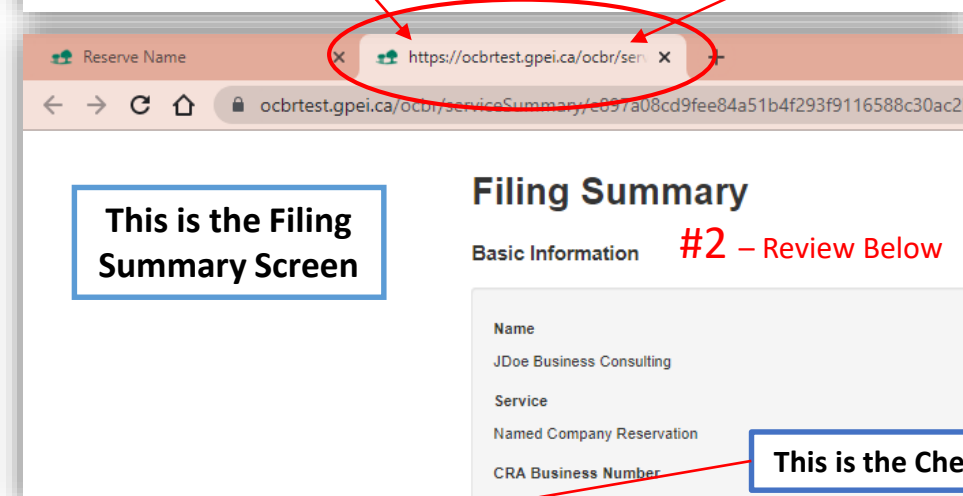
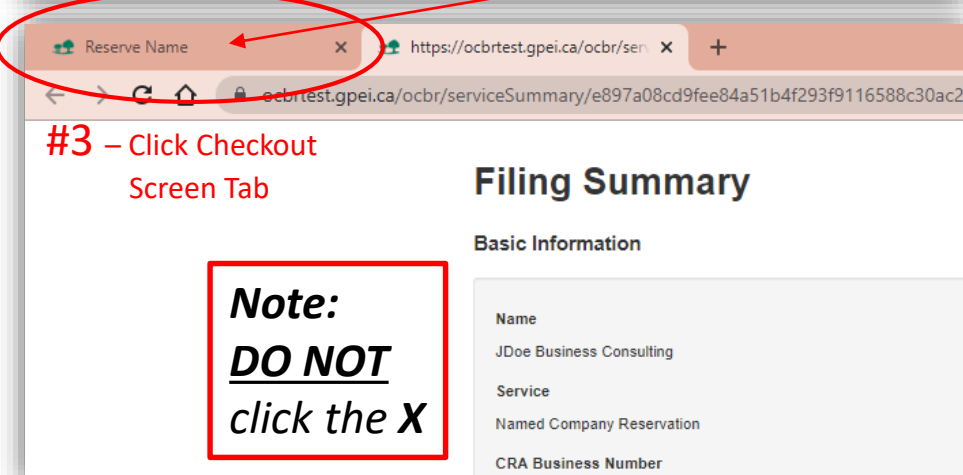


To move from the checkout screen to the payment screen, you need to complete the following actions:

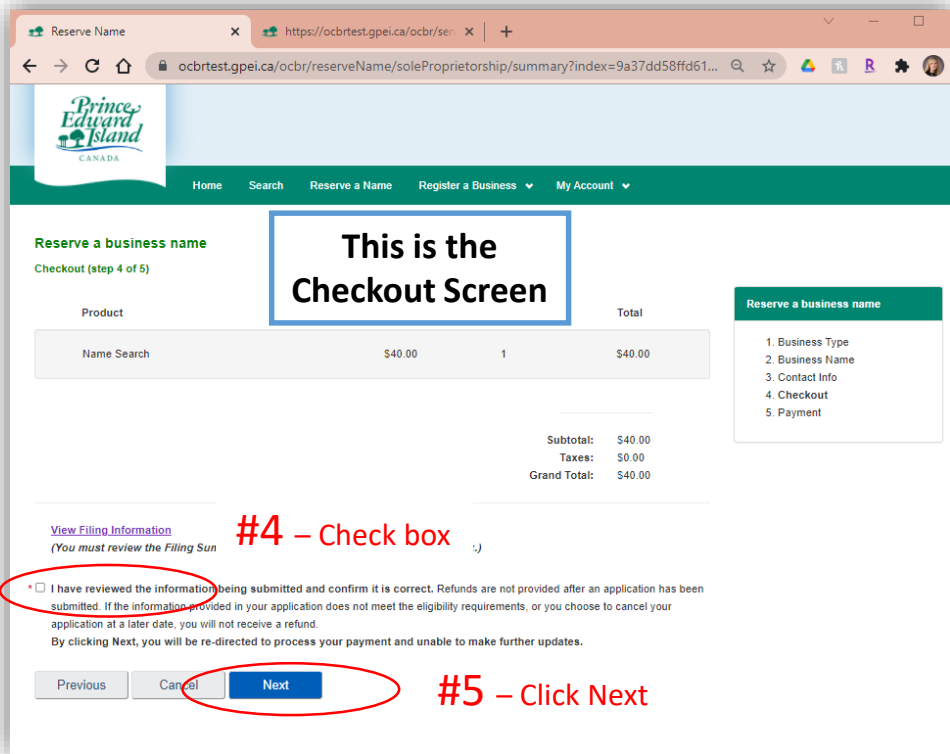
1. Click **View Filing Information**
 - *Clicking View Filing Information will open a separate tab in your internet browser. See below.*



2. Review the information in the Filing Summary



3. Click on the Checkout Screen tab to get back to the Checkout Screen.
Depending on the type of application you are working on the following titles could show in the Checkout tab:
- **Reserve Name** (current example)
 - **Renew Entity**
 - **Re-register**
 - **Submit Annual Return**



The screenshot shows the OCBR checkout page. A blue box highlights the text "This is the Checkout Screen". A table lists the product "Name Search" for \$40.00. A sidebar on the right shows the checkout steps: 1. Business Type, 2. Business Name, 3. Contact Info, 4. Checkout, 5. Payment. A red circle highlights a checkbox with the text "#4 - Check box". Below the checkbox, a red circle highlights the "Next" button with the text "#5 - Click Next".

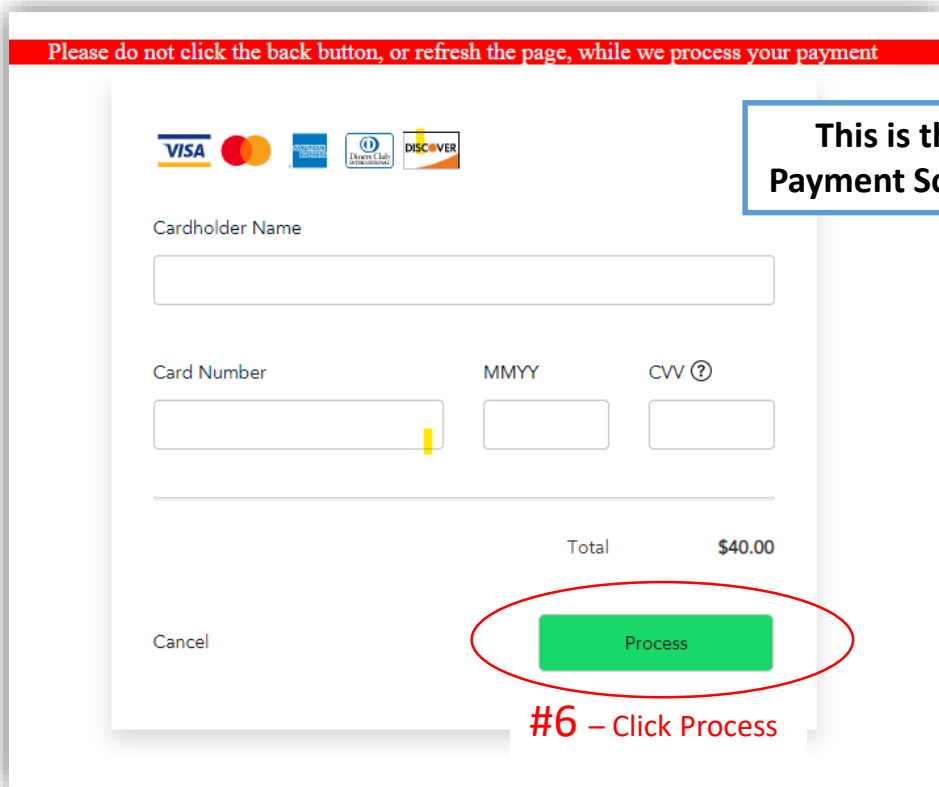
| Product | Total |
|--------------|---------|
| Name Search | \$40.00 |
| Subtotal: | \$40.00 |
| Taxes: | \$0.00 |
| Grand Total: | \$40.00 |

I have reviewed the information being submitted and confirm it is correct. Refunds are not provided after an application has been submitted. If the information provided in your application does not meet the eligibility requirements, or you choose to cancel your application at a later date, you will not receive a refund. By clicking Next, you will be re-directed to process your payment and unable to make further updates.

Previous Cancel **Next**

4. Check box ***"I have reviewed the information..."***

5. Click ***Next***



The screenshot shows the OCBR payment screen. A red banner at the top reads "Please do not click the back button, or refresh the page, while we process your payment". Logos for VISA, Mastercard, American Express, Discover, and Interac are displayed. A blue box highlights the text "This is the Payment Screen". The form includes fields for Cardholder Name, Card Number, MMY, and CVV. A red circle highlights the "Process" button with the text "#6 - Click Process".

Cardholder Name

Card Number MMY CVV ?

Total \$40.00

Cancel **Process**

6. Put your credit card information in and Click ***Process***

**This is the
Confirmation/Receipt
Screen**

Reserve a business name
Receipt for Business Name Reservation
JDoe Business Consulting

Your payment was successful. A confirmation email with a copy of this receipt will be sent shortly. [Print](#)

| | | | |
|------------------|---------------------|---------------------|--------------------------|
| Date | 2023-06-30 15:46:10 | Transaction Total | \$40.00 |
| Purchase ID | 128088 | Status | APPROVED |
| Card Holder Name | Corporate Registry | Order ID | FIS_54969_20230630034532 |
| Auth Code | KN7154 | Response / ISO Code | 027 / 1 |

Products Purchased

| Product | Price | Quantity | Total |
|-------------|---------|----------|---------|
| Name Search | \$40.00 | 1 | \$40.00 |

| | |
|-------------|---------|
| Subtotal | \$40.00 |
| Taxes | \$0.00 |
| Grand Total | \$40.00 |

#7 – Review Status

7. Review your Status to confirm your transaction was completed.

- Status should say **APPROVED**
- Receipt will be emailed to your email account, but you can also print a receipt from this screen

You have completed the Checkout Process. Please review your email to see if there are further steps required.

If there are any questions or you are still having trouble with the checkout process, email askcorporateregistry@gov.pe.ca or call 902-368-4550 Ext 1 (*please leave a voicemail if you are unable to reach us*)