

Using Shared Access to Make a Payment on a Student Account

There are two options for making online payments to a student account: credit card or eCheck

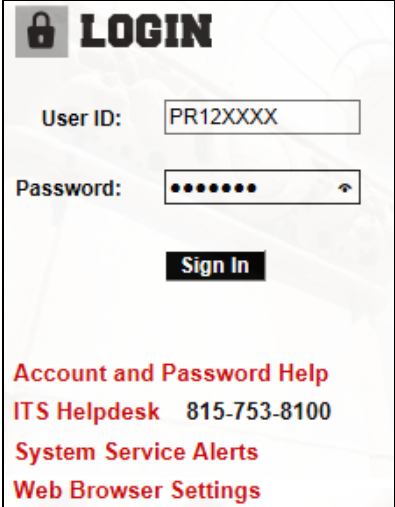



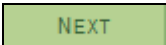
Credit Card:

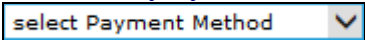
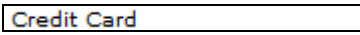
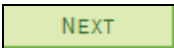
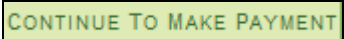
To make a payment by credit card you will need the card number, card verification number (CVN, 3 digits usually on the back of the card), expiration date, and the card holder name as it appears on the card. NIU accepts payments from MasterCard, American Express, and Discover. A 2.4% convenience fee is added to the final total of credit card payments. Visa is not an accepted credit card.

eCheck:

To make a payment by eCheck you will need the name and address on the account, checking account number, and the routing number. No convenience fee added for eCheck transactions.

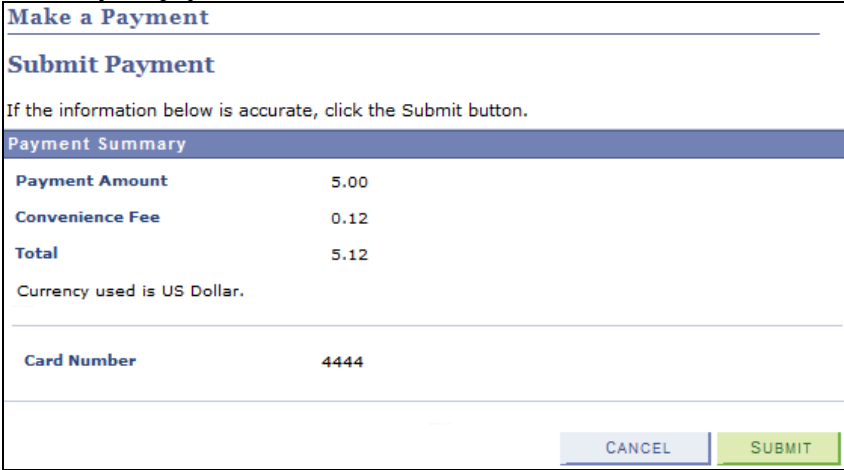

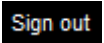
After successful navigation to the MyNIU portal at <https://myniu.niu.edu>:

Step	Action
1.	<p>Enter your User ID (PR-ID) and Password then click the Sign In button.</p> 
2.	<p>Click the Shared Access Center link.</p> 
3.	<p>Click the Make a Payment link in the finances area.</p> 
4.	<p>Enter the desired information into the Payment Amount field.</p> <p>Example: Enter "5.00" in the Payment Amount field.</p> 
5.	<p>Click the Next button.</p> 

Step	Action
6.	Click the Pay By list. 
7.	Select the payment method you wish to use from the dropdown menu. Payment options: <ul style="list-style-type: none"> • Credit Card: MasterCard, Discover, or American Express • eCheck: checking, savings, or corporate checking accounts Example: Select Credit Card from the list 
8.	Click the Next button 
9.	Review the Confirm Payment information then click the Continue to Make Payment button. 
10.	Enter your Billing Information . Note: All fields with an * are required. <div style="border: 1px solid black; padding: 10px;"> <p>Billing Information * Required field</p> <hr/> <p>First Name * <input type="text" value="Victor"/></p> <p>Last Name * <input type="text" value="Huskie"/></p> <p>Address * <input type="text" value="123 Huskie Blvd"/> <input type="text"/></p> <p>City * <input type="text" value="DeKalb"/></p> <p>Country * <input type="text" value="United States of America"/> <input type="button" value="v"/></p> <p>State/Province * <input type="text" value="Illinois"/> <input type="button" value="v"/></p> <p>Zip/Postal Code * <input type="text" value="60115"/></p> <p>Phone Number <input type="text" value="555-555-5555"/></p> <p>Email * <input type="text" value="vhuskieemail@niu.edu"/></p> </div>



Step	Action
11.	<p>Enter the Payment Details for the payment method you selected. Note: All fields with an * are required.</p> <p>Credit Card:</p> <div data-bbox="354 373 1279 970"> <p>Payment Details </p> <hr/> <p>Card Type *</p> <p> <input checked="" type="radio"/> MasterCard <input type="radio"/> Amex <input type="radio"/> Discover </p> <p>Card Number * <input type="text" value="XXXXXXXXXX4444"/></p> <p>CVN * <input type="text" value="XXXX"/> 123 <small>This code is a three or four digit number printed on the back or front of credit cards.</small></p> <p>Expiration Date * <input type="text" value="01"/> <input type="text" value="2016"/></p> <p style="text-align: right;">Continue</p> </div> <p>eCheck:</p> <div data-bbox="354 1037 1334 1478"> <p>Payment Details </p> <hr/> <p>Routing Number * <input type="text" value="XXXXXXXXXX"/></p> <p>Account Number * <input type="text" value="XXXXXX"/></p> <p>Account Type * <input type="text" value="Checking"/> <input type="text"/></p> <p style="text-align: right;">Continue</p> </div>

Step	Action																
13.	<p>Review your payment details and click the Submit button to finalize the payment.</p>  <p>The screenshot shows a 'Make a Payment' page with a 'Submit Payment' button. Below the button is a 'Payment Summary' table:</p> <table border="1"> <thead> <tr> <th colspan="2">Payment Summary</th> </tr> </thead> <tbody> <tr> <td>Payment Amount</td> <td>5.00</td> </tr> <tr> <td>Convenience Fee</td> <td>0.12</td> </tr> <tr> <td>Total</td> <td>5.12</td> </tr> </tbody> </table> <p>Currency used is US Dollar.</p> <p>Card Number: 4444</p> <p>Buttons: CANCEL, SUBMIT</p>	Payment Summary		Payment Amount	5.00	Convenience Fee	0.12	Total	5.12								
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Payment Amount	5.00																
Convenience Fee	0.12																
Total	5.12																
14.	<p>The Payment Result page will show your payment confirmation details. After viewing the information, click the Return button to return to the shared access page.</p>  <p>The screenshot shows a 'Payment Result' page with a green confirmation message: 'Your payment has been accepted. Save the information below for your reference.' Below this is a 'Confirmation Details' table:</p> <table border="1"> <thead> <tr> <th colspan="4">Confirmation Details</th> </tr> </thead> <tbody> <tr> <td>Reference Number</td> <td>000000267192</td> <td>Payment Amount</td> <td>5.12</td> </tr> <tr> <td>Card Number</td> <td>4444</td> <td>Transaction Date</td> <td>07/02/2014</td> </tr> <tr> <td></td> <td></td> <td>Transaction Status</td> <td>Successfully Posted</td> </tr> </tbody> </table> <p>Currency used is US Dollar.</p> <p>Button: Return</p>	Confirmation Details				Reference Number	000000267192	Payment Amount	5.12	Card Number	4444	Transaction Date	07/02/2014			Transaction Status	Successfully Posted
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15.	<p>Click the Sign out link once you have finished using MyNIU Shared Access.</p> 																
16.	<p>You have completed the Using Shared Access to Make a Payment on a Student Account topic</p> <p>End of Procedure.</p>																