Make a Payment from your Student Homepage

1. Log in to UAConnect and click the Treasurer’s Office tile.

2. Click the Make a Payment link. This opens to the eCommerce Payment System home page.

3. From the eCommerce home page, scroll to Your Account. This group box displays the Current Balance Due and the Current Credit Balance. If credit balance has an amount displayed, please subtract from the current balance to find the adjusted amount due. The Minimum Due field is not used unless you are in a current payment plan.

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

5. All terms with a balance due are included in the Total Amount.
5.1 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.

5.2 Click **OK** or **Cancel**.

5.3 Click the **Edit** link to pay a partial payment.

5.4 Clear the **Amount** field and type in the payment amount.

5.5 Click the **Update Payment Amount** button. The new amount now displays in the **Total Amounts** field.

6. Click **Continue**.

**Credit Card Payment**

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

2. Click **Continue Checkout**.

3. Complete all the required fields on this page.

**NOTE:** You may assign a name for this payment method and use for a future transaction.
4. Click **Continue Checkout**.

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

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 Receipt** 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.

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