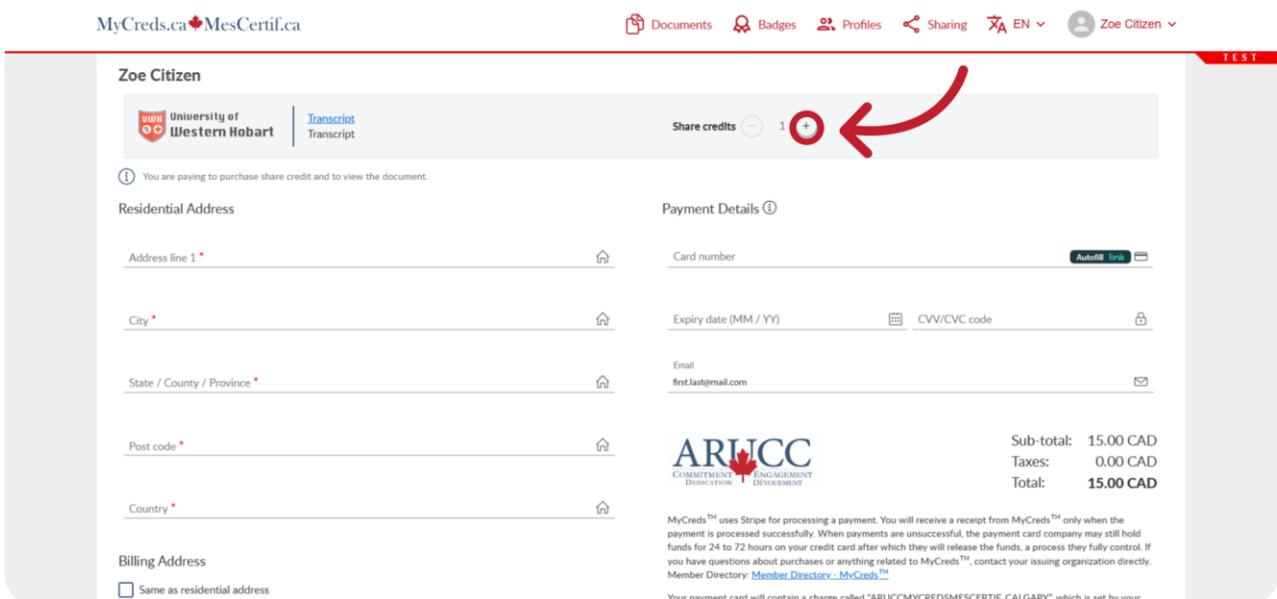
If you have used previous share credits and need to add more, click the plus "Share Credits" button.

If you have no share credits remaining, the share button will appear gray and will not be selectable.



### 04 Add the number of share credits you wish to purchase.

Add the number of share credits you wish to purchase. One share requires one credit.





## 05 Fill out your Residential Address and billing information.

Fill out your current Residential Address.

The screenshot shows the MyCreds.ca checkout page for Zoe Citizen. The page is divided into two main sections: Residential Address and Payment Details. The Residential Address section is highlighted with a red box and contains the following information:

- Address line 1: 123 Main Street
- City: Ottawa
- State / Country / Province: Ontario
- Post code: XXX XXX
- Country: Canada

The Payment Details section includes:

- Card number (with an Autofill link)
- Expiry date (MM / YY) and CVV/CVC code
- Email: first.last@email.com

Below the payment details, there is a summary of charges:

Sub-total:	15.00 CAD
Taxes:	0.00 CAD
<b>Total:</b>	<b>15.00 CAD</b>

At the bottom of the page, there is a "Billing Address" section with a checkbox for "Same as residential address".

## 06 Postal or zip code must match billing address with payment card.

Provide your billing information as it appears on the card statement.

Note that the billing address and postal or zip code you enter must match the billing address associated with your payment card.

The screenshot shows the MyCreds.ca checkout page for Zoe Citizen, focusing on the Billing Address section. The Billing Address section is highlighted with a red box and contains the following information:

- Address line 1: (empty)
- City: (empty)
- State / Country / Province: (empty)
- Post code: (empty)
- Country: (empty)

Below the billing address section, there is a checkbox for "Save your address details for future transactions".

The Payment Details section is visible on the right side of the page, showing the same summary of charges as in the previous screenshot:

Sub-total:	15.00 CAD
Taxes:	0.00 CAD
<b>Total:</b>	<b>15.00 CAD</b>

At the bottom of the page, there is a "Powered by stripe" logo and "CANCEL" and "PAY" buttons.



## 07 Fill out your payment details

Fill out your card details by entering your payment card number, your card's expiry date, and the CVV or CVC code, which is typically a three or four digit number found on your payment card

The screenshot shows the MyCreds.ca payment interface. The user is Zoe Citizen. The page title is "University of Western Hobart Transcript". The "Residential Address" section is filled out with: 123 Main Street, Ottawa, Ontario, XXXX XXXX, Canada. The "Payment Details" section is highlighted with a red box and contains: Card number XXXX XXXX XXXX 4321, Expiry date (MM / YY) 12 / 25, and CVV/CVC code 123. The email field is filled with first.last@gmail.com. The ARUCC logo is visible, along with a summary: Sub-total: 15.00 CAD, Taxes: 1.95 CAD, Total: 16.95 CAD. A note at the bottom states: "Your payment card will contain a charge called 'ARUCCMYCREDSMESCERTIF, CALGARY', which is set by your".

## 08 Automatic Email Address Entry.

Your email address will be entered automatically.

This screenshot is identical to the previous one, but the "Payment Details" section is not highlighted. Instead, the "Email" field, which contains first.last@gmail.com, is highlighted with a red box. This illustrates the automatic entry of the email address.



## 09 Click pay.

Confirm the payment details are correct and then click "Pay".

**Zoe Citizen**

University of Western Hobart | Transcript

Share credits - 1 +

**Residential Address**

Address line 1 \*  
123 Main Street

City \*  
Ottawa

State / Country / Province \*  
Ontario

Post code \*  
XXX XXX

Country \*  
Canada

**Payment Details**

Card number  
XXXX XXXX XXXX 4321

Expiry date (MM / YY)  
12 / 25

CVV/CVC code  
123

Email  
first.last@email.com

**ARUCC**  
COMMITMENT ENGAGEMENT  
DEDICATION DEVOURMENT

Sub-total: 15.00 CAD  
Taxes: 1.95 CAD  
Total: **16.95 CAD**

MyCreds™ uses Stripe for processing a payment. You will receive a receipt from MyCreds™ only when the payment is processed successfully. When payments are unsuccessful, the payment card company may still hold funds for 24 to 72 hours on your credit card after which they will release the funds, a process they fully control. If you have questions about purchases or anything related to MyCreds™, contact your issuing organization directly. Member Directory: [Member Directory - MyCreds™](#)

Your payment card will contain a charge called "ARUCCMYCREDSMESCERTIF, CALGARY", which is set by your issuing organization and applied by the ARUCC MyCreds National Network.

Powered by stripe

CANCEL PAY

## 10 Payment processed successfully.

Your share credits will be automatically added to your document.

MyCreds.ca MesCertif.ca

Documents Badges Profiles Sharing English Zoe Citizen

Information Access control History

**Your payment for 1 credit has been processed successfully.**  
You are now able to share this document using the SHARE button below.

**University of Western Hobart** Transcript  
Available Expires: N/A

**1 share credit remaining.** + SHARE CREDITS

BACK SHARE

Official Transcript

**University of Western Hobart**  
University Offices

- Issuer information
- Document information
- Certification information



## 11 Ready to share your document.

The share button will now be blue and you will be able to click on it to share your document.

The screenshot shows the MyCreds.ca interface for a document from the University of Western Hobart. A green notification banner at the top states: "Your payment for 1 credit has been processed successfully. You are now able to share this document using the SHARE button below." The document is titled "Transcript" and is marked as "Available" with an expiration of "N/A". A blue "CERTIFIED" badge is visible. Below the document details, there is a message: "You have not created any shares for this document yet. 1 share credit remaining." and a "+ SHARE CREDITS" button. A "BACK" button is on the left, and a "SHARE" button is on the right, highlighted with a red box. A preview of the document is shown below, displaying the University of Western Hobart logo and "Official Transcript" and "University Offices". On the right side, there are expandable sections for "Issuer information", "Document information", and "Certification information".

## 12 Important information

If the receiving organization still has access to the original share, you may not need to pay for and re-share the document, when updates to interim or final marks are made by your issuing organization.

The issuing organization sets the fee policy for your documents.

The screenshot shows the "Documents" page on MyCreds.ca. The user is signed in as "first.last@mail.com". A message states: "Only documents issued to first.last@mail.com are visible here (Learn more). If you have documents issued to another email address and/or Organization sign in, you must sign in to those accounts separately. To merge multiple MyCreds™ accounts, use the Link Account feature in your Account settings page. To share your document with a third party, click the SHARE button." There is a search filter and a "SHARE SELECTED" button. A table lists documents with columns for Organisation, Document, Type, Issued, Status, and Actions.

Organisation	Document	Type	Issued	Status	Actions
University of Western Hobart	Transcript	Transcript	7 Dec 2023	Payment required (view)	
University of Western Hobart	Transcript	Transcript	7 Dec 2023	Available	SHARE
University of Western Hobart	Certificate	Degree Certificate	13 Nov 2023	Available	SHARE
University of Western Hobart	Diploma	Degree Certificate	30 Oct 2023	Available	SHARE
University of Western Hobart	Transcript	Transcript	30 Oct 2023	Available	SHARE



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Please contact your education provider or the organization that issued your document if you have further questions about fees, credits or document inquiries.

Learn More About MyCreds™ at [mycreds.ca/learners](https://mycreds.ca/learners)

**Please contact your education  
provider or the organization that  
issued your document if you  
have further questions.**

Learn More About MyCreds™

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