

Creating a Payment Profile

1.	<p>Click the Self Service button.</p> 
2.	<p>Click the Campus Finances button.</p> 
3.	<p>Click the Payment Profile link.</p> 
4.	<p>In the Payment Profile Summary section, you can either add a new profile, or update an existing one.</p>
5.	<p>Click the Add a Profile button.</p> <p>By clicking this button you are requesting to set up a new payment profile to be used for future payments.</p> 
6.	<p>Click in the Description field.</p> <p>The description should be something that you will remember as associated with this payment profile.</p> 
7.	<p>Enter the desired information into the Description field. Enter a valid value e.g. "My credit card".</p>
8.	<p>Click the Profile Type list.</p> 
9.	<p>Click the Credit Card list item.</p> <p>The only options to pay on-line are via either electronic check or credit card.</p> 
10.	<p>Click in the First Name field.</p> 
11.	<p>Enter the desired information into the First Name field. Enter a valid value e.g. "Pat".</p> <p>The name entered here is the owner of the account.</p>
12.	<p>Click in the Last Name field.</p> 
13.	<p>Enter the desired information into the Last Name field. Enter a valid value e.g. "Student".</p> <p>The name entered here is the owner of the account.</p>
14.	<p>Click in the Email Address field.</p>

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15.	<p>Enter the desired information into the Email Address field. Enter a valid value e.g. "sfsuppor@fiu.edu".</p> <p>This is the email that the you will have your receipts sent to once a payment is made.</p>
16.	<p>Click in the Telephone field.</p> <p><input type="text"/></p>
17.	<p>Enter the desired information into the Telephone field. Enter a valid value e.g. "305-999-9999".</p>
18.	<p>Click the Credit Card Type list.</p> <p><input type="text"/></p>
19.	<p>Click the Discover list item.</p> <p>The university does not accept VISA, so this option is not available.</p> <p><input type="text"/></p>
20.	<p>Enter the desired information into the Card Number field. Enter a valid value e.g. "6011000994071730".</p> <p>The information listed here is the account number listed on the credit card.</p>
21.	<p>Click the Expiration Date list.</p> <p><input type="text"/></p>
22.	<p>Click the 12 list item.</p> <p>The information listed here is the Expiration Date month, usually two digits.</p> <p><input type="text"/></p>
23.	<p>Click the Card Number list.</p> <p><input type="text"/></p>
24.	<p>Click the 2008 list item.</p> <p>The information listed here is the Expiration Date year, usually two digit or sometimes four digits.</p> <p><input type="text"/></p>
25.	<p>Use the Preferred Account checkbox to establish this account as your preferred account to be utilized for future payments.</p>
26.	<p>Click the Save Payment Profile button.</p> <p><input type="button" value="SAVE PAYMENT PROFILE"/></p>
27.	<p>You can also edit existing profiles using the edit button.</p>
28.	<p>You can also delete existing profiles by using the delete button.</p>
29.	<p>Click the MyFIU Home link.</p> <p><input type="button" value="MyFIU Home"/></p>
30.	<p>Congratulations. You have successfully added and updated a payment profile.</p> <p>End of Procedure.</p>