

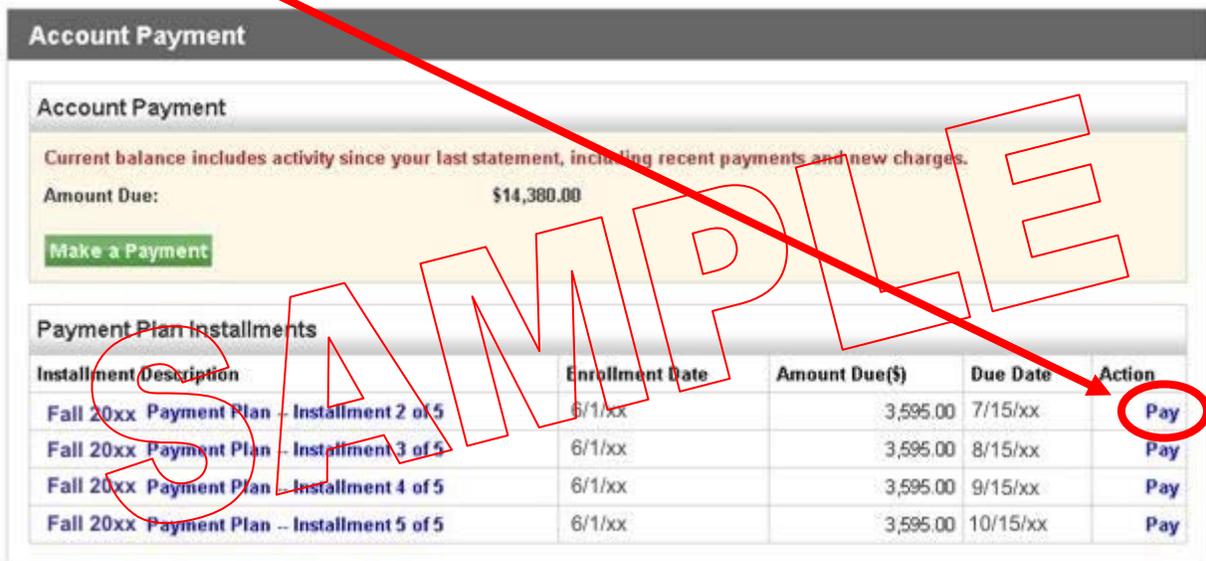
# How to make your next installment payment for Non Auto Debit Plans

Log into your Payment Center on the Hofstra Portal.

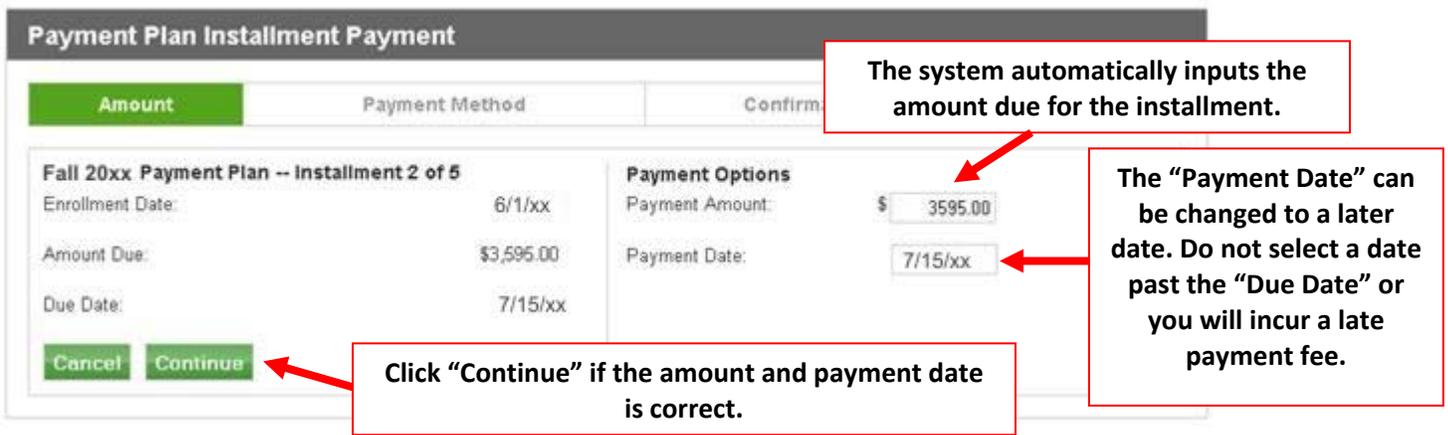
Step 1. Click on "Payments"



Step 2. Click on "Pay", next to the due date you are paying.



Step 3. Review the installment amount and date of payment before submitting.



**Step 4.** Making your payment. If you are using a **saved payment method**, continue here. If you are going to use a **new payment method**, please skip to “Entering a New Payment Method” below.

Click on “Payment method” and select the saved account you wish to use.

Click “Select” button after you have selected the account.

The screenshot shows the 'Payment Plan Installment Payment' interface with the 'Payment Method' tab selected. The 'Payment amount' is \$3,595.00. The 'Payment method' dropdown menu is open, showing 'Select Payment Method'. Below the dropdown are three buttons: 'Select', 'Previous Step', and 'Cancel'. A red arrow points from the first instruction box to the dropdown menu, and another red arrow points from the second instruction box to the 'Select' button.

The screenshot shows the 'Submit Payment' screen with the 'Confirmation' tab selected. It displays transaction details: Payment date (7/15/xx), Payment amount (\$3,595.00), Account type (Checking), Routing number (000000080), Account number (0000544), Name on account (John Smith), Billing address (120 Hofstra University, Hempstead, NY 11549), E-mail (@pride.hofstra.edu), and Payment profile name (Primary Checking). A large red 'SAMPLE' watermark is overlaid on the screen. At the bottom are three buttons: 'Submit Payment', 'Previous Step', and 'Cancel'. A red arrow points from the third instruction box to the 'Submit Payment' button.

Review payment details including account, amount and date of payment.

Click “Submit Payment” to finish.

Congratulations, you have submitted an online installment payment. You will receive a confirmation email.

## Entering a New Payment Method

- To choose Electronic Checking

- Click on the drop down box, “Select Payment Method”, and click on “Electronic Check (checking)”.
- Click the “Select” button, the system then displays the “Account Information” form on the right.

Select Payment Method

Payment amount: \$3,595.00

Payment method:  
New Electronic Check (checking)

Select

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking 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.

Account Information  
\*Indicates required fields  
Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.

\*Routing number:

(View example)

\*Account number:

Billing Information

\*Name on account:

Check here for an international address

\*Billing address:

Billing address line two:

\*City:

\*State/Province:

\*Postal code:

\*Save payment method as:  
(e.g. Primary Checking)

Continue Previous Step Cancel

Enter Checking Account Holder's Name and Address.

Enter your Checking Account Routing number and Account number. Please double check the information is entered correctly.

**IMPORTANT!**  
Please enter a name to save your payment method. The name for your payment method cannot be a name that already exists in your Saved Payment Methods.

Click “Continue”. Proceed to Step 5.

OR

- To choose ATM Debit Card

**Important!** Please check with your financial institution to ensure your bank participates in the PINLess debit card program and to verify there are no restrictions and credit limits placed on transactions that can prevent your payment from processing correctly resulting in late payment fees.

- Click on the drop down box, “Select Payment Method”, and click on “ATM Debit Card”.
- Click the “Select” button.
- The system displays the “Account Information” form on the right.
- Enter the Card Number then click the “Continue” button.
- Follow the directions and fill in any other required information.

Click and select  
"ATM Debit Card".

Click "Select" button.

Select Payment Method

Payment amount: \$3,595.00

Payment method: ATM Debit Card

**Select**

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking 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.

Account Information  
\*Indicates required fields  
\*Card number:

**Continue** **Previous Step** **Cancel**

Enter your  
PINLess Debit  
Card number

Click "Continue" once you have entered your PINLess Debit Card number. Follow the directions and fill in any other required information. Proceed to Step 5.

**Step 5. Agree to terms and submit payment.**

Click "I agree to the above terms and conditions".

Click "Submit Payment" to finish.

Terms and Conditions

I hereby authorize Hofstra University to initiate debit or credit entries to my Depository according to the terms below and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for "NSF" or "Insufficient Funds", I understand that a \$25.00 return fee will be electronically debited from my account.

Name: Hofstra  
Address:  
126 Hofstra University  
Hempstead NY 11549  
Depository:  
CITIBANK NA  
1 PEBODS BLVD  
NEW CASTLE, NY 11720  
Routing Number: xxxxx009  
Account Number: xxxxx009  
Debit Amount: \$3,595.00

This agreement  
For fraud detection purposes, your internet address has been logged:  
Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.  
To revoke this authorization agreement you must contact: studentfinancialservices@hofstra.edu

I agree to the above terms and conditions. [\(Print Agreement\)](#)

**Submit Payment** **Previous Step** **Cancel**

Congratulations, you have submitted an online installment payment. You will receive a confirmation email.