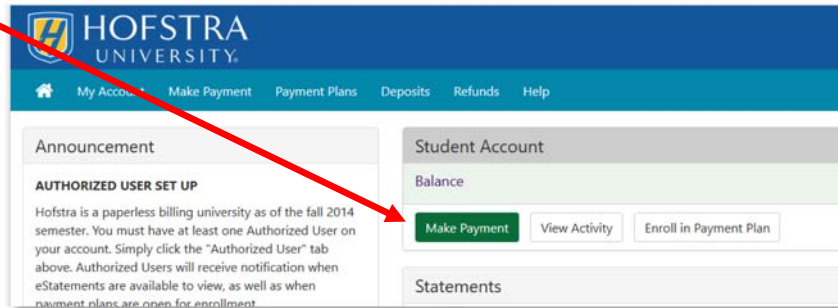


## Making Payments Online

To make a payment, log in to the Hofstra Payment Center and follow these steps:

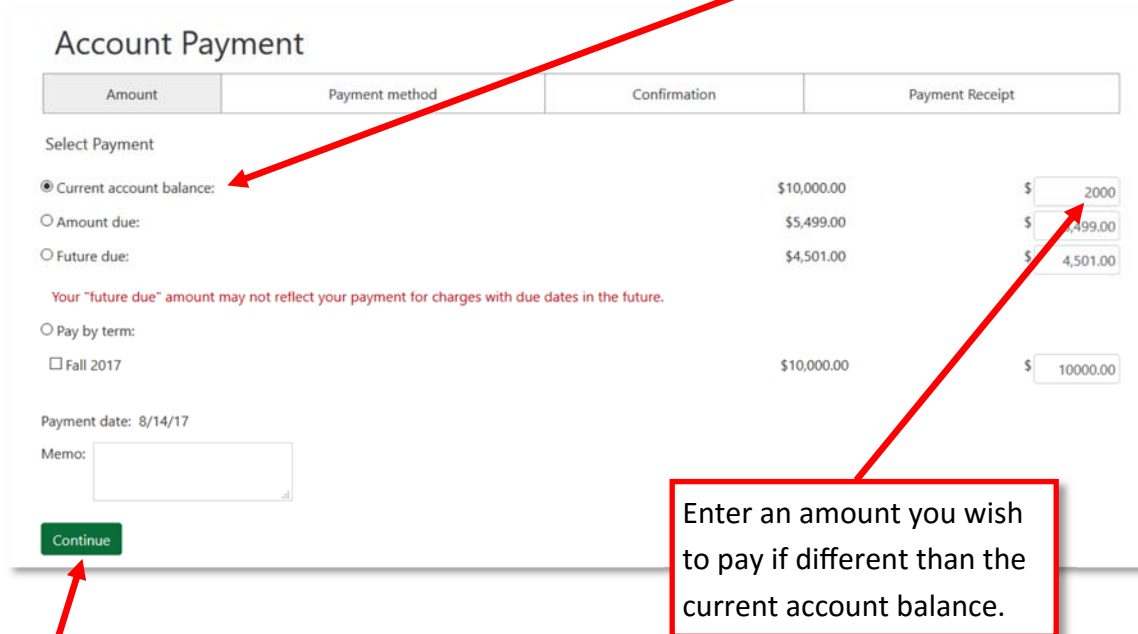
1. Click **Make a Payment** on middle of page.



2. Click **Make a Payment**.



3. If you wish to pay the entire amount due, click on the **current account balance**.



The screenshot shows the 'Account Payment' page with the 'Select Payment' section. It lists three payment options: 'Current account balance' (selected), 'Amount due', and 'Future due'. The 'Current account balance' option shows a balance of \$10,000.00. The 'Amount due' option shows a balance of \$5,499.00. The 'Future due' option shows a balance of \$4,501.00. A red arrow points to the 'Current account balance' radio button. Another red arrow points to the 'Amount' column header. A text box with a red border and a red arrow pointing to the 'Amount' column header contains the text: 'Enter an amount you wish to pay if different than the current account balance.'

Amount	Payment method	Confirmation	Payment Receipt
Select Payment			
<input checked="" type="radio"/> Current account balance:		\$10,000.00	\$ 2000
<input type="radio"/> Amount due:		\$5,499.00	\$ 499.00
<input type="radio"/> Future due:		\$4,501.00	\$ 4,501.00
Your "future due" amount may not reflect your payment for charges with due dates in the future.			
<input type="radio"/> Pay by term:			
<input type="checkbox"/> Fall 2017		\$10,000.00	\$ 10000.00
Payment date: 8/14/17			
Memo: <input type="text"/>			
<input type="button" value="Continue"/>			

4. Click **Continue**.

5. **Select a payment method.**

- a) If you have previously saved an electronic checking method, click on the drop down menu and click **Select**.

Click **Continue** to proceed.

**Account Payment**

Amount      Payment method

Select Payment Method





Payment amount: \$2,000.00

Payment method:

**Select** **Back** **Cancel**

**Electronic Check** - Electronic check payments require a bank routing number and account number, account only. You cannot use savings accounts or corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

**ATM Debit Card** - The following networks are supported. Debit cards issued by Bank of America, Chase, US Bank, and Wells Fargo cannot be processed as a debit card online.

- b) If you are not using a saved payment method, from the drop down menu select **New Electronic Check (checking)**, personal checking only. Then click **Select**.

Enter **Account and Billing Information**.

Check **Option to Save** and click **Continue**.

**Account Information**  
Indicates required fields

You can use any personal checking or savings account.  
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.  
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Routing number:   
([View example](#))

\*Bank account number:

\*Confirm account number:

**Billing Information**

\*Name on account:

☐ Check here for an international address

\*Billing address:

Billing address line two:

\*City:

\*State/Province:

\*Postal Code:

**Refund Options**  
Only one account can be designated to receive refunds.  
☐ Check here if you would like refunds to be deposited into this account.

**Option to Save**  
☐ Save this payment method for future use

Save payment method as:   
(example My Checking)

**Continue** **Back** **Cancel**

**\*\* Important: Double check your routing number and account number to avoid returned checks and associated fees.**

6. Review payment details and click **Submit Payment** to continue.

### Account Payment

Amount	Payment method	Confirmation
--------	----------------	--------------

Submit Payment  
Please review the transaction details, then submit your payment.

Payment date: 8/14/17  
Payment amount: \$2,000.00  
Account type: Checking  
Routing number: 021475788  
Account number: 000012345  
Name on Account: Kate Hofstra  
Billing address: 126 Hofstra University  
City: Hempstead  
State/Province: NY  
Postal Code: 11549  
E-mail: Bursar@hofstra.edu  
Accept refunds: Yes  
Payment profile name: Kate Checking

7. A **Payment Receipt** will show your completed transaction.

### Account Payment

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Payment Receipt  
Your payment in the amount of \$2,000.00 was successful. A confirmation email was sent to Bursar@hofstra.edu. Please print this page for your records.

Payment date: 8/14/17  
Amount paid: \$2,000.00  
Student name: Kate Hofstra  
Paid to: Hofstra University  
UNITED STATES  
Account number: 000012345  
Name on account: Kate Hofstra  
Account Type: Checking

If you have questions, you can reach your Student Financial Services counselor at

[sfs@hofstra.edu](mailto:sfs@hofstra.edu) or 516-463-8000