Making Payments Online as an Authorized User

Go to my.hofstra.edu portal:

1. Select **Online Payment Center**.
2. Log in with email address and password.
3. Click **Make a Payment** in the middle of the page.
4. Click on the **current account balance** to pay the amount due, or you can **change the amount** to pay a different amount. Click **Continue**.
5. **Select a payment method**.
   a) For a previously saved payment method, select from the drop-down menu.
   b) For a new payment method, select **New Electronic Check (checking or savings*)** or **New Credit Card via Paypath****. Then click **Select**. Enter **Account and Billing Information**. Check **Option to Save** and click **Continue**.
7. Review payment details and click **Submit Payment** to continue.
8. A **Payment Receipt** will show your completed transaction.

* Important: Double-check your routing number and account number to avoid returned checks and associated fees. Savings accounts are accepted for web checks as long as no limitations are in place with the payer's bank. Please inquire with your bankregarding their policy before using a savings account as a web check.

Please note: PayPath/Heartland an independent third-party contractor charges a **non-refundable service fee of 3.00% (minimum $3) for all domestic credit cards. For international credit cards, the service fee is 4.25%. The fee is established and charged solely by PayPath/Heartland and not by Hofstra University. The fee is paid in full to and retained by PayPath/Heartland; the University does not receive any of this fee.

If you have questions, you can reach your Student Financial Services counselor at sfs@hofstra.edu or **516-463-8000**