Payment as an Authorized User

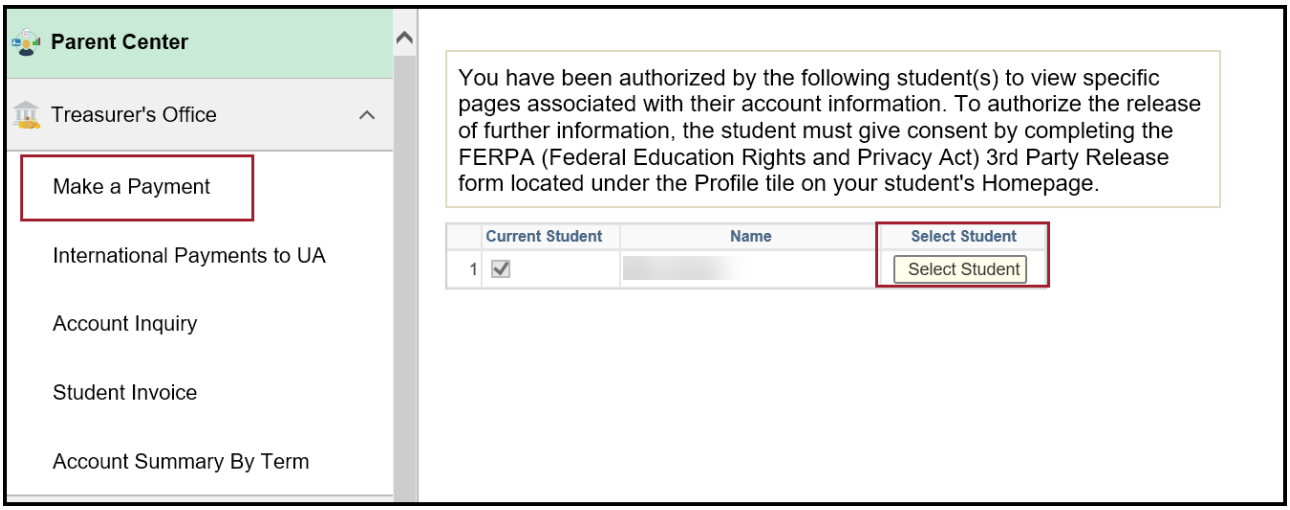
As an Authorized User, you have received access to make payments on your student's account by credit card or electronic check. To view the account detail or discuss any other details of this account, you must have access to Parent Center. This access is granted by your student, who determines what information you may see.

IMPORTANT:
It is important to know that the access granted to you through the Parent Center is based on your student's consent for you to view specific on-line information and **is not** equivalent to a third-party release of information covered by the Federal Educational Rights and Privacy Act (FERPA).

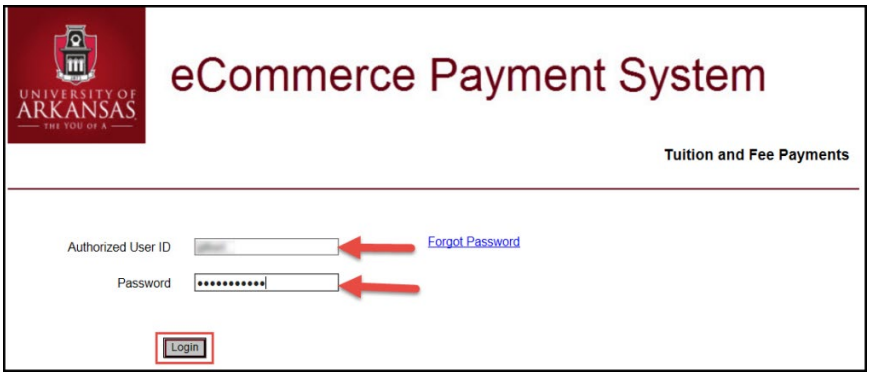
Your student must complete a *FERPA 3rd Party Release* form that allows the University to discuss items covered by FERPA with you.

Make a Payment

1. Log in to your Parent Homepage and click the **UA Parent Homepage** tile.
2. Click the **Treasurer's Office** link.
3. Click the checkbox of the student you wish to make a payment on.
4. Click the **Select Student** button.
5. Click **Make a Payment**.

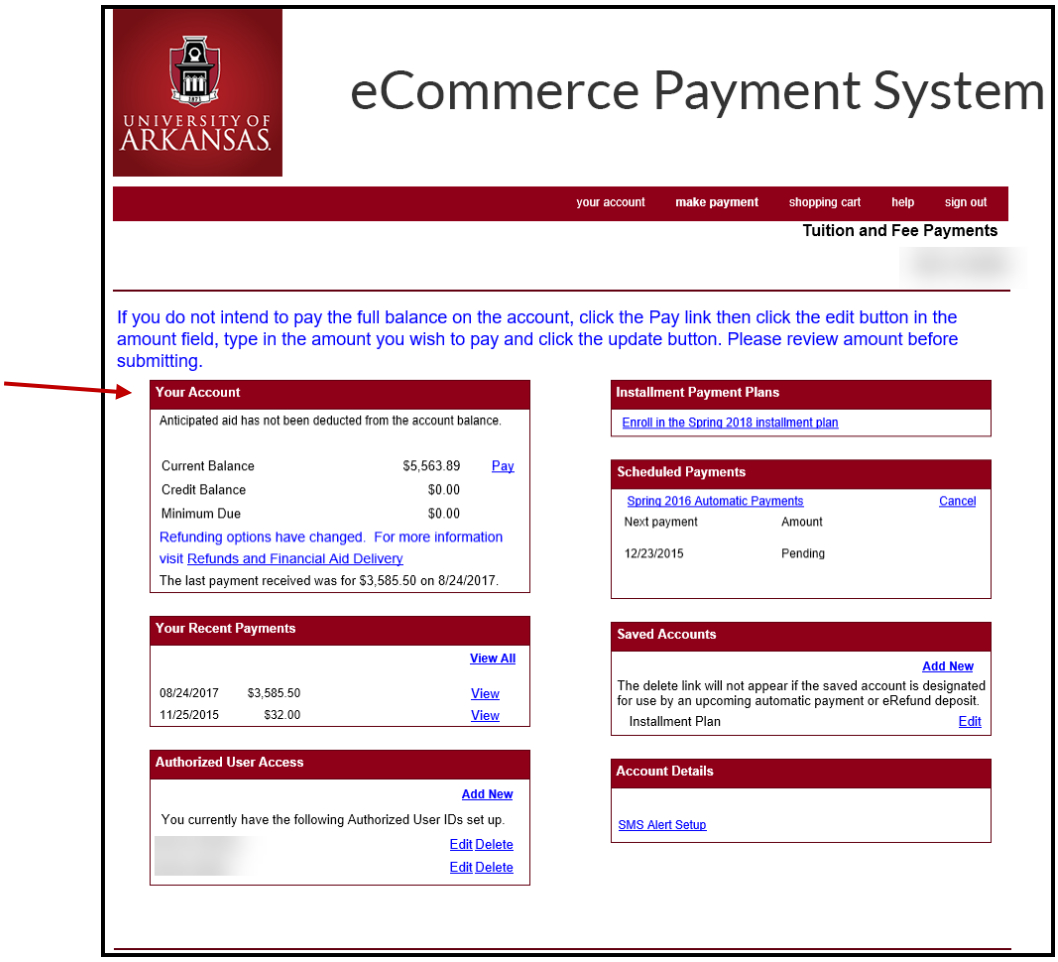


6. <u>OR</u> you can log in directly to the **eCommerce Payment System** at https://commerce.cashnet.com/uarkpay



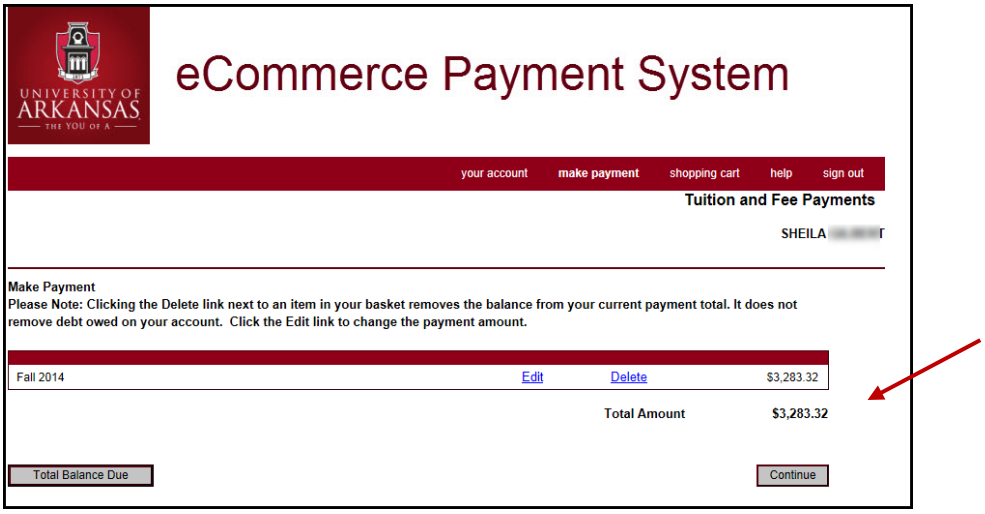
7. From the eCommerce home page, scroll to **Your Account**. *Access is provided by the student even if you are not going through UAConnect Parent Center.*

   This group box displays the **Current Balance Due** and the **Current Credit Balance**. *The Minimum Due field is not currently in use.* If credit balance has an amount displayed, please subtract from the current balance to find adjusted amount due.



8. Click the Pay link of the term you wish to pay. *If no balance is due, there is no visible Pay link.* If you wish to pay the total amount due, click the **Total Balance Due** button.

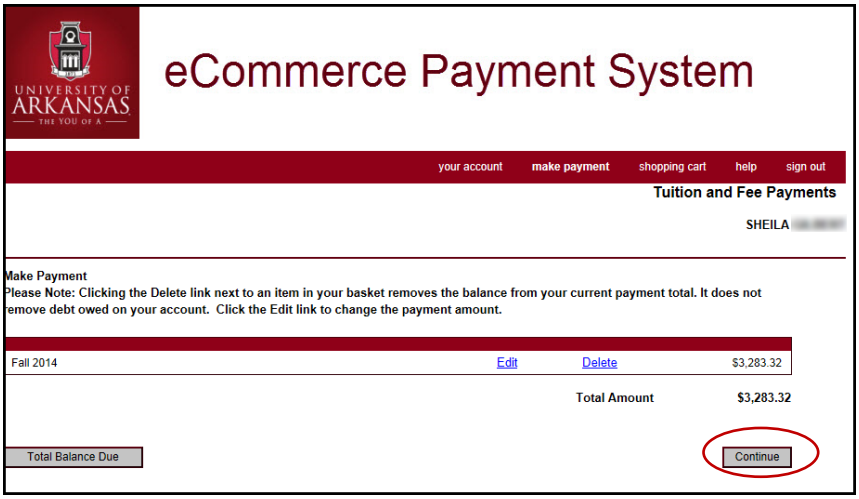
9. All terms with a balance due are included in the **Total Amount.**



10. Click the Delete link to pay only on a specific term. A pop-up asks you to confirm the deletion of other term amounts due. *Note: this does not remove the charge from your account.*

    10.1 Click **OK** or **Cancel**.
    10.2 Click the Edit link to pay a partial payment.
    10.3 Clear the **Amount** field and type in the payment amount.
    10.4 Click the **Update Payment Amount** button. The new amount now displays in the **Total Amounts** field.

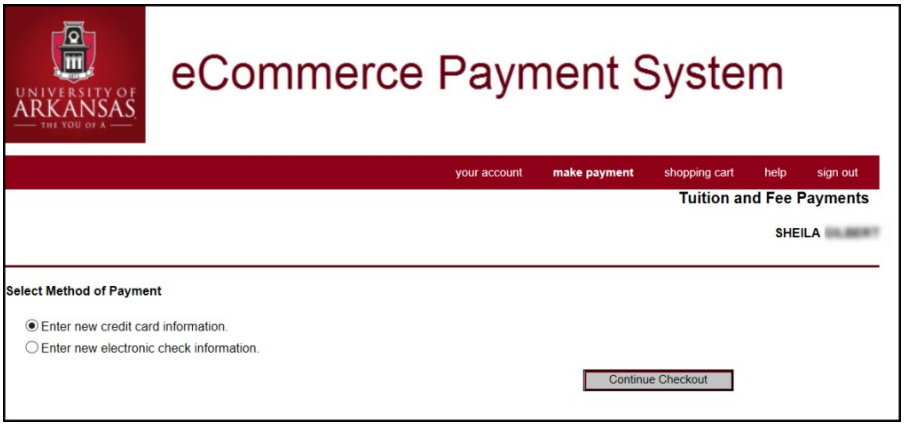
11. Click **Continue.**



Credit Card Payment

1. Click the Enter **new credit card information** radio button.

2. Click **Continue Checkout.**



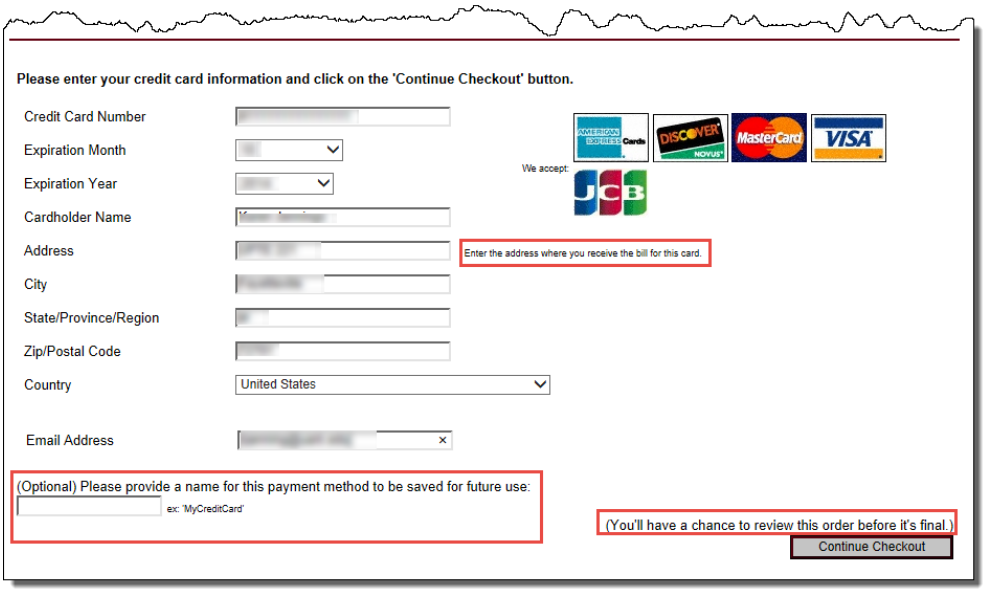
3. Click the check box indicating that you understand that a service charge will be added to your total charges.

4. Click **Continue Checkout**.

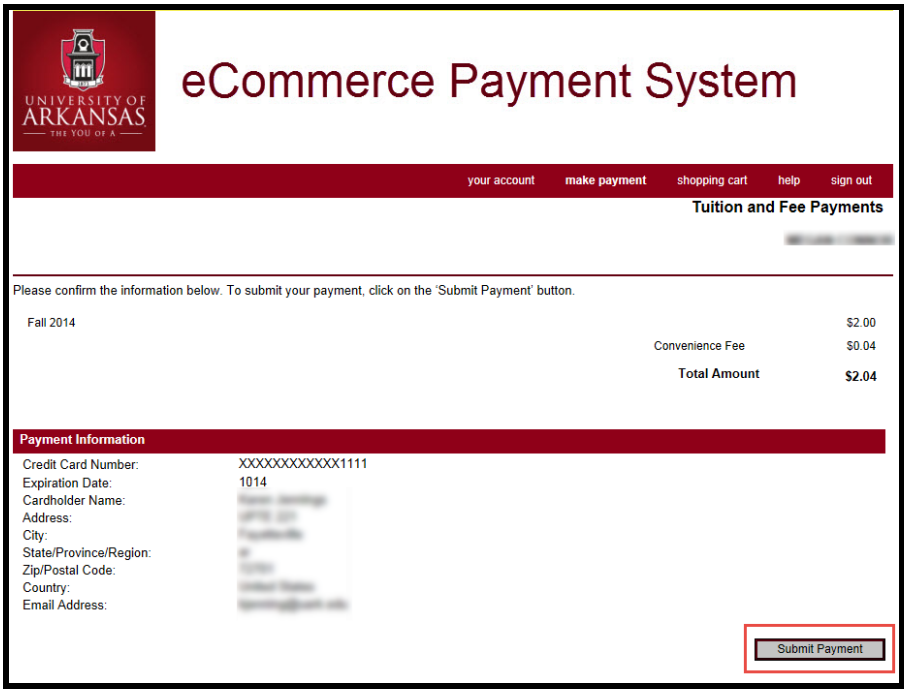
5. Complete all the required fields on this page.

NOTE: You may assign a name for this payment method and use for a future transaction.

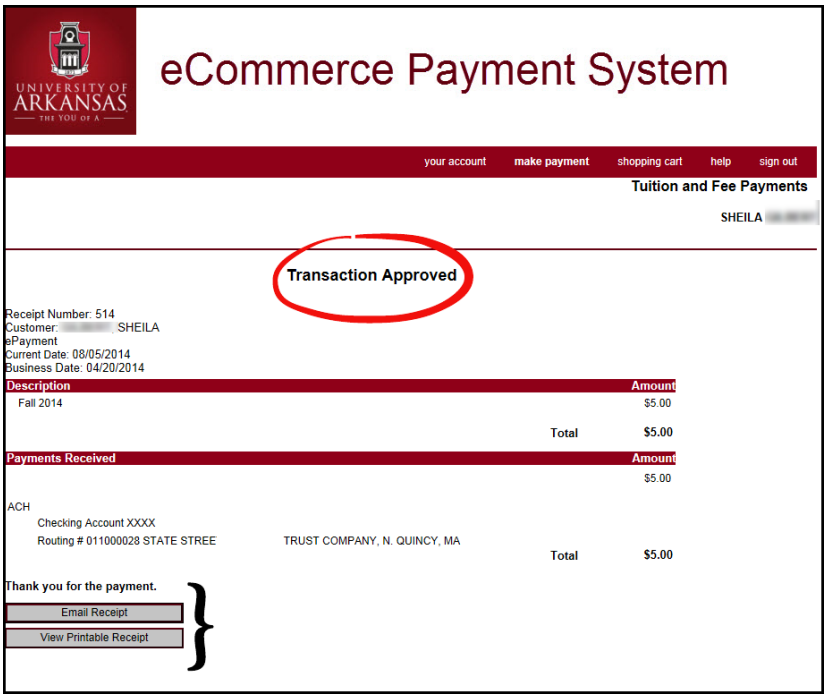
6. Click **Continue Checkout**.



7. Review your payment information and if correct, click **Submit Payment.**



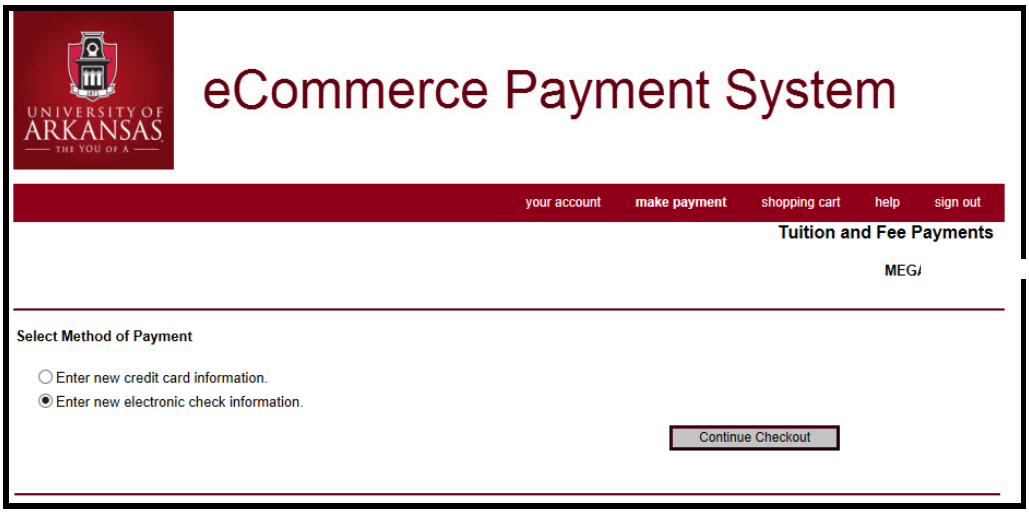
8. You will see a **Transaction Approved** screen when the payment is approved. An e-mail receipt will be sent to the address provided. You may click the **Email Reciept** button for an additional copy to be sent to you. Or, click the **View Printable Receipt** button to print your receipt.



Electronic Check Payment

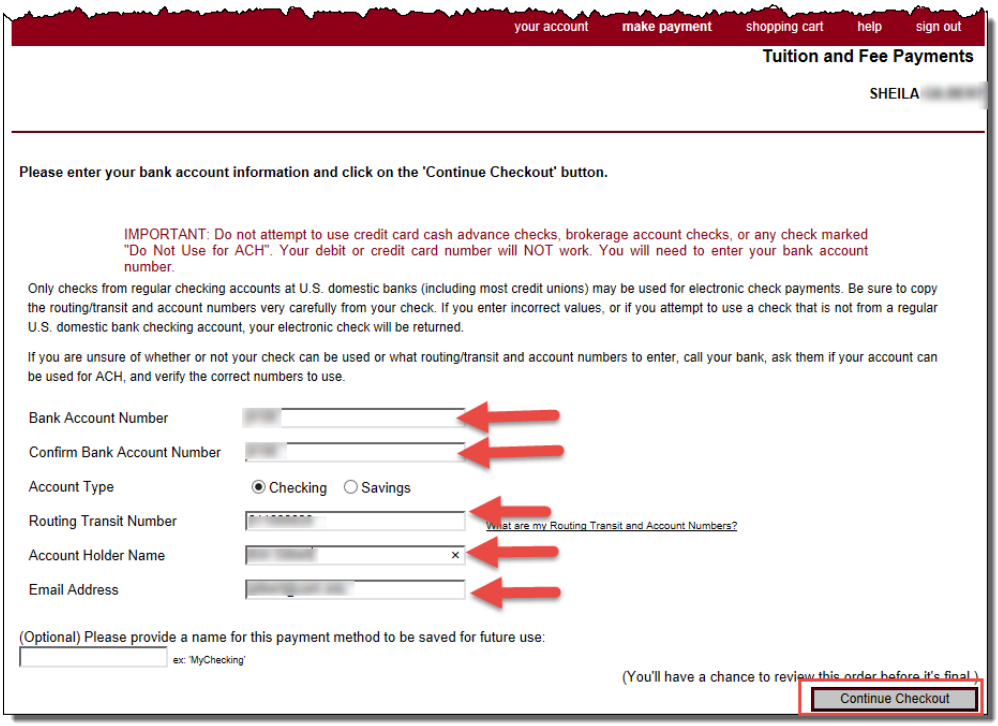
1. Select the **Enter new electronic check information** radio button.

2. Click the **Continue Checkout** button.



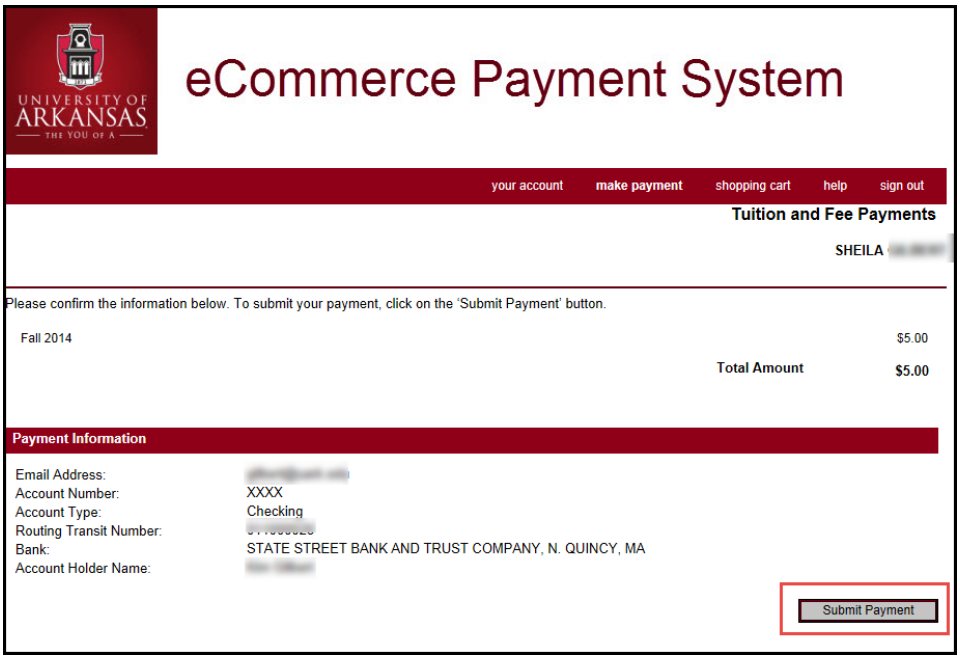
3. Complete all the required fields on this page.

4. Click the **Continue Checkout** button.



5. **Confirm** your payment information.

6. Click the **Submit Payment** button.



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