Making Bank Wire Payments Online

To make a bank wire payment, log in to the Hofstra portal at **my.hofstra.edu** and follow the steps below:

1. Select the **Menu Icon**.
2. Under **Student Services**, select **Student Payment Center**.
3. Click on **My Payment Center**, which brings you to the **TouchNet Payment Gateway**.
4. Select option under **Quick Pay**.
5. Click **Make a Payment**.
6. **Select** the term and balance to pay. Click **Continue**.

Note: If you wish to pay a different amount, you may change the amount in the box

7. Select payment method, **Bank Wire**. Click **Continue**.
8. Read instructions and steps in the **Bank Wire** dialog box. Click **Continue**.
9. Complete all required information on **Bank** Wire payer information page. Click **Continue**.
10. Convera GlobalPay **Guaranteed Exchange Amount** page will open.
11. Review the payment and fee amount, then click **Accept (or Cancel)**.
12. Read all information provided in the **Bank Wire Instructions** dialog box. Click **Download Payment Instructions** to print and bring your one-time wire paymentinstructions **(which expire in 48-72 hours)** to your bank to complete your wire payment. Then click **Finish**.

Note: A new payment quote must be created for each wire payment initiated on the portal. Do not use prior wire instructions.

13. Once completed, your instructions will be sent to the email you provided.

The Convera support team is available 24 hours a day, 5 days a week for payment inquiries. To see available support options, please click here and provide proof of payment from your bank.

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

sfs@hofstra.edu or **516-463-8000**

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