



## How to Make Payment via The Shop Link

1. Open the Payment Link provided by one of the staff members at the Test Centre.
2. Once open, it will show the homepage. If you're paying for 1 exam, click 'Add to Basket'.  
If you're paying for more than 1 exam, click the plus sign to the number of exams you're paying for and click 'Add to Basket'.

The screenshot shows the Northumbria University Online Store homepage. The top right corner displays 'Online Store' and a shopping basket icon with 'Items: 0 £0.00'. The main content area features a product titled 'Full OSCE payment' priced at £794.00. Below the price is a quantity selector set to '1' and an 'Add to Basket' button. The product description states: 'Payment link for a full OSCE at the NMC Competence Test Centre at Northumbria.' Below this is a 'Recently Added' section with four items: 'Sport Occasional Use Parking Permit' (£50.00), 'Conferencing & External Hire', 'Coach Lane East Monthly Parking Payment' (£35.00), and 'Vacation Permit 2022/23'. The footer contains contact information for Newcastle City Campus and links for Home, Terms and Conditions, and Privacy policy.

3. Click 'Shopping Basket'.
4. Click 'proceed to checkout'.

The screenshot shows the 'Shopping Basket' page. The top right corner displays 'Online Store' and a shopping basket icon with 'Items: 1 £794.00'. The main content area features a 'Shopping Basket' section with a 'Clear Basket' button and two buttons: 'Continue Shopping' and 'Proceed to Checkout'. Below this is a table listing the items in the basket:

Item	Quantity	Unit Price	Total Cost
<b>Product Catalogue</b>			
Full OSCE payment	1	£794.00	£794.00
Total Before VAT			£794.00
VAT			£0.00
Total			£794.00

Below the table are two buttons: 'Continue Shopping' and 'Proceed to Checkout'. The footer contains contact information for Newcastle City Campus and links for Home, Terms and Conditions, and Privacy policy.

5. You will need to then enter your email address in the 'New Customer' section and click 'Register'.

Northumbria University  
NEWCASTLE

Online Store

Navigation

- Home
- Product Catalogue
- Conferences & Events
- Short Courses
- Help & Information

All Departments

Search this Site

Help My Account Shopping Basket Items: 1 £794.00

### Login / Register

#### New Customer

Enter your email address and either register as a new customer to store your details for future visits or continue as a guest without creating an account.

Email Address \*

Register Continue as Guest

#### Login

Email Address \*

Password \*

Forgotten password Login

#### Forgotten Your Password?

We will send password reset instructions to the email address associated with your account. Please type your email address below.

Email Address \*

Send

6. Fill out all the information on the page called 'Register New Account'.

Navigation

- Home
- Product Catalogue
- Conferences & Events
- Short Courses
- Help & Information

All Departments

Search this Site

### Register New Account

#### Email Address and Password

Email Address \*

Confirm Email Address \*

Password \*

Confirm Password \*

#### Your Details

Title \* Please Select

First Name \*

Last Name \*

Contact Telephone Number \*

Company / Organisation

Student Number

#### Your Address

Address Name (e.g Home or Work) Home

This will be used as a title to describe your saved address when you return.

Country \* UNITED KINGDOM

Please enter Postcode \*

7. At the end of the form, it will ask you to answer a question. E.g. '2 + 4 =' You will need to work out the calculation and put your answer in the box, e.g. '6' then click Continue.

2 + 4 =

Validated

Continue

- You will then need to fill out the 'Additional Information Required' section relating to your OSCE exam.
- If you're paying for more than one person, write the additional candidates in this area and click Continue.





The screenshot shows the 'Additional Information Required' section of the Northumbria University Online Store. The page includes a navigation menu on the left with links for Home, Product Catalogue, Conferences & Events, Short Courses, and Help & Information. Below the navigation is a search bar with the text 'Search this Site' and a magnifying glass icon. The main content area is titled 'Additional Information Required' and contains several sections: 'Full OSCE payment' (a light blue bar), 'Candidate Details' (a section with three input fields for 'Candidate's Name', 'PRN', and 'Date of Exam'), and 'Additional Candidate's (if applicable)' (a section with two input boxes, each preceded by a question mark icon and a label: 'Please enter additional candidate names and PRN's' and 'Additional box - enter 'None' if not applicable'). A green 'Continue' button is located at the bottom of the form. The footer contains contact information for the Newcastle City Campus and links for Home, Terms and Conditions, and Privacy policy.

- If your Billing Address is the same, click 'select'.  
If your Billing Address is different, click 'Edit' and enter the correct Billing Address.

The screenshot shows the 'Select Billing Address' section of the Northumbria University Online Store. The page includes a navigation menu on the left with links for Home, Product Catalogue, Conferences & Events, Short Courses, and Help & Information. Below the navigation is a search bar with the text 'Search this Site' and a magnifying glass icon. The main content area is titled 'Select Billing Address' and contains a box with the address: 'Home, Ellison Building, Ellison Place, Newcastle Upon Tyne, Tyne And Wear, UNITED KINGDOM'. To the right of the address are two buttons: 'Edit' (a grey button) and 'Select' (a green button). Below this box is a large green button labeled 'Add New Address'. The footer contains contact information for the Newcastle City Campus and links for Home, Terms and Conditions, and Privacy policy.

11. Fill out your Card Details and click 'Continue'.

### Enter Debit / Credit Card Details

Card Type \*   Mastercard  
  Visa  
  Visa Debit  
  Maestro (Switch)

? Cardholder Name \*

? Card Number \*

? Card Security Code \*

Expiry Date \*

Start Date

*Order amount: £794.00 . You will be able to review your order on the next screen.*


[Continue](#)

12. Payment is now complete, and you will receive an email with the receipt.

If you have logged in previously and unsure what your password is, you can reset your password. To do this, if you click on 'My Account' at the top of the page. Then scroll to the bottom of the page to find the section 'Forgotten Your Password'. If you enter your email address in here, an email will then be sent with instructions on how to reset your password.

[? Help](#) [My Account](#) [Shopping Basket](#) Items: 0 £0.00

### Login / Register

 You are now logged out of your account.

#### New Customer

Enter your email address to register a new account to store your details for future visits.

Email Address \*

[Register](#)

#### Login

Email Address \*

Password \*

[Forgotten password](#) [Login](#)

#### Forgotten Your Password?

We will send password reset instructions to the email address associated with your account. Please type your email address below.

? Email Address \*

[Send](#)

If you have any further questions, please contact the NMC Test Centre Administration Team on 0191 300 2441.