HOW TO MAKE A PAYMENT?

You can make a payment online using a credit card or personal check. Please note that there is a service fee for using a credit card which is charged by the credit card payment processor (PayPath). See the instructions below.

STEP 1: Your billing information can be found by access the Student Billing Tools toolbox in the myESU portal. Click on the Pay My Bill link to take you to the new online bill payment system.
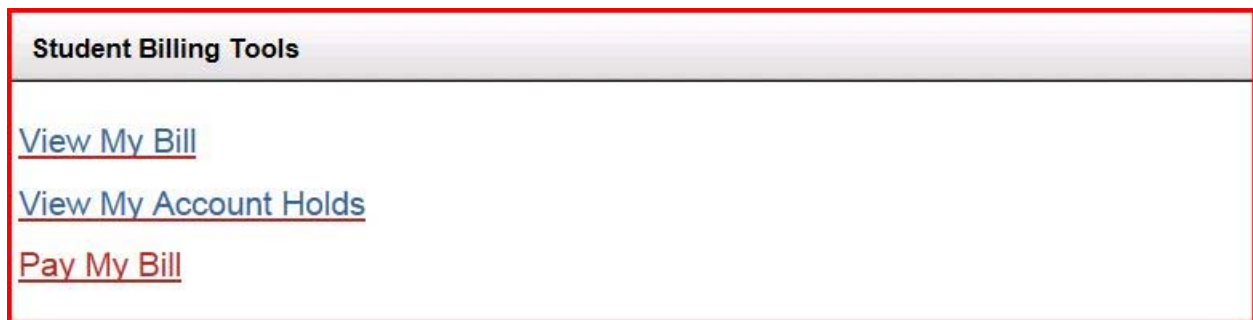

Figure 1: Student Billing Tools toolbox form your myESU Login

STEP 2: To make a payment,

(a) You can click on the Payment link in the Welcome page Snapshot as displayed in Figure 2 below.

OR

(b) You can click the Make a Payment link in the Quick View window as displayed in Figure 3 below. *Please note that you can view and print your latest billing statement by clicking on the latest bill link from the Quick View window.*
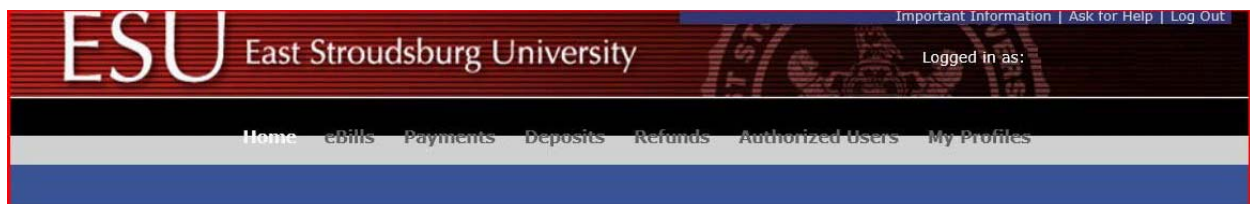

Figure 2: New Online Bill Payment System Welcome Snapshot

Figure 3: Quick View Page Snapshot

STEP 3: To proceed with making a payment, click the Pay link under the Action column as displayed in Figure 4 below.
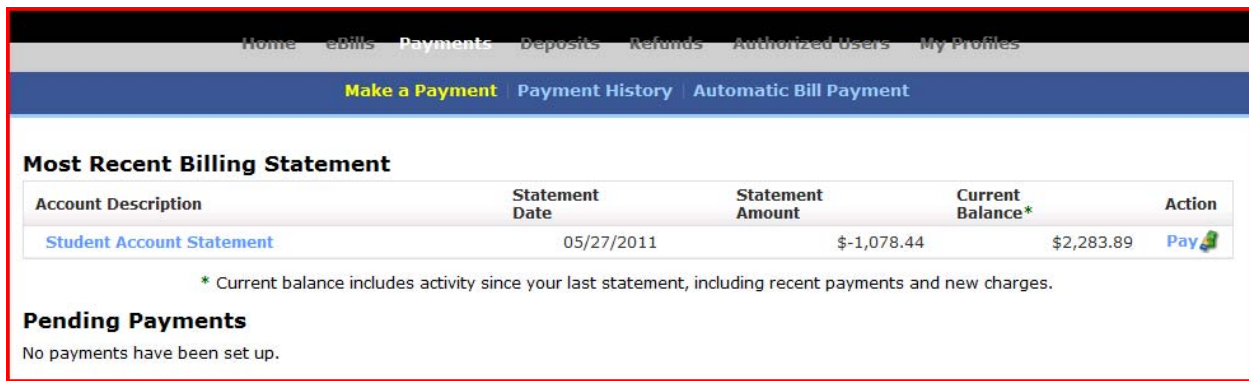

Figure 4: Make a Payment Page Snapshot

STEP 4: You will be taken to the Select Payment Method page as displayed in Figure 5 below. Online payments can be made with a credit card (except VISA) or with an electronic check from a personal checking account. Click the drop down arrow button next to Payment Method to choose your payment method. Click the Go button.
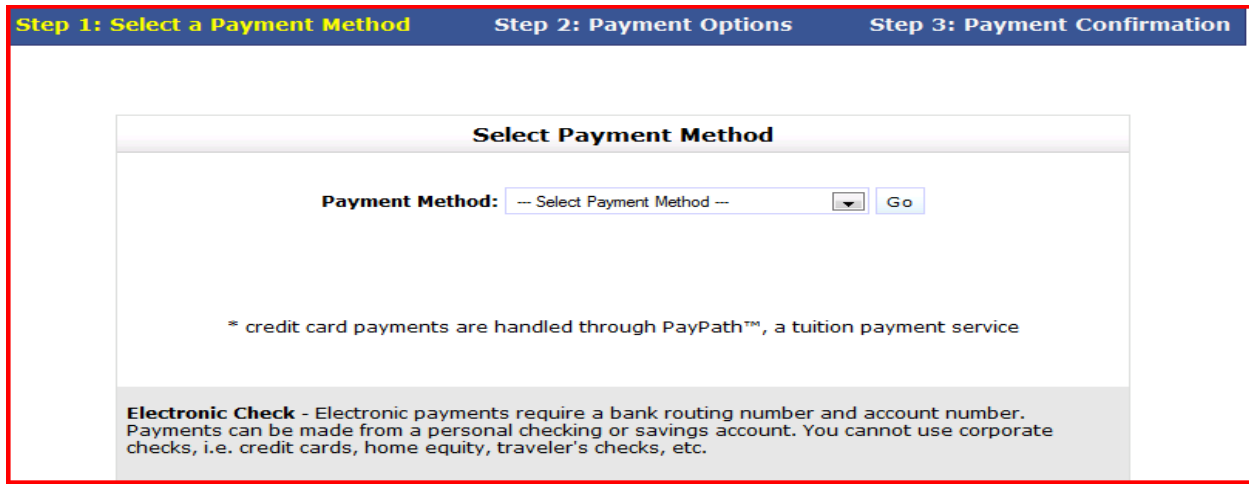
Figure 5: Select a Payment Method Page Snapshot

PAYMENT MTHODS

- Steps beginning with 4A – Previous Payment Profile (checking account)

- Steps beginning with 4B – New Checking account

- Steps beginning with 4C – Credit Card

STEP 4A-1: If you had previously set a Payment Profile and saved your checking account information, you can select this as a payment method by choosing the name of the profile. Information similar to what is displayed in Figure 6 below will appear. You will need to update the Payment Amount and Payment Date. Click the Continue button.
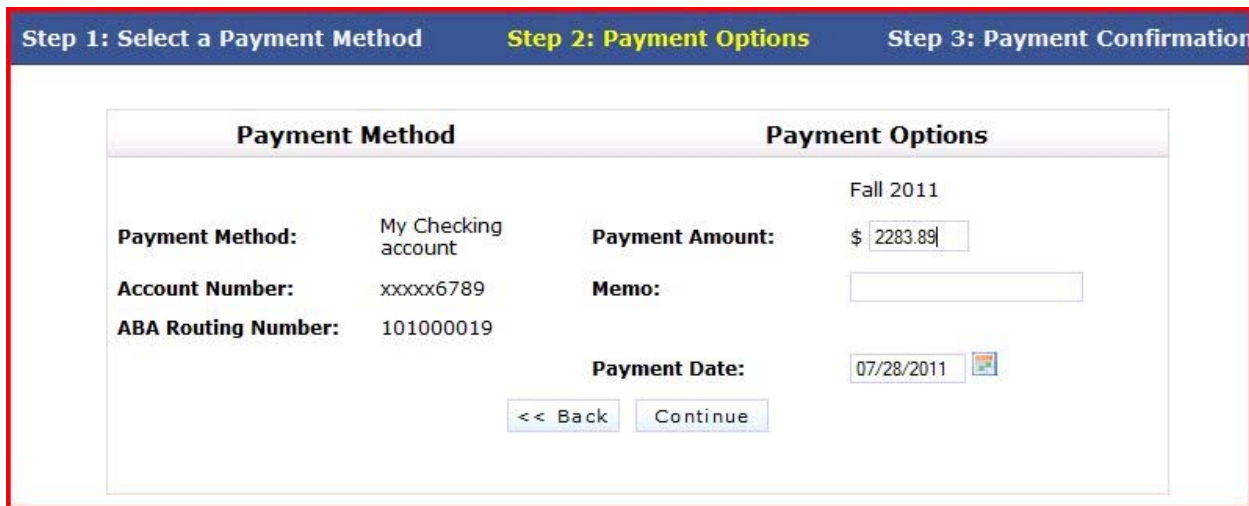
Figure 6: Previously Established Payment Method Pay Page Snapshot

STEP 4A-2: You will be taken to the Acknowledgement Page as displayed in Figure 7 below. Click the Submit Payment button.

Figure 6: Previously Established Payment Method Pay Acknowledgement Page Snapshot

STEP 4A-3: You will receive confirmation of your payment as partially displayed below. An email with payment details will also be sent to you.

Figure 7: Previously Established Payment Method Pay Acknowledgement Page Snapshot

STEP 4B-1: If you select to pay by an electronic check, you will need to complete the information that is displayed in Figure 8 below. You may save this information to be used to make future payment. You can also select to save this information to be used for direct deposit of refunds. Click the Continue button will take you to an Acknowledgment Page similar to Figure 6 above. Clicking the Submit Payment button from the Acknowledgement Page will give you a Payment Confirmation similar to what is displayed in Figure 7 above.

STEP 4C-1: If you would like to pay by credit card (except VISA), please select the Credit Card via PayPath option after clicking on the drop down arrow button displayed in Figure 5 above.

Figure 8: PayPath Payment Confirm Amount Snapshot

STEP 4C-2: Enter the Payment Amount and click the Continue to PayPath button as displayed in Figure 8 above.

Figure 9: PayPath Payment Method Selection Snapshot

STEP 4C-3: The student ID and term are displayed as shown in Figure 9 above. Click on the credit card icon for the card that you will be using to make your payment. Click the Continue button.

Figure 10: Payment Amount Information with Service fee Information Snapshot

STEP 4C-4: You will need to re-enter you payment amount. Please note that PayPath charges a service fee for credit card payment.   Click the Continue button to enter your credit card information as displayed in Figure 11 below. Click the Continue button.

Figure 11: Credit Card Information Snapshot

STEP 4C-5: You will be asked to review your payment details as displayed in Figure 12 below. If correct, be sure to check the I agree to the terms and conditions box and click the Submit Payment button. If information needs to be changed click the Change Information button. This will take you back to Payment Card Information screen to re-enter your card information.

Figure 12: Review Detail and Submit Payment Page Snapshot

STEP 4C-6: Your receipt information will be displayed as shown in Figure 13 below. You can print this information. A payment confirmation email is also sent to email address provided with this payment.

Figure 13: Review Detail and Submit Payment Page Snapshot

STEP 4C-7: Click the Close button from Figure 13 will exit PayPath Services. Figure 14 below will be displayed. Click the Close button again to return to the online bill and payment system.

Figure 14: Exit PayPath Services Page Snapshot