

Making a Payment as a Parent/Delegate

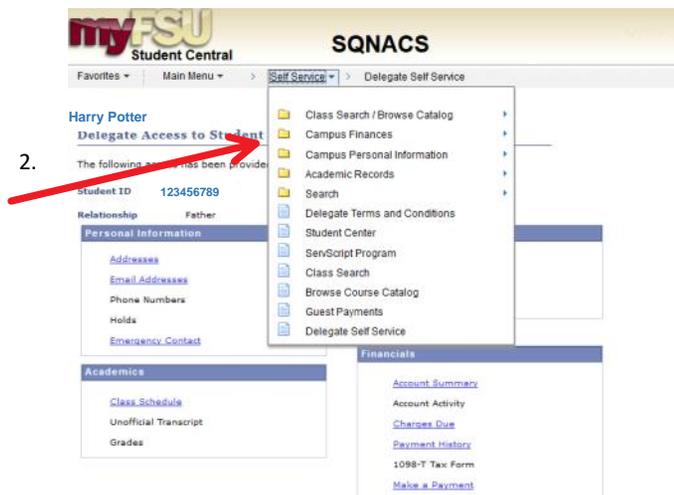
For the most part, delegates will pay *on behalf* of their students, because all charges are assessed through the student's account. But on the off-chance that you are required to make a payment for yourself (for an on-campus parking ticket, for example) it's important to know how.



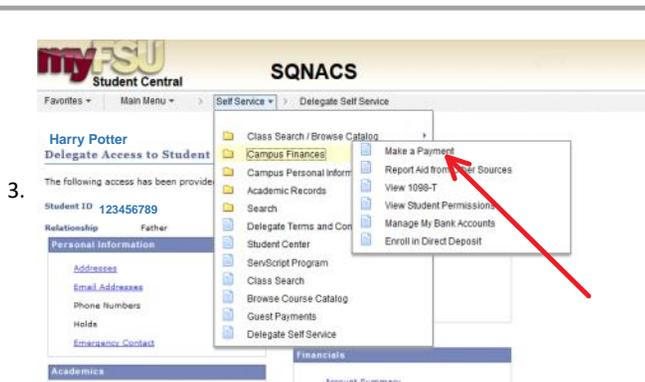
If you want to make a payment on behalf of a student, the **green arrow** points to the "Make a Payment" page that will direct you to the appropriate pages for delegated access.

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"



Followed by "Campus Finances"



And finally, select "Make a Payment"



4.

Description	Due Date	Item Term	Outstanding Charge	Select to Pay	Payment Amount
FSUCard Term Fee	09/08/2017	2017 Fall	5.00	<input type="checkbox"/>	
Tuition	09/08/2017	2017 Fall	83.30	<input type="checkbox"/>	
Total Selectable Charges			88.30		

Description	Due Date	Item Term	Outstanding Charge	Payment Amount
No general charges to pay				

Grand Totals				
Total Due Charges			88.30	
Total Future Charges			0.00	
Total Charges and Payments			88.30	0.00

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.

Payment Amount	88.30
Service Fee	0.00
Total Payment	88.30

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.

6. **Payment Method**

If you are paying by Credit Card their is a **convenience fee**, paying with your personal checking or savings account **will not require a convenience fee**.

* Indicates required field

Florida State Tuition and Fees

Name:

Payment Amount: **\$88.30**

Convenience Fee: **\$0.00**

Total Payment: **\$88.30**

Choose method of payment

Pay by electronic check

* Account Type: **Personal**

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In this case, since we selected "electronic check" we just have to make sure the account type is picked, and click "next"

7. **Payment Information**

Please enter the address tied to the payment medium you are using to make your payment.

* Indicates required field

Billing Address

Use Business Name

*First Name: M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State:

*Zip:

*Country:

Phone:

E-Mail:

Payment Details

*Payment Amount: **88.30 USD**
Service Fee: **0.00 USD**

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 6:00 PM ET will be executed on the next valid banking day.

Payment Method

*Name On Account:

*Account Number: [What's This?](#)

*Re-Type Account Number:

*Routing Number: [What's This?](#)

*Account Type: Checking Savings

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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.

Payment Review

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!

Address
Billing Address: Harry J. Potter 123 Wizard Street Tallahassee, FL 32301
Payment Method
Electronic Check Checking x3465
Payment Amount
Amount: 88.30 USD Service Fee: 0.00 USD Total: 88.30 USD
Today, being 11/6/2017, by entering my routing and account number above and clicking "Pay Now," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1-3 banking days. If the payment returns unpaid, I authorize you or your service provider to collect the payment and my state's return item fee and, if applicable, costs, by EFT(s) or draft(s) drawn from my account. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.
Back Pay Now Exit