

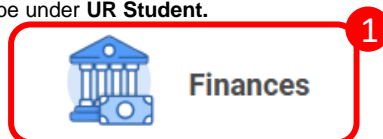
Student and Third Party Payment by Credit Card

Make a Payment

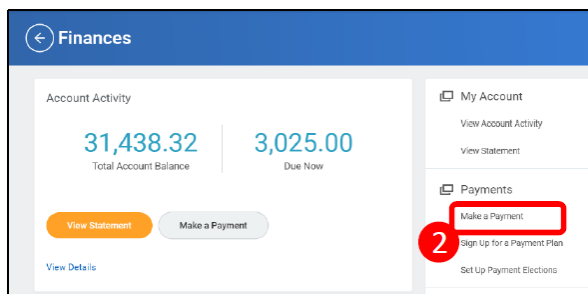
You can do this right from your Home page. Please note that ACH payments are accepted from US Checking and Savings accounts. Credit card payments are now accepted as well.

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

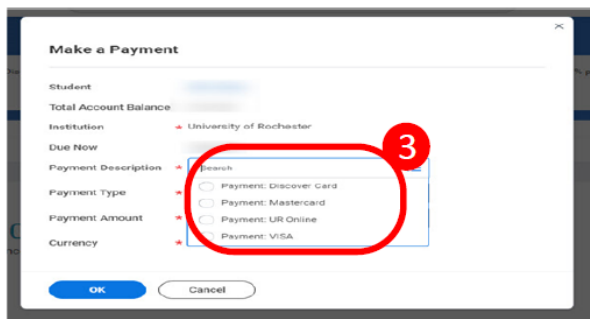
Note: If you do not have the **Finances** application in Your Top Apps, navigate to the Menu. The **Finances** application will be under **UR Student**.



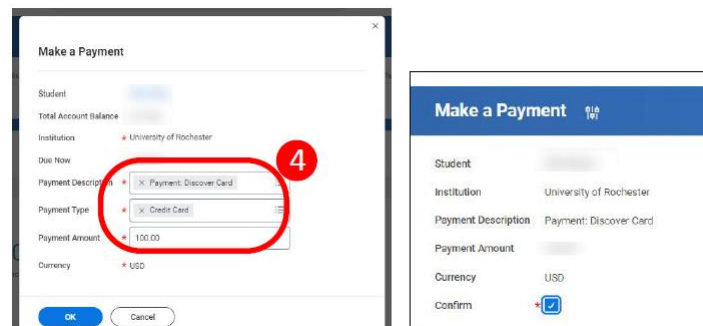
2. Under Payments, click **Make a Payment**



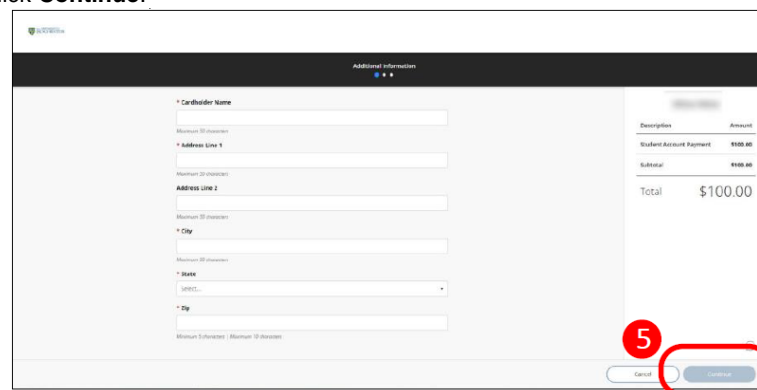
3. In the **Make a Payment** box select the type of credit card (**Discover/Mastercard/VISA**) under Payment Description.



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 by 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.

Payment method

How would you like to pay?

Payment amount
\$100

Payment method
New credit or debit card

AMERICAN EXPRESS DISCOVER JCB MASTERCARD VISA

* Card number
[Redacted]

* Expiration date
[Redacted]

* Security code
[Redacted]

* Zip/Postal code
[Redacted]

International cardholders may input "N/A"

☒ This site is owned and operated by Transact Campus, Inc. I acknowledge that I have read and accept the terms and conditions of the Transact Campus, Inc. user agreement.

- 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*)

Service charge
\$3

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service charge of \$3, so your total amount is \$103. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

By selecting continue, I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge of \$3 for the use of Transact Campus SmartPay.

Please review your information below.

Email address
[Redacted]

Summary

Student Account Payment	\$100.00
Service Charge	\$3.00
Total	\$103.00

Payment details

Card number
[Redacted]

Expiration date
[Redacted]

Zip/Postal code
[Redacted]

Additional information

Cardholder Name
[Redacted]

Pay \$103

- 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 bursar@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.*

Receipt Number: 86
Customer: [Redacted]
University of Rochester - Student Accounts
Date: 06/14/2022

Student Account Payment
Service Charge
Total

Payments Received
Credit Card Payment
Discovered XXXXXXXXXX0000
Authorization 711973
Total

Thank you for the payment.