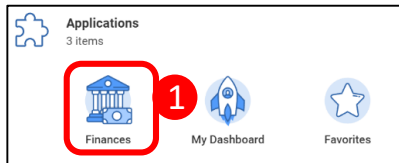


Student and Third Party Payment by Credit Card

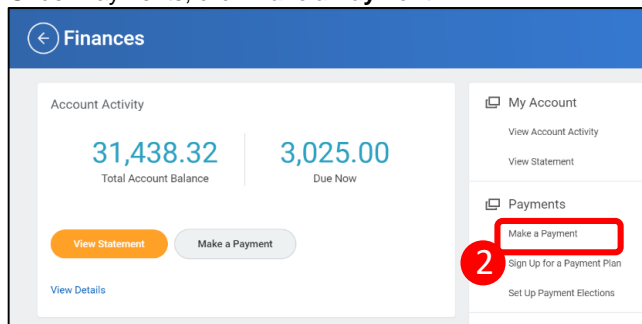
Make a Payment

You can do this right from your Home page. Please note that ACH payments are accepted from US Checking and Savings accounts. Credit card payments are now accepted as well.

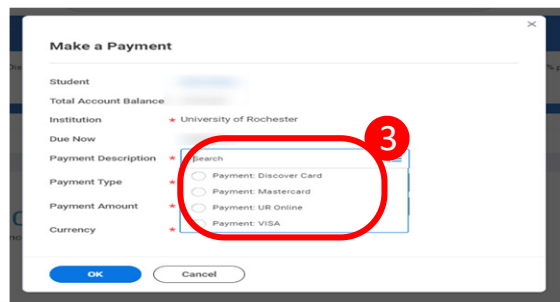
1. Click the **Finances Application** on your home page



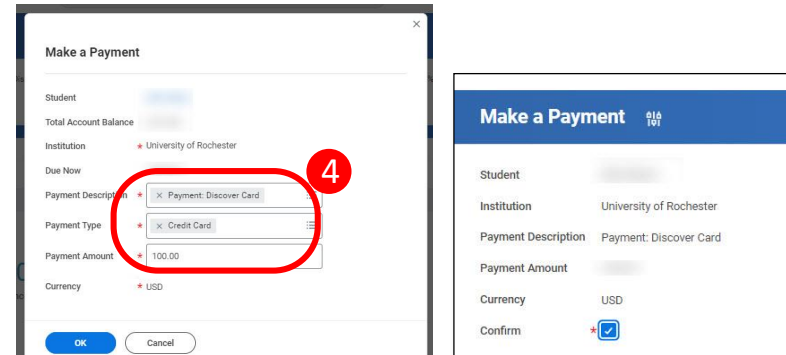
2. Under Payments, click **Make a Payment**



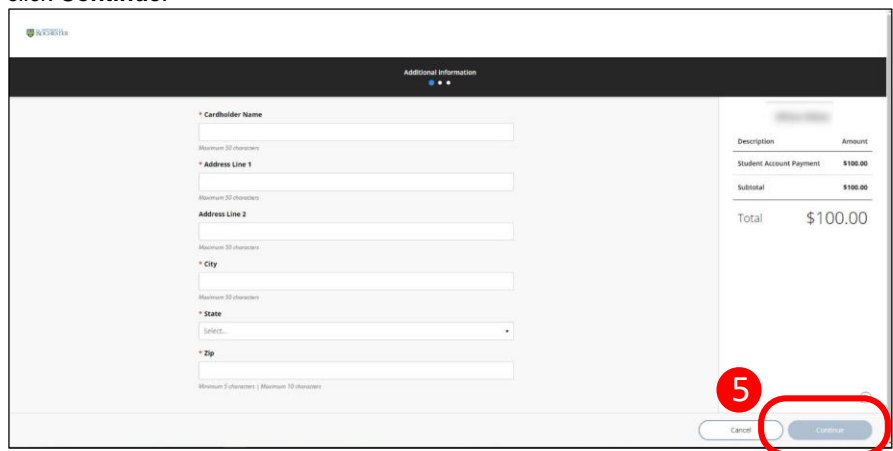
3. In the **Make a Payment** box select the type of credit card (Discover/Mastercard/VISA) under **Payment Description**



4. In the **Payment Type** field select **Credit Card**. Enter the **Payment Amount** that you would like to make. Default is what is currently due. Click **OK**. On the next screen, place a checkbox on **Confirm**.



5. You will be taken to an external credit card transaction system where you will be asked to enter all Cardholder information and billing address. The Student name and Payment amount that you had confirmed to pay earlier will be indicated towards the right side of the screen. Once you have entered the information, click **Continue**.



Student and Third Party Payment with Credit Card



Make a Payment (continued)

- Next, you will be asked to enter your credit card information and place a check mark on the acknowledgement statement.

- There is a service charge that will be included in your total as part of using a credit card. This service charge is calculated based on amount you are paying and the type of credit card being used. This service charge goes directly to the vendor ' Transact Campus' for processing the payment and not to the University of Rochester. The student account transactions page will not reflect the service charge.

Make a Payment (continued)

- On the next screen, please enter the email address to which you would like the payment receipt to be emailed. Please review the Summary, Payment Details and Additional Information section. Click on the **Pay** button.

- Once the payment is successful, you will receive a payment receipt in your email from bursarsoffice@admin.rochester.edu. The student account transaction page will also be updated to show a credit card payment has been made with the payment amount indicated. Please note that there could be a few seconds delay to post to account. *Refunds are sent back to either a bank account or via check.*