NAU NORTHERN ARIZONA UNIVERSITY
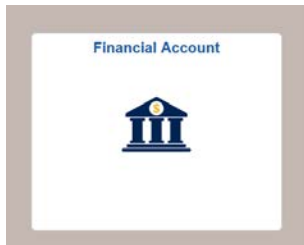
Student and Departmental Account Services

Make a Payment Using eCheck

In this tutorial we will illustrate how to make an online payment to a student account using an eCheck. 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.

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	⌂ 🔍 ⋮ ⊘

Account Balance
Make a Payment
Payment History
Direct Deposit
Enroll in Payment Plan
1098T Form
Authorize Parental Tax Access
Account Acknowledgements ⌄

Make a Payment

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-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 (toll free) 888-520-7215.

Click here to be redirected to Transact

International Payments via Flywire

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

Make a Payment Using eCheck

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, nau.ed/sdas.
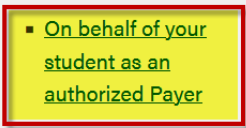
In Transact

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

Make a Payment Using eCheck

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

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

Make a Payment

Pay amount
● ● ●

How much would you like to pay?

Balance items

☑ Uncheck all | 18 of 18 selected

Description	Balance	Amount		
☑ 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	⊗	⌄
		Maximum $23		
☑ Athletics Fee (Due Date: 08/22/2022)	$75.00	$75.00	⊗	⌄
		Maximum $75		
☑ AZRes Pledge Tuition 2223 (Due Date: 08/22/2022)	$5,512.00	$5,512.00	⊗	⌄
		Maximum $5,512		
☑ Dining Dollars (Meal Plan) (Due Date: 08/22/2022)	$100.00	$100.00	⊗	⌄
		Maximum $100		
☑ Financial Aid Trust Fee (Due Date: 08/22/2022)	$44.00	$44.00	⊗	⌄
		Maximum $44		
☑ Freshman Academic 14 Meal Plan (Due Date: 10/15/2022)	$925.00	$925.00	⊗	⌄

Sidebar navigation:
- My Account
- Overview
- Make a Payment
- Transactions
- Statements
- Help
- Sign Out

Make a Payment Using eCheck

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

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

Make a Payment Using eCheck

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

Make a Payment Using eCheck

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

Make a Payment Using eCheck

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 Bank Account** option.
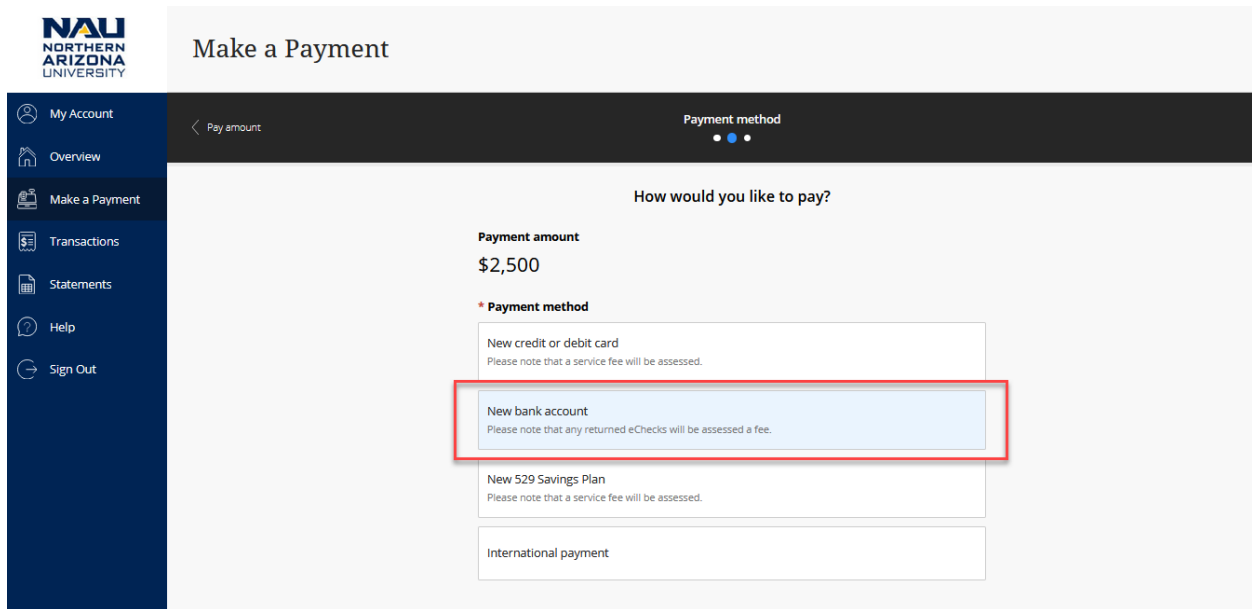
Next screen you will enter your account information. Please make sure all areas with the red star are filled out and correct. This includes the name on the account, the account type, the routing number, and the account number. We suggest checking with your bank for the correct routing and account number.

A $30 processing fee will be assessed for all returned checks. NAU reserves the right to restrict e-check payments after two returned checks.

Make a Payment Using eCheck

From here, you can elect to save a payment method for future use by checking the box located next to **Save bank account for future use**. Enter a nickname to identify the account for future use.

Before submitting payment, please carefully review the **Bank Account terms and conditions**. Once you have read the terms and conditions, you must then select, **"I agree"** to proceed with payment.

Click **Continue**.

Complete the authentication verification by selecting the appropriate images. You can also select the headphone icon at the bottom for an audio challenge.

Make a Payment Using eCheck

Read and review the **Transact Campus Inc. User Agreement**. Check the box to confirm you have read and accept the terms.

Click **Continue**.

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.

Please keep in mind that payments are acknowledged in LOUIE shortly after the payment is submitted, however, it may take a couple of business days for funds to move from bank to bank.

Make a Payment Using eCheck

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

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

Make a Payment Using eCheck

NORTHERN ARIZONA UNIVERSITY

Student and Departmental Account Services

Transactions
Receipt

NAU NORTHERN ARIZONA UNIVERSITY

Receipt
#10052

ID:

Date: 7/20/22
Method: **Checking**

Total amount

$5,766.00

Description	Amount
AZRes Pledge Tuition 2223 (Due Date: 08/22/2022)	**$2,500.00**
Dining Dollars (Meal Plan) (Due Date: 08/22/2022)	**$100.00**
FA Pay Plan Tuit/Fees - Fall (Due Date: 08/15/2022)	**$1,279.00**
Freshman Platinum 14 Meal Plan (Due Date: 08/22/2022)	**$872.00**
Housing Rent Reilly (Due Date: 08/22/2022)	**$855.00**
Payment Plan Svc Chg (AE/FA) (Due Date: 08/15/2022)	**$75.00**
Transportation Fee (Due Date: 08/22/2022)	**$85.00**
Subtotal	**$5,766.00**

Total $5,766.00

Payments received	Amount
Checking (•••••)	**$5,766.00**
View agreement	

Total $5,766.00

This is an automated email. For assistance please contact sdas@nau.edu

Make a Payment Using eCheck

Questions?

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

Student and Departmental Account Services

sdas@nau.edu

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 nau.edu/sdas.