How to purchase share credits

Share credits allow you to share your documents on MyCreds™ and can be purchased at any time.

Go to learner.mycreds.ca

01 Go to the documents home page

To purchase share credits, open the document you want to purchase share credits for by clicking on the document title.

02 Click Pay button

To purchase your first share credit. Click the “Pay” button.
03. Click the "+ Share Credits" button.

If you have used previous share credits and need to add more, click the plus "Share Credits" button.

If you have no share credits remaining, the share button will appear gray and will not be selectable.

04. Add the number of share credits you wish to purchase.

Add the number of share credits you wish to purchase. One share requires one credit.
05 Fill out your Residential Address and billing information.

Fill out your current Residential Address.

06 Postal or zip code must match billing address with payment card.

Provide your billing information as it appears on the card statement. Note that the billing address and postal or zip code you enter must match the billing address associated with your payment card.
07 Fill out your payment details

Fill out your card details by entering your payment card number, your card’s expiry date, and the CVV or CVC code, which is typically a three or four digit number found on your payment card.

08 Automatic Email Address Entry.

Your email address will be entered automatically.
09 Click pay.

Confirm the payment details are correct and then click “Pay”.

10 Payment processed successfully.

Your share credits will be automatically added to your document.
11 Ready to share your document.

The share button will now be blue and you will be able to click on it to share your document.

12 Important information

If the receiving organization still has access to the original share, you may not need to pay for and re-share the document, when updates to interim or final marks are made by your issuing organization.

The issuing organization sets the fee policy for your documents.
Please contact your education provider or the organization that issued your document if you have further questions about fees, credits or document inquiries.

Learn More About MyCreds™ at mycreds.ca/learners