

1. Click Make a Payment (this will take you to the Payments screen)

The screenshot shows the 'My Account' page with a navigation bar at the top containing 'My Account', 'Payments', 'Payment Plans', 'eStatements', and 'eRefunds'. Below the navigation bar are sub-tabs for 'Account Activity', 'Personal Profile', 'Payment Methods', and 'Authorized Users'. The main content area is divided into two columns. The left column contains 'Account Alerts' with a message about refund setup, 'Announcements' with a welcome message and contact information for the Cashier's office, and contact details for Weber State University. The right column contains 'My Account' with a 'Current Account Status' section showing 'Student Payments' and 'Amount Due' of \$200.00. Below this are two buttons: 'Make a Payment' and 'View Account Activity'. Further down are sections for 'Statements' (eBill Statement) and 'Term Balances' (Housing Deposit/App) showing \$200.00.


2. Click Make a Payment (this will take you to the Account Payment screen)

The screenshot shows the 'Account Payment' page with a navigation bar at the top containing 'My Account', 'Payments', 'Payment Plans', 'eStatements', and 'eRefunds'. Below the navigation bar are sub-tabs for 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and contains a 'Current Account Status' section showing 'Student Payments' and 'Amount Due' of \$200.00. Below this are two buttons: 'Make a Payment' and 'View Account Activity'. Further down is a 'Payment Plan Installments' section with a message: 'You have no payment plan installments at this time.'

3. Select a Payment option and Amount
4. Click Continue

My Account			
Payments	Payment Plans	eStatements	eRefunds
Account Payment			
Payment History			
Account Payment			
Amount	Payment Method	Confirmation	Payment Receipt
Select Payment			
<input type="radio"/> Current account balance:		\$200.00	\$ 200.00
<input type="radio"/> Amount due:		\$200.00	\$ 200.00
<input type="radio"/> Future due:		\$0.00	\$0.00
<input checked="" type="radio"/> Pay by term:			
<input checked="" type="checkbox"/> Housing Deposit/App		\$200.00	\$ 200.00
Payment date:	12/29/16		
Memo:	<input type="text"/>		
Continue			

5. Select a Payment Method and follow instructions
6. Click Select

My Account			
Payments	Payment Plans	eStatements	eRefunds
Account Payment			
Payment History			
Account Payment			
Amount	Payment Method	Confirmation	Payment Receipt
Select Payment Method			
Payment amount: \$200.00			
Payment Method: <input type="text" value="Select Payment Method"/>			
Select Back Cancel			
<p>Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.</p> <p>Debit and Credit Card - We accept the following credit and debit cards.</p>			
			

7. Follow the prompted actions to complete payment.

My Account	Payments	Payment Plans	eStatements	eRefunds
Account Payment		Payment History		

Account Payment

Amount	Payment Method	Confirmation	Payment Receipt
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Select Payment Method

Payment amount: \$200.00

Payment Method:

[Select](#)

Account Information







**Indicates required fields*

*Card number:

[Continue](#) [Back](#) [Cancel](#)

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Debit and Credit Card - We accept the following credit and debit cards.



Amount	Payment Method	Confirmation	Payment Receipt
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Select Payment Method

Payment amount: \$200.00

Payment Method:

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Debit and Credit Card - We accept the following credit and debit cards.



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.

*Account type:

*Routing number:
([View example](#))

*Bank Account number:

*Confirm account number:

Billing Information

*Name on account:

Check here for an international address

*Billing address:

Billing address line two:

*City:

*State/Province:

*Postal Code:

Refund Options

Only one account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

Option to Save

Save this payment method for future use

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