Self Service Payments

Before You Begin

IMPORTANT: Make sure your browser is setup to ‘accept third party cookies’. Please refer to the instructions in the document: How to Enable Third Party Cookies in Your Browser.

If you are using Internet Explorer as your browser, be sure that Compatibility View is checked under Tools on the Command bar.

Making an Online Payment

A 2 ½ % convenience fee will be added to the transaction amount for credit/debit card transactions. There is no convenience fee for electronic check transactions.

After you sign in to PASS, go to the Student Center by clicking on Self Service then Student Center.

Make a Payment

1. Click on the “make a payment” link below the Account Summary box in the Finances section on your Student Center page.

NOTE: You can also go to Account Inquiry and then to the Electronic Payments/Purchases tab or click the Make a Payment button located under the Campus Finances section on the Self Service page.
2. Enter the amount of payment you want to make in the Payment Amount column.

3. Then click the “Next” button.

4. Select a Payment Method from the drop down box.

5. Click Next to go to the next screen.

You have selected to make either a Credit Card or an Electronic Check payment. For Credit Card payments, follow the “Pay By Credit Card” directions below. For Electronic Check payments go to the “Pay by Electronic Check” section.

**Pay By Credit Card**

1. If you select Pay By Credit Card then you will be brought to a page similar to below that shows you a message about leaving the current page and going into the Official Payments Portal. It also shows you the amount of your payment.
2. Click Continue to Make a Payment.

3. The screen will look similar to one below:

![Image of payment screen]

4. Click on the icon for your **Card Type**: MasterCard, Discover or American Express.
5. Enter the **Account Number** (no dashes), **Expiration Date**, and **Card Identification Number** (from the back of your card).

6. Enter the **Account Holder Information**.

7. Enter the **Primary Phone Number** and **Email Address**.

8. Click on **Continue**.

9. Verify that everything on the page is correct and then check the box next to “I agree to the **Terms of Use**”.

10. Click **Continue**.

11. You will be brought back to the Submit Payment page in PASS. Verify your payment information, if correct, click **Submit**. You must click submit here to process your payment and post it to your account.
12. The next screen will show you the Payment Result. Print this page for your records. If you should need to contact us regarding this payment, you will need the Reference Number.

13. If you would like to make another payment (for example with an electronic check), click the “Make Another Payment” button.

Pay By Electronic Check

1. If you choose the Pay By Electronic Check method, then you will be brought to a page similar to below that shows you a message about leaving the current page and going into the Official Payments Portal. It also shows you the amount of your payment.
2. Verify that the amount is correct, and then click on Continue to Make Payment. You will be taken to the secure Official Payments site.

3. Choose the Account Type.

4. Enter the Routing Number and Account Number.
5. Enter Account Holder Information.

6. Enter the Primary Phone Number and Email Address.

7. When all the information has been entered, click on the Continue button. A screen similar to the one below will appear.

![Image of Official Payments screen](image)

8. Verify that the information on the above screen is correct and if it is check the box next to “I agree to the Terms Of Use”.

9. Then click Continue.

10. You will be directed back to the PASS site where you will need to Submit the Payment. **Click Submit** here to process your payment and post it to your account.
11. You will then be brought to the Payment Result page. Be sure to print this page for your records. If you should need to contact us regarding this payment, you will need the Reference Number.

12. If you would like to make another payment (for example with a credit card), then click on the Make Another Payment button.