

## **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 Mobile Ordering’ app, available for Mobile Devices (i.e. smartphone or tablet) on the App Store or Google Play. The app allows you to make payments using your TBucks Account or Credit Card.
- If you do not own a Mobile Device or unable to install and set-up the ‘Transact Mobile Ordering’ app, please email the [Administrative and Financial Assistant](#) with your student number and authorization to charge the deposit to your TBucks Account.

### To Pay Your Deposit:

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=IwAR2g2cWntCOIAzknIPYoblwqixO-00EnJCLCkG4QkBh6nTlhw44ZsEadt0>
  - Google Play:  
[https://play.google.com/store/apps/details?id=com.blackboard.mobileorder&hl=en\\_CA&fbclid=IwAR0ILTNB-cKY\\_B38ZBW067nBVmpiqxYwmZB8bFZMCt19r\\_dCp33qjsgoZfk](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’
3. Select ‘UofT Department Products & Services’ under TCARD+ ECOMMERCE
4. Select ‘DPES 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/>
6. Repeat steps 3-5 for each additional \$20 deposit.

### 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 payment (TBucks or Credit Card).

Refund Notes:

TBucks are not refundable with the exception of withdrawal or graduation from the University of Toronto. If applicable, please submit TBucks refund request to [tcardplus@utoronto.ca](mailto:tcardplus@utoronto.ca).

Individuals wanting to receive their refund before withdrawal or graduation from the University of Toronto are encouraged to pay their deposit using credit card on the 'Transact Mobile Ordering' app.