

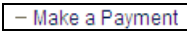
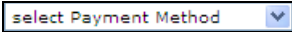
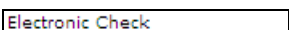
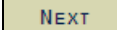

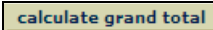
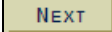



Making a Payment - echeck

1.	<p>Begin by logging in to your myFIU Home Page.</p> <p>Click the Self Service link.</p> 
2.	<p>Click the Campus Finances link.</p> 
3.	<p>Click the Make a Payment link.</p> 
4.	<p>Click the Pay By drop down box to view the different online payment options.</p> 
5.	<p>Click the Electronic Check list item as the method of payment.</p> 
6.	<p>Click the Next button.</p> 
7.	<p>In the Make a Payment tab you may submit payments against your student account.</p> <p>You can allocate your payment by item and amount, or pay the entire outstanding balance on your student/tuition account simply by clicking on the pay charges button below.</p>
8.	<p>Click in the Payment Amount field.</p> <p>When allocating a partial payment, be sure to <u>always pay tuition first</u>.</p> 
9.	<p>Enter the desired monetary amount into the Payment Amount field.</p> <p>Enter a valid value e.g. "1.00".</p>
10.	<p>Click the calculate grand total button. This will display what you have requested to pay.</p> 
11.	<p>The Payment Summary section displays your payment. If the payment is correct, continue by clicking the Next button. If the payment is incorrect, use the Previous button to go back and make corrections.</p>
12.	<p>Click the Next button.</p> 
13.	<p>You can click on the What are my Routing Transit and Account Numbers? link to see an example of where to locate your bank account and routing information.</p>
14.	<p>Click in the Account Number field.</p> 

Quick Reference Guide



15.	<p>Please make sure that your Account Number is accurate, if not your payment will be treated as a returned check.</p> <p>Enter your personal bank account number into the Account Number field.</p> <p>Enter a valid value e.g. "1234567890".</p>
16.	<p>Click the Checking option as the account type.</p> <p><input type="radio"/> Checking</p>
17.	<p>Please make sure that your Routing Transit is accurate, if not your payment will be treated as a returned check.</p> <p>Click in the Routing Transit Number field.</p> <p><input type="text"/></p>
18.	<p>Enter your bank's routing information into the Routing Transit Number field.</p> <p>Enter a valid value e.g. "267084131".</p>
19.	<p>Click in the Account Holder Name field.</p> <p><input type="text"/></p>
20.	<p>Enter the desired information into the Account Holder Name field. Enter a valid value e.g. "Pat Student".</p> <p>The name used here must match the name on the bank account.</p>
21.	<p>Click in the Email Address field.</p> <p><input type="text"/></p>
22.	<p>The payment receipt will be sent to the email address entered here.</p> <p>Enter the desired information into the Email Address field. Enter a valid value e.g. "sfsuppor@fiu.edu".</p>
23.	<p>This is your last opportunity to cancel the payment. If you want to cancel the payment, click the Sign Out link.</p>
24.	<p>Click the Submit Payment button to process your payment.</p> <p><input type="button" value="Submit Payment"/></p>
25.	<p>This is your confirmation page verifying that your payment has been processed. The buttons at the bottom of the page give you the option to request a duplicate email receipt sent to you, or view a printable receipt to request for printing.</p>
26.	<p>Click the MyFIU Home link.</p> <p><input type="button" value="MyFIU Home"/></p>
27.	<p>Congratulations. You have successfully paid your student account by electronic check.</p> <p>End of Procedure.</p>