

Make a Payment Using Credit Card

In this tutorial we will discuss how to make an online payment to a student account using a credit or debit card. Online payments can be made by the student or an authorized Payer.

To set up an authorized Payer, please view our "How to Add and Authorized Payer" tutorial.

Starting as a Student or Employee

The student's first step begins by selecting **Make a Payment** under the "Financial Account" tile in the LOUIE Student Home.



C Back		Account Balance		Q	:	\oslash
Account Balance Due Now or within 453.00 30 days: Currency used is US Dollar	What I Owe Term	Charges & Deposits	Pending Financial Aid	То	tal Du	e
Charges Due	Fall 2021	270.00	0.00		270.0	0
Make a Payment	Spring 2022	158.00	0.00		158.0	0
Payment History	Summer 2022	25.00	0.00		25.0	0
Direct Deposit	Total	453.00	0.00		453.0	0
Enroll in Payment Plan	Currency used is US Dollar					
1098T Form						
Authorize Parental Tax Access						
Account Acknowledgements ~						



Select the top option to be transferred to the Transact payment portal.

Make sure your Pop-up Blocker is turned off and you are using one of the supported browsers such as Chrome, Firefox, and Edge.

Student Home	Make a Payment			ώ	Q	:	\oslash
Account Balance							
Make a Payment	Make a Payment						
Payment History							
Direct Deposit	Click below to pay via eCheck, Credit Card or 529 Savings Plan within the Transact System. Please make sure your Pop-up Blocker is turned off. Additionally, be sure to update your browser with the latest version of either Safari. Chrome. Firefox or an Internet Explorer web-						
Enroll in Payment Plan	browser since the Transact site works best with one of those installed. For questions and concerns, or to report a connectivity issue, please contact the Student Tech Center at 928 523 9294 or (till free) 888 520 7215.						
1098T Form	International Payments via Flywire						
Authorize Parental Tax Access							
Account Acknowledgements ~	For students or authorized payers wishing to make payments to a student account using an international wire transfer please click below.						
	Click here to be redirected to Flywire						



Starting as an authorized Payer

If you are an authorized Payer, please follow the link provided in the authorized Payer confirmation e-mail sent to you by Transact or from the **"Make a Payment-On behalf of your student as an authorized Payer"** link on the right side of our website, <u>nau.ed/sdas</u>.





In Transact

From the Transact home screen, please select Make a Payment.

NORTHERN ARIZONA UNIVERSITY	Overview	Ļ ®
My Account		Balance
Overview	Northern Arizona University	\$20,032
🖺 Make a Payment		
STransactions	Summary	<u>View statements</u>
Statements	Academic College Fee (Due Date: 08/22/2022)	\$300.00
 (?) Help	ASNAU Fee (Due Date: 08/22/2022)	\$23.00
⇒ Sign Qut	Athletics Fee (Due Date: 08/22/2022)	\$75.00
<u> </u>	AZRes Pledge Tuition 2223 (Due Date: 08/22/2022)	\$5,512.00
	Dining Dollars (Meal Plan) (Due Date: 08/22/2022)	\$100.00
	Financial Aid Trust Fee (Due Date: 08/22/2022)	\$44.00
	Freshman Academic 14 Meal Plan (Due Date: 10/15/2022)	\$925.00
	Freshman Academic 14 Meal Plan (Due Date: 08/22/2022)	\$825.00
	Freshman Academic 14 Meal Plan (Due Date: 09/15/2022)	\$925.00
	Green Fee (Due Date: 08/22/2022)	\$15.00
	Health and Wellness Fee (Due Date: 08/22/2022)	\$275.00
	Housing Rent Calderon Learning (Due Date: 10/15/2022)	\$1,093.00
	Housing Rent Calderon Learning (Due Date: 08/22/2022)	\$918.00
	Housing Rent Calderon Learning (Due Date: 09/15/2022)	\$1,093.00
	Information Technology Fee (Due Date: 08/22/2022)	\$168.00
	NonRes Pledge Tuition 2223 (Due Date: 08/22/2022)	\$7,631.00
	Student Activity Fee (Due Date: 08/22/2022)	\$25.00
	Transportation Fee (Due Date: 08/22/2022)	\$85.00
	Balance	\$20,032.00
	Recent transactions	<u>View all</u>
		Make a payment



Charges are displayed in alphabetical order. The due date for each charge is also shown next to the name of the charge in parentheses.

NORTHERN ARIZONA UNIVERSITY	Make a Payment					
My Account	Pay amou	nt				
Overview	••••					
🖺 Make a Payment	How much would yo	ou like to pay?				
ST Transactions	Balance items					
Statements	Check all 0 of 18 selected					
🕐 Help	Description	Balance	Amount			
\bigcirc Sign Out	Academic College Fee (Due Date: 08/22/2022)	\$300.00	\$0.00 ~			
			Maximum \$300			
	ASNAU Fee (Due Date: 08/22/2022)	\$23.00	\$0.00 ~			
			Maximum \$23			
	Athletics Fee (Due Date: 08/22/2022)	\$75.00	\$0.00 ~			
			Maximum \$75			
	AZRes Pledge Tuition 2223 (Due Date: 08/22/2022)	\$5,512.00	\$0.00 ~			
			Maximum \$5,512			
	Dining Dollars (Meal Plan) (Due Date: 08/22/2022)	\$100.00	\$0.00 ~			
			Maximum \$100			
	Financial Aid Trust Fee (Due Date: 08/22/2022)	\$44.00	\$0.00 \sim 1			
			Maximum \$44			
	Freshman Academic 14 Meal Plan (Due Date: 10/15/2022)	\$925.00	\$0.00 ~			
			Maximum \$925			
	Freshman Academic 14 Meal Plan (Due Date: 08/22/2022)	\$825.00	\$0.00 ~			
			Maximum \$825			
	Freshman Academic 14 Meal Plan (Due Date: 09/15/2022)	\$925.00	\$0.00			
			Maximum \$925			
	Green Fee (Due Date: 08/22/2022)	\$15.00	\$0.00 \violabel{eq:solution}			
			Maximum \$15			
	Health and Wellness Fee (Due Date: 08/22/2022)	\$275.00	\$0.00 ~			
			Maximum \$275			
	Housing Rent Calderon Learning (Due Date: 10/15/2022)	\$1,093.00	\$0.00 \view			
			Maximum \$1,093			
	Housing Rent Calderon Learning (Due Date: 08/22/2022)	\$918.00	\$0.00 \(\neg \)			
			Maximum \$918			
	Housing Rent Calderon Learning (Due Date: 09/15/2022)	\$1,093.00	\$0.00			



You can select all charges by checking the box on the top left labeled Check All.

NORTHERN ARIZONA UNIVERSITY	Make a Payment	
My Account	Pay amount	
Overview		
🖺 Make a Payment	How much would you like to pay?	
Transactions	Balance items	
Statements	Check all 0 of 18 selected	
🕐 Help	Description Balance	Amount
$(\rightarrow$ Sign Out	Academic College Fee (Due Date: 08/22/2022) \$300.00	\$0.00 \(\neg \)
<u> </u>		Maximum \$300
	ASNAU Fee (Due Date: 08/22/2022) \$23.00	\$0.00
		Maximum \$23
	Athletics Fee (Due Date: 08/22/2022) \$75.00	\$0.00
		Maximum \$75
	AZRes Pledge Tuition 2223 (Due Date: 08/22/2022) \$5,512.00	\$0.00
		Maximum \$5,512
	Dining Dollars (Meal Plan) (Due Date: 08/22/2022) \$100.00	\$0.00
		Maximum \$100
	Financial Aid Trust Fee (Due Date: 08/22/2022) \$44.00	\$0.00
		Maximum \$44
	Freshman Academic 14 Meal Plan (Due Date: 10/15/2022) \$925.00	\$0.00
		Maximum \$925







You can select individual charges by checking the box next to the name of the charge.

NORTHERN ARIZONA UNIVERSITY	Make a Payment		
My Account	Pay amount ● ● ●		
Overview			
🖺 Make a Payment	How much would you like to pay?		
SE Transactions	Balance items		
Statements	Check all 3 of 18 selected		
🕜 Help	Description Balance	Amount	
$(\rightarrow$ Sign Out	Academic College Fee (Due Date: 08/22/2022) \$300.00	\$300.00 🛞	~
		Maximum \$300	
	ASNAU Fee (Due Date: 08/22/2022) \$23.00	\$23.00 🛞	\sim
		Maximum \$23	
	Athletics Fee (Due Date: 08/22/2022) \$75.00	\$0.00	\sim
		Maximum \$75	
	AZRes Pledge Tuition 2223 (Due Date: 08/22/2022) \$5,512.00	\$0.00	
		Maximum \$5,512	
	Dining Dollars (Meal Plan) (Due Date: 08/22/2022) \$100.00	\$100.00 🛞	\sim
		Maximum \$100	
	Financial Aid Trust Fee (Due Date: 08/22/2022) \$44.00	\$0.00	
		Maximum \$44	
	Freshman Academic 14 Meal Plan (Due Date: 10/15/2022) \$925.00	\$0.00	\sim



You can also make a payment for a custom amount by typing in a dollar amount for an item.

NORTHERN ARIZONA UNIVERSITY	Make a Payment		
My Account	Pay amount		
Overview			
🖺 Make a Payment	How much would you like to pay?		
Final Transactions	Balance items		
Statements	Check all 1 of 18 selected		
Help	Description Balance	Amount	
\bigcirc Sign Out	Academic College Fee (Due Date: 08/22/2022) \$300.00	\$0.00	\sim
		Maximum \$300	
	A5NAU Fee (Due Date: 08/22/2022) \$23.00	\$0.00	\sim
		Maximum \$23	
	Athletics Fee (Due Date: 08/22/2022) \$75.00	\$0.00	\sim
		Maximum \$75	
	AZRes Pledge Tuition 2223 (Due Date: 08/22/2022) \$5,512.00	\$2,500	~
		Maximum \$5,512	
	Dining Dollars (Meal Plan) (Due Date: 08/22/2022) \$100.00	\$0.00	\sim
		Maximum \$100	
	Financial Aid Trust Fee (Due Date: 08/22/2022) \$44.00	\$0.00	\sim
		Maximum \$44	
	Freshman Academic 14 Meal Plan (Due Date: 10/15/2022) \$925.00	\$0.00	\sim



The total amount of the payment is displayed at the bottom of the screen in bold.

	NAL			Maximum \$275		
	ARIZONA UNIVERSITY		Housing Rent Calderon Learning (Due Date: 10/15/2022) \$1.093	00 \$0.00	~	
0	My Account			Maximum \$1,093		
0	wy recount			20 (\$2.00)		
6	Overview		Housing Rent Calderon Learning (Due Date: 08/22/2022) \$918	\$0.00		
# ^S	Make a Decement			Maximum \$918		
8	Make a Payment		Housing Rent Calderon Learning (Due Date: 09/15/2022) \$1.093	00 \$0.00		
\$ =	Transactions			Maximum \$1.093		
				moximum \$1,000		
Ē	Statements		Information Technology Fee (Due Date: 08/22/2022) \$168	00 \$0.00		
0	Help			Maximum \$168		
_						
G	Sign Out		NonRes Pledge Tuition 2223 (Due Date: 08/22/2022) \$7,631	00 \$0.00	\sim	
				Maximum \$7,631		
			Student Activity Fee (Due Date: 08/22/2022) \$25	00 \$0.00	\sim	
				Maximum \$25		
			Transportation Fee (Due Date: 08/22/2022) \$85	00 \$0.00	<u> </u>	
				Maximum \$85		
			Total balance		\$20.032.00	
			Pay amount		\$2,500.00	
			Remaining balance		\$17,532.00	
		* Indicates required field	1			\bigcirc
		Payment 1 item				\$2,500
				Cancel	Che	ckout



After the amount of the payment is specified, select **Checkout** on the bottom right.

	NAU			Maximum \$275		
	NORTHERN ARIZONA UNIVERSITY		Housing Rent Calderon Learning (Due Date: 10/15/2022) \$1.093	\$0.00	\sim	
Ø	My Account			Maximum \$1,093		
6	Overview		Housing Rent Calderon Learning (Due Date: 08/22/2022) \$918	\$0.00	\sim	
				Maximum \$918		
	Make a Payment		Housing Pent Calderon Learning (Due Date: 09/15/2022) \$1 (02	00 \$0.00		
5	Transactions		rousing kent carderon Learning (Due Date, 09/15/2022) 31/05/	Maximum \$1,093	v	
	Statements					
			Information Technology Fee (Due Date: 08/22/2022) \$168	00 \$0.00	\sim	
(?)	Help			Maximum \$168		
Ģ	Sign Out		NonRes Pledge Tuition 2223 (Due Date: 08/22/2022) \$7.631	00 \$0.00	\sim	
				Maximum \$7,631		
			Student Activity Fee (Due Date: 08/22/2022) \$25	00 \$0.00	\sim	
				Maximum \$25		
			Transportation Fee (Due Date: 08/22/2022) \$85	00 \$0.00	\sim	
				Maximum \$85		
			Total balance	:	\$20,032.00	
			Pay amount		\$2,500.00	
			kemaining balance		\$17,532.00	
		 Indicates required field 				(\mathcal{D})
		Payment 1 item				\$2,500
						Checkout



From here you can select your payment method. The options to choose from include:

- eCheck
- credit card
- 529 Savings Plan
- saved payment method if it has been previously setup)

For this tutorial, select the New Credit or Debit Card option.

Debit cards will be processed as credit cards. There is a 2.95% service fee to pay using a credit card with the minimum service fee being \$3.

NORTHERN ARIZONA UNIVERSITY	Make a P	ayment
My Account	Pay amount	Payment method • • •
Overview		
🖺 Make a Payment		How would you like to pay?
ST Transactions		Payment amount
Statements		\$2,500
		* Payment method
→ Sign Out		New credit or debit card Please note that a service fee will be assessed.
		New bank account Please note that any returned eChecks will be assessed a fee. New 529 Savings Plan Please note that any returned echecks will be assessed a fee.
		Please note that a service tee will be assessed. International payment



Next you will enter your card information.

Please make sure all areas with the red star are filled out and correct. This includes the card number, expiration date, security code, and zip code.

NORTHERN ARIZONA UNIVERSITY	Make a Pa	yment		
My Account	Pay amount	Paymen	t method	
Overview				
🖺 Make a Payment		How would ye	ou like to pay?	
SE Transactions		Payment amount		
Statements		\$2,500		
(?) Help		* Payment method	<u>Chan</u>	ge
⊖ Sign Out		Please note that a service fee will be assessed.	Click on the 'Continue Checkout' button.	
		* Card number		7
		① Card number required		
		*Expiration date	* Security code (i)	
		MM / YY		
		*Zip/Postal code		
		International cardholders may input "N/A" Save card for future use		
	Secure encrypted paym	ent	Cancel	Continue



You can elect to save a payment method for future use by checking the box located next to **Save card for future use**. Enter a nickname to identify the card for future use.

NORTHERN ARIZONA UNIVERSITY	Make a Payment	
My Account	Payment method	
Overview		
🖺 Make a Payment	How would you like to pay?	
ST Transactions	Payment amount	
Statements	\$2,500	
	* Payment method Change	
	New credit or debit card Please note that a service fee will be assessed.	
	Please enter your credit card information and click on the 'Continue Checkout' button.	
	* Card number	
	*Expiration date * Security code (1)	
	*Zip/Postal code	
	International cardholders may input "N/A"	
	Save card for future use	
	Card nickname ①	
	My Card	
	Maximum 17 characters	
	Gecure encrypted payment Cancel Continue	
Click Continue .	1	



The following screen will display the service charge and complete total of the payment, including the service charge.





Review the amounts carefully along with the **Transact Campus, Inc. User Agreement**. Check the box to confirm you have read and accept the terms.



Click Continue.



The next screen will provide a final overview of the payment details including the email address that the receipt will be sent to, a summary of the charges being paid, and details of the payment type. If everything looks correct, click the **Pay** button at the bottom, which also includes the total payment amount with the service fee.

	RIZONA NIVERSITY	Make a P	ayment			
8 M	ly Account	Payment method	Review			
n 🖓	verview					
₫м	lake a Payment		Last step! Let's make sure we have	your correct information.		
SE Tr	ransactions		* Email address			
📓 St	tatements		@nau.edu]	
(?) н	elp		Summary	Chang	<u>e</u>	
⊖ sij	ign Out		AZRes Pledge Tuition 2223 (Due Date: 08/22/2022) Amount	\$2,500.00		
			Subtotal	\$2,500.00		
			Service charge Total	\$68.75 \$2,568.75		
			Payment details	Chang	<u>e</u>	
			Card number			
			Expiration date			
			Zip/Postal code			
			This site is protected by reCAPTCHA and the Google <u>Privacy Policy</u> and <u>Terms of Service</u> apply.			
		E Secure encrypted pa	rment	Cancel	Pay \$2,568.75	



The final screen will confirm the total amount of the payment, the remaining account balance, and the payment receipt number.

A confirmation e-mail will also be sent to your NAU e-mail address or the address used for the authorized Payer.





You can review transactions completed through Transact by selecting **Transactions** on the left menu.

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By selecting the receipt number, you can view the charges the payment paid when submitted as well as a confirmation of the payment method.

NORTHERN ARIZONA UNIVERSITY	Transactions					
My Account	Date	Description	Receipt	Amount		
Overview	7/19/22	FA Pay Plan Tuit/Fees - Sum (Due Date: 07/01/2022) <u>+1</u>	<u>#9947</u>	\$1,293.97		
🖺 Make a Payment						
Transactions						
Statements						
(?) Help						
\bigcirc Sign Out						
				2		



×	Transactions Receipt			Ē				
8	NORTHERN ARIZONA UNIVERNITY							
		Receipt #9947 ID:	Date: 7/19/22 Method: Mastercard Total amount \$1,293.97					
		Description FA Pay Plan Tuit/Fees - Sum (Due Date: 06/01/2022)	Amount \$629.66					
		FA Pay Plan Tuit/Fees - Sum (Due Date: 07/01/2022) Subtotal Service Charge	\$629.67 \$1,259.33 \$34.64					
		Total Payments received	\$1,293.97 Amount					
		Authorization #	\$1,293.97					
		Total This is an automated email. For assistance pl	\$1,293.97					
		This is an automated email. For assistance pl	ease contact sdas@nau.edu					



Questions?

If you have questions about your balance and due dates, please contact us at:

Student and Departmental Account Services

<u>sdas@nau.edu</u>

928-523-3122

If you have questions about making an electronic payment, please contact:

Transact Campus Smartpay Support

smartpaysupport@transactcampus.com

(800) 339-8131

For additional information and payment tutorials, visit our website at <u>nau.edu/sdas</u>.