Making a Payment as a Parent/Delegate

For the most part, delegates will pay on behalf of their students, because all charges are assessed through the student’s account. But on the off-chance that you are required to make a payment for yourself (for an on-campus parking ticket, for example) it’s important to know how.

1. If you want to make a payment on behalf of a student, the green arrow points to the "Make a Payment" page that will direct you to the appropriate pages for delegated access.

In order to pay fees and fines levied against a Delegate follow along with the red arrows and associated instructions.

Begin by clicking "Self Service"

2. Followed by "Campus Finances"

3. And finally, select "Make a Payment"
4. On the "Make a Payment" page, begin by checking the Box(es) of the payments you would like to pay at this time. From there, click the green "continue" button.

5. From here, you can either select to pay by credit card OR by electronic check.

If you choose to pay by credit card, you are going to be charged a percentage fee based on the amount you are paying.

There is NO fee associated with electronic checks. Hit "continue" to move onto the next page.
In this case, since we selected "electronic check" we just have to make sure the account type is picked, and click "next"

Start by filling out all your billing information, and then confirming the "payment details" so that you are paying the correct amount.

After filling out your billing information, as well as your account and routing number, and selecting your account type, hit next.
8. Reconfirm ALL information to make sure that billing address, payment method, and the amount are correct. After that is done, click "pay now" and wait for the confirmation screen to load. Once that does, you are officially paid!