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.

The system automatically inputs the amount due for the installment. The “Payment Date” can be changed to a later date. Do not select a date past the “Due Date” or you will incur a late payment fee.

Click “Continue” if the amount and payment date is correct.
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.

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

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.

  ![Electronic Check Form]

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

Enter your PINLess Debit Card number

Click “Select” button.

Click and select “ATM Debit Card”.

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.

Click “I agree to the above terms and conditions”.

Click “Submit Payment” to finish.

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