This is the view you will see upon logging in to My Finances.

To make a payment on your student account, choose this option.

Follow the directions then click “Next step” on each page to submit a payment via electronic check, credit card, or to inform us of a mailed check.

To report additional credits which will fund your account, start with the “Make a payment” screen.
MAKE A PAYMENT STEP 1

- Upon logging in to My Finances, you will see an overview of your account on the first page of the “Make a payment” process.
- In order to continue making a payment:
  - Report additional credits if applicable (see next slide).
  - Check whether you wish to pay the full amount due or another amount (if listed).
  - Click the Next step button.
- Using the menu at the left of the page you may also opt to:
  - View to do list items.
  - Check announcements.
  - Add funds to your Flex account.
  - See detailed account activity and payment history.
  - Download statements or 1098T tax forms.
  - Review your financial aid award notice.
REPORT ADDITIONAL CREDITS

- Sometimes you will have additional aid or payments coming, but not yet reflected on your student account.
- To report these to UD:
  - Select the appropriate source of funds from the drop down provided.
  - Enter the amount and notes about the credit in the boxes that appear.
  - Click “Add another credit” to report other funding or “Submit”.
- Your balance due will be updated based on the credits you report.
MAKE A PAYMENT STEP 2

- Confirm your payment amount.
- If desired, add funds to your Flex account.
- Select your payment method.
  - Note that credit card payments incur a 2.75% service charge.
- Be sure to review and check the agreement box and verify the email address to which a receipt should be sent.
- Click “Next step”.

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MAKE A PAYMENT STEP 3

- Verify your payment information.
- Click “Next step”.

On the Next step, you will be directed to UD's secure payment processor.
Dare to be first.

CASHNET / SMARTPAY

- You will be taken to CASHNet to complete your payment.
- Once you agree to the CASHNet terms, you will see the payment screen.
- Enter your checking account or credit card (remember that credit card payments incur a 2.75% service charge) information and address.
- Click "Next step". On the following page you will be able to review your transaction before it is finalized.

University of Delaware Payment system

Please have a check in front of you and use this example to locate the information required below.

<table>
<thead>
<tr>
<th>Routing Transit Number</th>
<th>Bank Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>567890</td>
</tr>
</tbody>
</table>

Total Amount: $14,361.00

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number:
Confirm Bank Account Number:
Account Type:
Routing Transit Number:
Account Holder Name:

What are my Routing Transit and Account Numbers?

NOTE: Payments made before 2:30 p.m. EST (Monday–Friday excluding bank holidays) will be processed the same day. Please keep this in mind to avoid late fees. A $25 fee will be charged if there are insufficient funds in the account to satisfy the total amount indicated.
CASHNET / SMARTPAY

- Review your payment information for accuracy.
- Click “Submit Payment” to complete payment and receive your receipt both online and via email.

University of Delaware Payment system

Please confirm the information below. To submit your payment, click Submit Payment.

Student Financial Services - Payment or Account
Email: busterbluehen@udel.edu
UDID or Reference No.: 1743
Term: 2148

Account Number: X0900001750
Account Type: Checking
Routing Transit Number: 1625907176
Bank: UD CREDIT UNION
Account Holder Name: Buster Blue Hen

Total Amount: $14,381.00

Submit Payment
PAYMENT RECEIPT

- Upon successful submission of your payment, you will receive an online receipt that looks like this, as well as an emailed copy.