#### Go To DCU Homepage and type in DCU Key in the Search Bar



#### Then click on the first result

# **Search Results**



#### You maybe asked to sign in at this point if you are not already

#### Once in this screen click on the Pay Fees tile

DCU Key							
Unlock your stu	udent journey with DCU Key - the new home of stude	ent information at DCU.	upport				
	My Profile	Pay Fees					
	$\overline{ \cdot \cdot \cdot }$						
	$-\overline{\triangleright}$						
	v						
	Update your Personal Information at a time	Pay Your Fees					

You will then need to complete your Multi-Factor Authentication

### **Account Login**



You will then be brought to the payment screen. As you are pre paying your Card/Exam Fee your balance will appear as 0 however you can still click on Make Payment.

DCU Oliscoil Chathair Bhaile Átha Cliath Dublin City University						
A My Account - My Profile - Make Payment Payme	nt Plans Help -					
Announcement	Save time when paying. Set up a preferred payment profile	in the <b>Payment Profile</b> page.				
Welcome to Dublin City University Student Account Centre • You can:	Multi-factor authentication is required for account security, complete your setup in the Security Settings page.					
<ul> <li>View your current account activity</li> <li>Make a payment</li> <li>Enrol in a payment plan</li> <li>You can also allow your parent/guardian to access your account to make payments and view your current activity to adding them as an Authorised</li> </ul>	Student Account Balance	ID:				
User International Students can make payment through TransferMate		View Activity Make Payment				
Security Settings	Statements					
Set up two-step verification by selecting My Profile > Security Settings	Click the button to view your current account balance and det	ails. View On Demand Statement				

Here you can type in the amount 150 and click on add

## Account Payment

Amour	nt		Method		C	onfirmation		Receipt	
Payment Date:	16/05/25								
Current Account Enter payment amount and Student Account   €0.00	t Balance click 'Add' to include	tin the payment t	otal. 150.00	Add					
							Payment Total		€0.00
									Continue

### This will then populate the amount and click on Continue

Account F	Payment	t						
Amou	Int	1	Aethod		Confirmation		Receipt	
Payment Date:	16/05/25							
Current Accour	nt Balance	de in the payment to	ital.					
Student Account   €0.0	0	€	150.00	Remove				
						(Student Account) Payment Total		€150.00 <b>€150.00</b>
							[	Continue

As your account was 0 you will be prompted to confirm you want to make the payment just click ok



You will then need to select to pay be Credit or Debit Card (Please note that TransferMate INTL option is only for those who want to use a Bank Account outside of Ireland) Then click continue



You will then need to fill in all your card and personal details and click Continue and the payment should go through.

PLEASE NOTE: Do not use any special characters (!"#\$%&'()\*+,-./:;<=>?@[]^\_`{\}~) in your name or address or you will get a Payment Broker Error

## Account Payment

Amount		Method	Confirmation	Receipt
				* Indicates required information
Amount:	€150.00			
Method:*	Credit or Debit Card	~		
Cardholder Name *				0
Card Number *				0
Expiration *			MM	/ үү 👻
Security Code *				0
Email *				0
Phone Number *			Ireland +353 🗸	
Country *			Ireland	~
Billing Address 1 *				
Billing Address 2			Optional	
Billing Address 3			Optional	
City *				
Eircode *			A00 AAAA	٥
Save payment method f	or future use?			Back Cancel Continue