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.

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.

Step 5. Agree to terms and submit payment.

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