

Dare to be first.

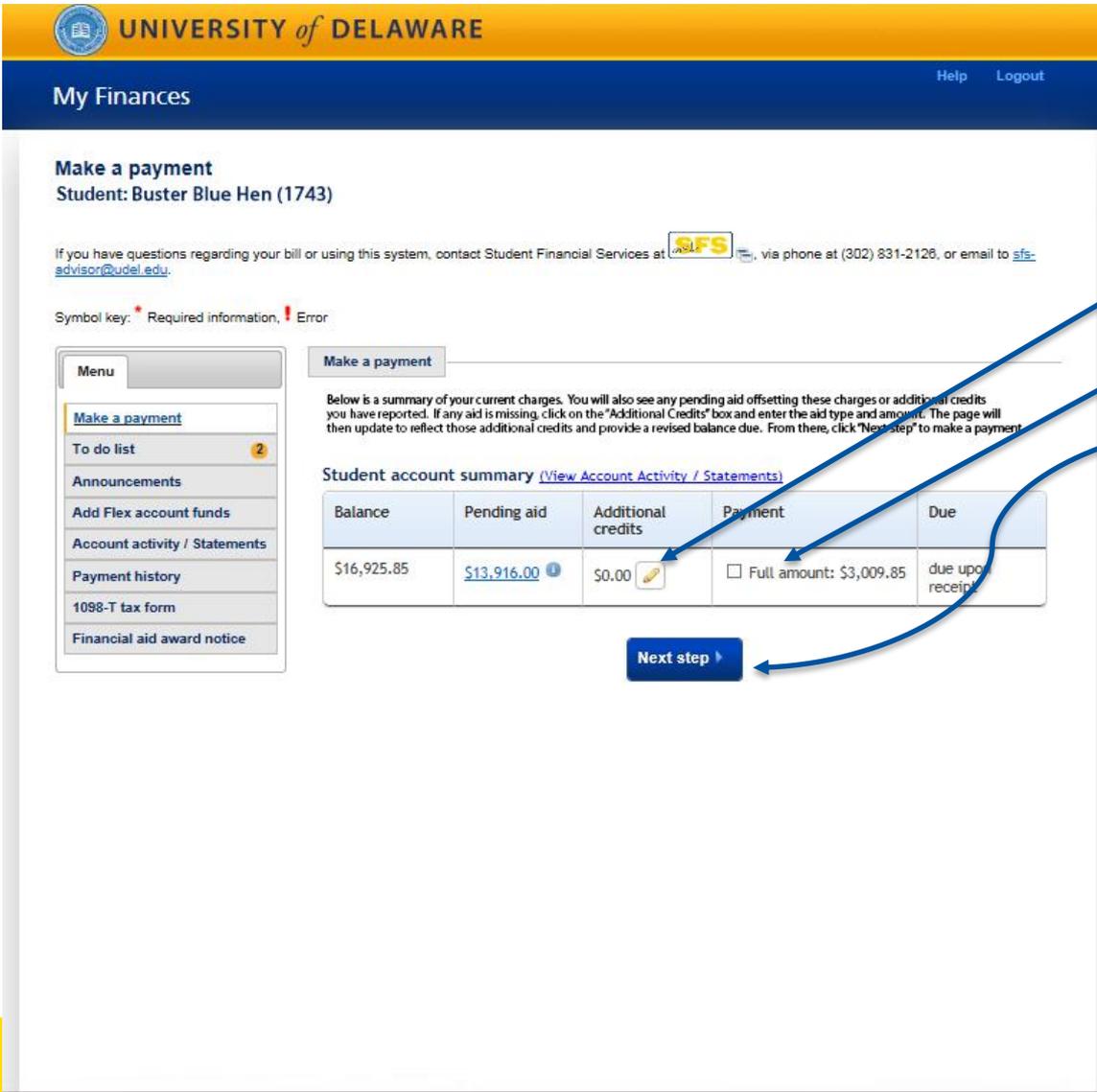


Make a Payment & Report Additional Credits

- 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.



UNIVERSITY of DELAWARE

My Finances Help Logout

Make a payment
Student: Buster Blue Hen (1743)

If you have questions regarding your bill or using this system, contact Student Financial Services at , via phone at (302) 831-2126, or email to sfs-advisor@udel.edu.

Symbol key: * Required information, ! Error

Menu

- [Make a payment](#)
- To do list 2
- Announcements
- Add Flex account funds
- Account activity / Statements
- Payment history
- 1098-T tax form
- Financial aid award notice

Make a payment

Below is a summary of your current charges. You will also see any pending aid offsetting these charges or additional credits you have reported. If any aid is missing, click on the “Additional Credits” box and enter the aid type and amount. The page will then update to reflect those additional credits and provide a revised balance due. From there, click “Next step” to make a payment.

Student account summary ([View Account Activity / Statements](#))

Balance	Pending aid	Additional credits	Payment	Due
\$16,925.85	\$13,916.00 !	\$0.00 	<input type="checkbox"/> Full amount: \$3,009.85	due upon receipt

Next step ▶

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.

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Make a payment

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Symbol key: *

Report additional credits

Report additional credits for an outside source of funds not reflected on your account. Some common examples:

- 529 or outside scholarship who will be initiating payment to us.
- Financial aid (eg. Parent Loan) not yet reflected in pending aid.
- Payroll deduction.

If there are additional anticipated credits that you expect to use to clear your balance, please use the options below to notify. In addition, input the expected amount to adjust your required payment for this bill.

Credit 1

Type: *

- Choose one
- Graduate Contract
- Employee Tuition Benefit
- Multiple Payors - Record Amount of other Payor
- Savings/529 Plan in Process
- Additional Student Loans not pending
- Third Party/Outside Source to be Invoiced
- Parent (PLUS) Loan
- Graduate Payroll Deduction
- Athletic Scholarship
- Scholarship
- Business Deferred Employee Benefit
- Veterans Benefits
- Departmental Funding
- Nursing Deferred Employee Benefit
- International-Deferred Until on Campus Adjustment (i.e. Housing, Dining, Bookstore)

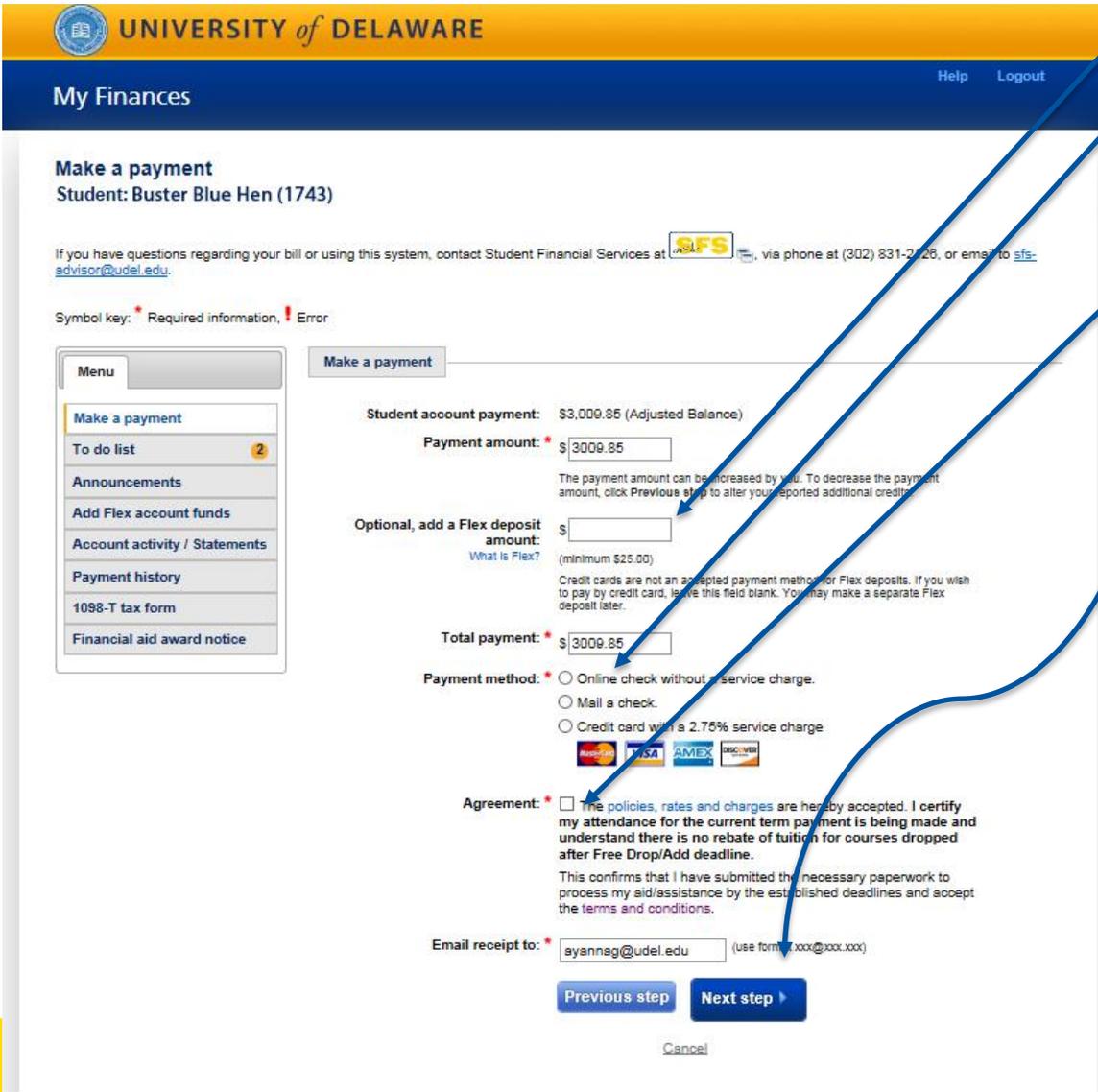
**Any item listed above must be credited to you enrolled in the installment plan (\$50 fee) and within 10 business days of the credit date. At that time, you will be automatically billed.

Remove credit

Submit

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

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Menu

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Make a payment

Student account payment: \$3,009.85 (Adjusted Balance)

Payment amount: * \$3009.85

The payment amount can be increased by you. To decrease the payment amount, click [Previous step](#) to alter your reported additional credits.

Optional, add a Flex deposit amount: \$

What is Flex? (minimum \$25.00)

Credit cards are not an accepted payment method for Flex deposits. If you wish to pay by credit card, leave this field blank. You may make a separate Flex deposit later.

Total payment: * \$3009.85

Payment method: * Online check without a service charge.
 Mail a check.
 Credit card with a 2.75% service charge



Agreement: * The policies, rates and charges are hereby accepted. I certify my attendance for the current term payment is being made and understand there is no rebate of tuition for courses dropped after Free Drop/Add deadline.

This confirms that I have submitted the necessary paperwork to process my aid/assistance by the established deadlines and accept the terms and conditions.

Email receipt to: * (use form:)

[Previous step](#) [Next step](#)

[Cancel](#)

MAKE A PAYMENT STEP 3

- Verify your payment information.
- Click "Next step".

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My Finances [Help](#) [Logout](#)

Make a payment

Student: Buster Blue Hen (1743)

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Make a payment

Verify payment information

Student name: Buster Blue Hen (1743)
Payment receipt email: busterbluehen@udel.edu
Payment method: Online Check.

Payment amount:	Student account payment	\$14,361.00
	Flex account deposit	\$0.00
	Total	\$14,361.00

On the **Next step**, you will be directed to [UD's secure payment processor](#).

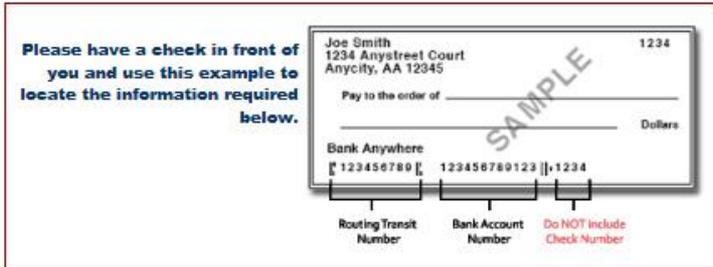
[Previous step](#) [Next step](#) [Cancel](#)

CASHNET / SMARTPAY



UNIVERSITY of DELAWARE

University of Delaware Payment system



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 Checking Savings

Routing Transit Number [What are my Routing Transit and Account Numbers?](#)

Account Holder Name

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.

You'll have a chance to review your payment before it's final.

[Next step >](#)

- 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

CASHNet SMARTPAY

University of Delaware Payment System

Pay by credit card. (American Express, Discover/NOVUS, MasterCard, or VISA.)

Provide your credit card information and click **Next step >>**. Total Amount: \$15,946.80

NOTE: Credit card payments made at this site will display on your statement as CASHNET SMARTPAY UDEL 1-800-339-8121**

Credit Card Number

Expiration Month Select Month ▾

Expiration Year Select Year ▾

Cardholder Name

Address Enter the address where you receive the bill for this card.

City

State/Province/Region

Zip/Postal Code

Country United States ▾

Card ID Code Enter the three or four digit code from your card. USA

You'll have a chance to review your payment before it's final. [Next step >>](#)

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[Next step >](#)



CASHNET / SMARTPAY



UNIVERSITY of DELAWARE

University of Delaware Payment system

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

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

Account Number: XXXXXXXX3789
Account Type: Checking
Routing Transit Number: 1528907178
Bank: UD CREDIT UNION
Account Holder Name: Buster Blue Hen

Total Amount

\$14,381.00

\$14,381.00

Submit Payment

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

