Payments

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Make a Payment

The “Pay” link appears beside the billing statement line if the student is not enrolled in a payment plan for the current term.

Pending Payments
No payments have been set up.

The “Pay” link appears beside the billing statement line if the student is not enrolled in a payment plan for the current term.

If the student is enrolled in a plan for the current term, an option box appears above the “Most Recent Billing Statement” section.

Pending Payments:
Students and Authorized Users who have saved payment methods can schedule payments for future date. When payments (including plan installments) are scheduled for future dates, they appear in the Pending Payments list.
Only the user who set up a payment can edit or delete it. To change the details of an upcoming payment, the user clicks its Edit link. To cancel a payment, the user clicks its Delete link.

**Note:** If a student deletes an authorized user, all of the authorized user’s scheduled and automatic payments will be deleted.

**Note:** If an administrator removes one of the user’s payment methods, all scheduled and automatic payments associated with that method will be deleted.

**Plan Installments:**

If the student is enrolled in a plan, the plan installments list shows each installment and its due date. In this list, the student or authorized user can:

- Click an installment link to go to the payment plan’s description page, which includes a link to pay off the plan.

- Click a Schedule/Pay link to schedule or pay a single installment.

**Note:** If a plan requires its installments to be scheduled, its payment method, but no other payment details, can be edited later by the user. If scheduled payments were optional for the plan, they can be edited once they have been added to the Pending Payments list.
Making a Payment – Select a Payment Method

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Statement Date</th>
<th>Due Date</th>
<th>Statement Amount</th>
<th>Current Balance*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Account</td>
<td>01/20/2010</td>
<td>01/30/2010</td>
<td>$973.00</td>
<td>$9,720.00</td>
</tr>
</tbody>
</table>

* Current balance includes activity since your last statement, including recent payments and new charges.

Step 1: Select a Payment Method  Step 2: Payment Options  Step 3: Payment Confirmation

Select Payment Method

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler’s checks, etc.

To make a payment, users first select either a payment method they previously saved or select “New Electronic Check (checking/savings) and the type of account they want to use for payment.
A user who selects “New Electronic Check (checking/savings)” payment methods enters information about the account. The account can be either a checking or a savings account.
## Making a Payment – Payment Options

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Payment Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Method:</td>
<td>Select a term for this payment: Spring 2010</td>
</tr>
<tr>
<td>Account Number:</td>
<td>Payment Amount: $100.00</td>
</tr>
<tr>
<td>ABA Routing Number:</td>
<td>Memo:</td>
</tr>
<tr>
<td></td>
<td>Payment Date: 03/29/2010</td>
</tr>
</tbody>
</table>

After selecting a payment method, the user selects remaining payment options.

### Payment Amount:
Users who are enrolled in payment plans cannot change the payment amount. It is based on their previous selection to the Make a Payment tab (see Make a Payment).

### Payment Date:
On this date, funds will transfer from the user’s personal account and be applied toward the amount due.

### Scheduled Payments:
If the payment date is later than the current date, it will appear in the Pending Payments list on the Payments tab.
Making a Payment – ACH Agreement

Please read the following agreement carefully before you continue.

I hereby authorize Loyola Marymount University to initiate recurring debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this or any future electronic payment is returned unpaid for any reason, I understand that a $25.00 return fee will be electronically debited from my account.

Name: Mrs. Lian
Depository: BANK OF AMERICA, N.A.
PO BOX 27025
RICHMOND, VA 23261-7025
Routing Number: 121000661
Account Number: xxxxxx3321

This agreement is dated Monday, March 29, 2010 for fraud detection purposes, your internet address has been logged.
157.242.204.142 at 03/29/2010 05:07:20 PM

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact admin@lmu.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

Print Agreement

I Agree [ ]

[Cancel] [Continue]

Users must complete an ACH agreement to:

- Make a payment from a bank account
- Save a bank account as a payment method
- Use a bank account with a payment plan
- Use a bank account to pay deposits
Making a Payment – Payment Confirmation

The Payment Confirmation screen is the user’s last opportunity to cancel the process before submitting the payment. The user clicks Submit Payment (for payments on the same day) or Schedule Payment (for payments in the future). The payment is processed or scheduled, and the user goes to the receipt.
The payment receipt is the most detailed record of an individual payment and should be retained by the user. The student or authorized user should print it for their records.

If the user does not save his or her receipt and needs to see a record of payments, the user should go to the Payment History tab. The Payment History tab shows:

- Who made the payment
- Date and time of payment
- Amount
- Memo
- Reference number
Making a “Pay All” Payment

An authorized user who has more than one student sees the Pay All button on the Select Student screen immediately after login. The Pay All button also appears on the Select Student tab. The authorized user can click the Pay All button to make a single payment toward all accounts.

Note: “Pay All” does not mean the user must pay the entire amount due. It means a payment of some amount must go to every student account the authorized user has access to.