Credit Card Payment Tutorial

Get Hired UBC Virtual Fair payments can be made through Credit Card (Visa or MasterCard only).

Credit Card Payments through CareersOnline

Step 1: Log into CareersOnline at https://ubc-csm.symplicity.com/employers

Step 2: Expand the Event Registration/Bookings option on the left sidebar menu.

Step 3: Select “Career Fairs” under the “Event Registrations/Bookings” menu and search for Get Hired UBC Virtual Fair and click the “Registered (Pending)” button.
Step 4: Click on the “Accounting Tab” and scroll down to the bottom of your invoice where you will see the “Pay by Credit Card Button” to pay by Visa or MasterCard