

Make a Payment

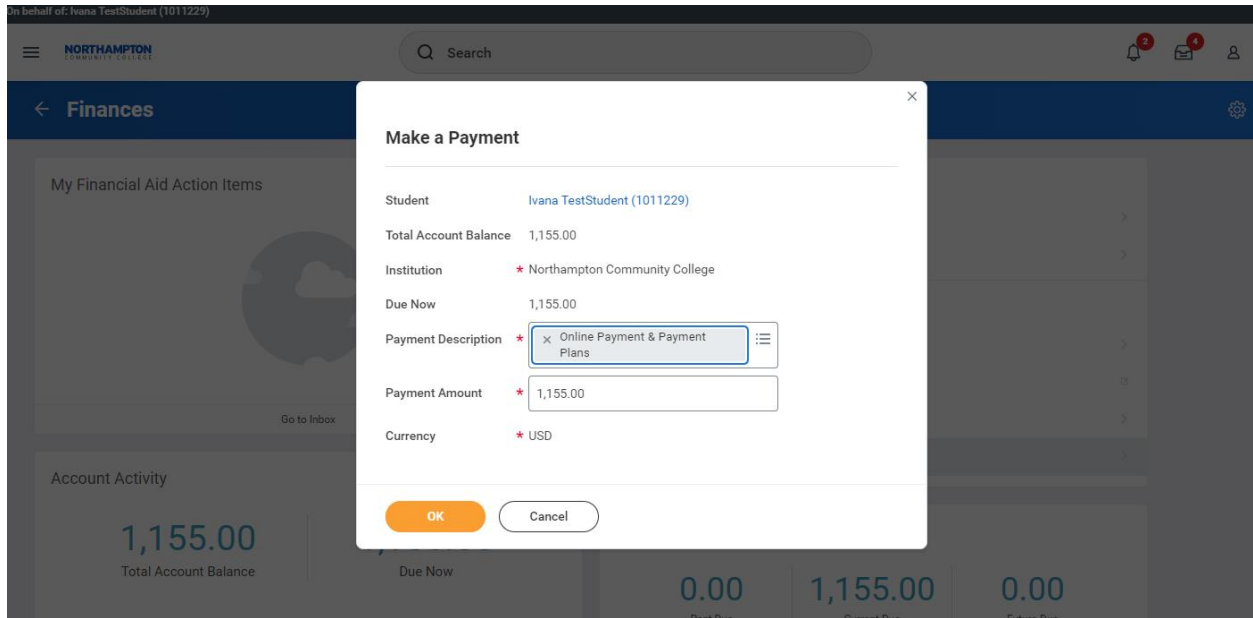
Step 1: Log into workday and click on the “finance” app

The screenshot shows the Workday dashboard for a user. On the right side, under the heading "Your Top Apps", there is a list of application icons: Favorites, Career, Academics, and Finances. A large red arrow points to the "Finances" icon. Above this list are three buttons: "Payment Elections", "My Job Applications", and "My Primary Address Changes". On the left side, there are three "Continuing Student Onboarding" notifications and a "Timely Suggestions" section. The "Payment Due" suggestion includes a "Make Payment" link.

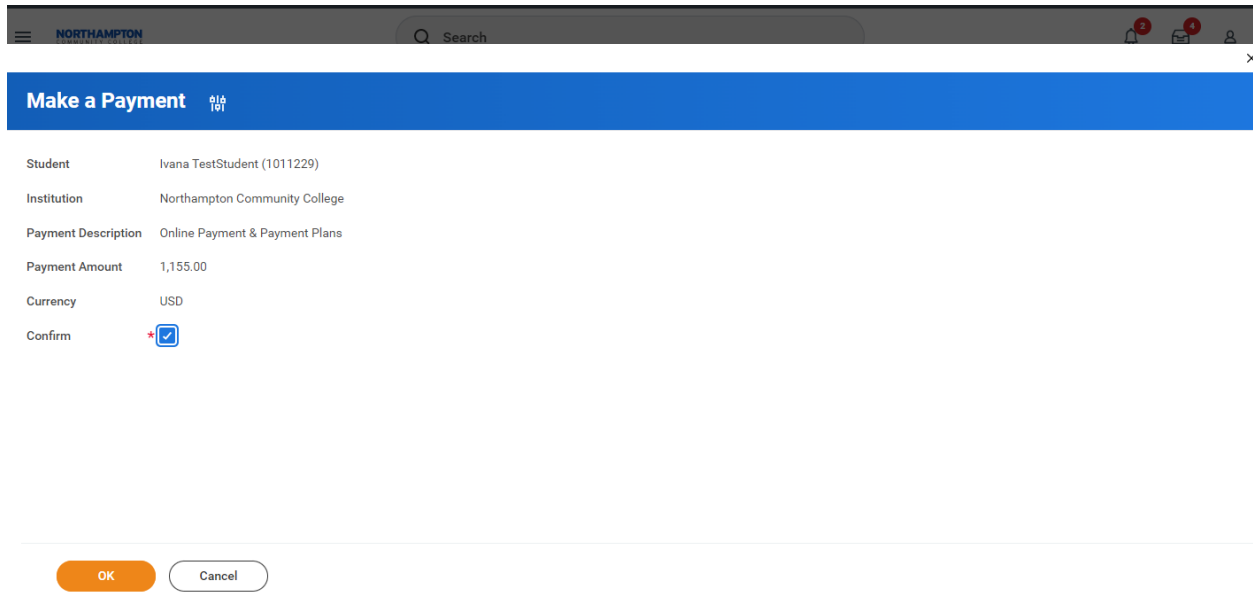
Step 2: Click “Make a Payment”

The screenshot shows the "Finances" app interface. At the top, there is a search bar and a notification bell. The main content area is divided into several sections. On the left, there is a "My Financial Aid Action Items" section with a "Go to Inbox" button. Below that is an "Account Activity" section showing a "Total Account Balance" of 1,155.00 and a "Due Now" amount of 1,155.00. At the bottom of this section are "Make a Payment" and "View Statement" buttons. On the right, there are sections for "Financial Aid" (with "View Financial Aid" and "Accept/Decline Awards" links), "My Account" (with "View Account Activity", "BankMobile - Student Refund Portal", "View Statement", and "Make a Payment" links), and "Outstanding Charges" (showing 0.00 Past Due, 1,155.00 Current Due, and 0.00 Future Due). A large red arrow points to the "Make a Payment" link in the "My Account" section.

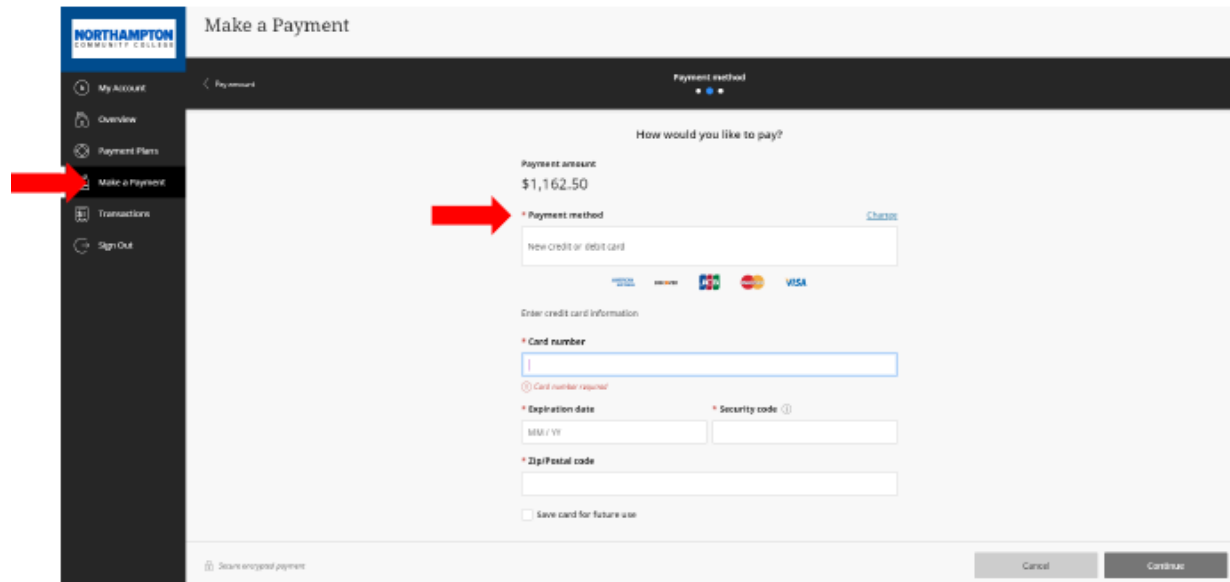
Step 3: Choose “online payment and payment plan” for payment description and make sure there is at least \$1.00 in the “payment amount” section. *Note you are **not** making your payment on this page- workday just requires you to put a dollar amount in that field so you can get to the online payment portal



Step 4: Check the box that says “confirm” and hit okay



Step 5: When the payment portal page loads, click on “make a payment” on the left menu bar, enter your credit/debit card information, and click “continue”



You should receive a receipt through your student email address after you make your payment. Be sure to check your statement to make sure your payment went through.

You can also sign up for the payment plan or invite someone else to pay your balance through the payment portal. Click on “overview” along the left menu bar and scroll down to find both links.

