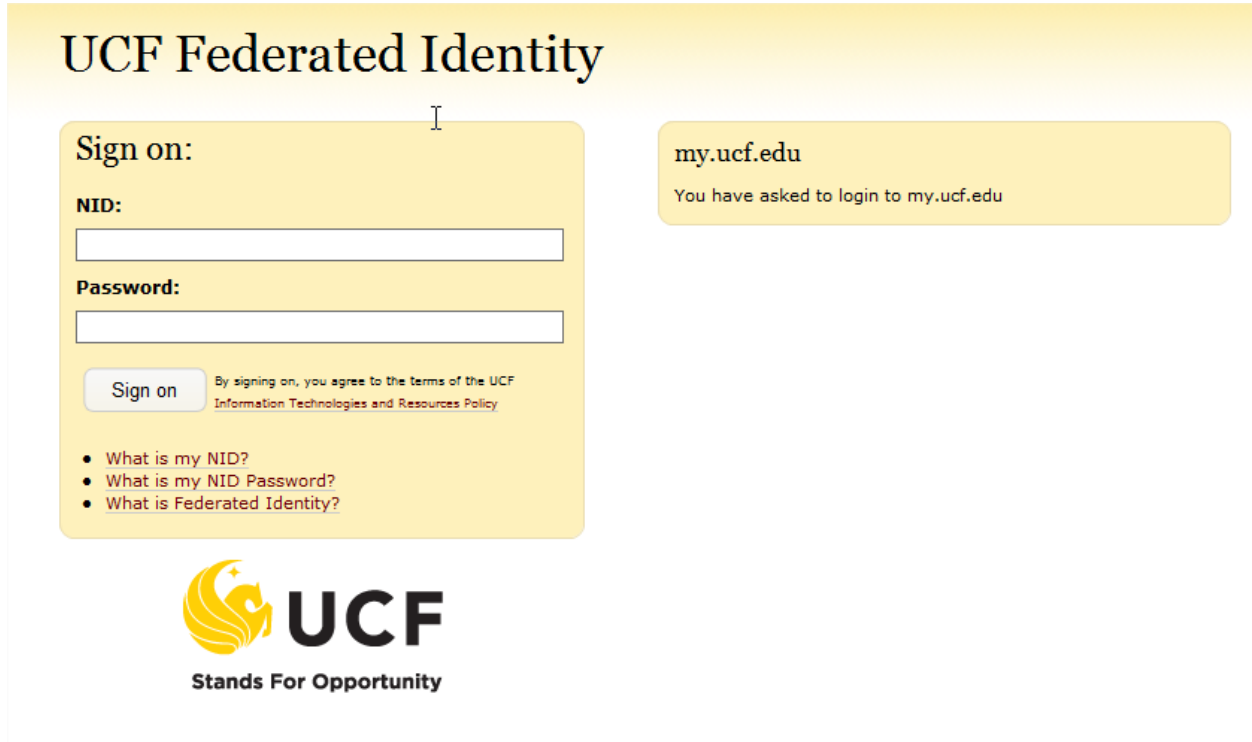


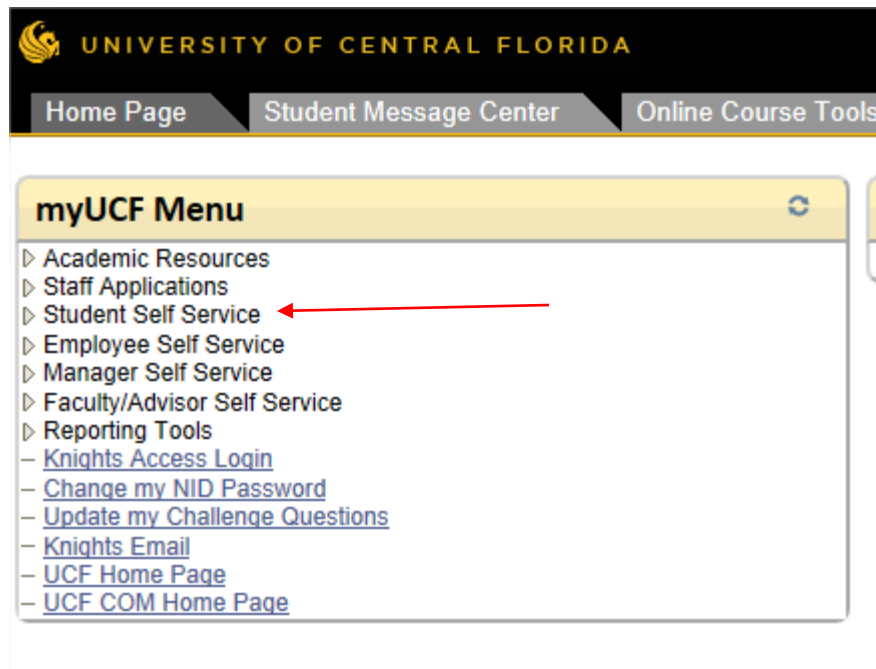
How to make an online payment through myUCF:

1. Login to your myUCF account with your NID and password.



The image shows the UCF Federated Identity login page. At the top, it says "UCF Federated Identity". Below this, there is a "Sign on:" section with a cursor icon above it. This section contains a "NID:" label followed by a text input field, and a "Password:" label followed by another text input field. Below the password field is a "Sign on" button. To the right of the button, there is a small text box that says "By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy". Below the sign on section, there are three bullet points: "What is my NID?", "What is my NID Password?", and "What is Federated Identity?". To the right of the sign on section, there is a yellow box with the text "my.ucf.edu" and "You have asked to login to my.ucf.edu". At the bottom of the page, there is the UCF logo, which consists of a stylized orange and yellow flame-like shape next to the letters "UCF", and the tagline "Stands For Opportunity" below it.

2. Click on "Student Self Service."



3. Click on “Due Charges/ ePay.”

The screenshot shows the University of Central Florida Student Center. The navigation bar includes Home Page, Student Message Center, Online Course Tools, Dashboards, and Informational Resources. The left sidebar lists various services like Academic Resources, Student Self Service, and Employee Self Service. The main content area is titled 'Student Center' and features sections for Academics, Finances, Holds, To Do List, Enrollment Dates, and Advisor. In the 'Finances' section, there is a message: 'You have no outstanding charges at this time.' Below this message, the 'Due Charges / ePay' link is highlighted with a red arrow.

4. Enter the amount you would like to pay in the box and then choose to pay by Credit Card or Electronic Check.
 - a. Credit card payments are charged a non-refundable 2% convenience fee.
 - b. To make an Electronic check payment, you will need a valid bank routing and account number. To get this information, you will need to contact your banking institution.

The screenshot shows the 'Due Charges/ePay' page. At the top, there are navigation tabs: My Account, Due Charges/ePay, Manage Direct Deposit, and 1098-T Tax Management. Below the tabs, there is a message about a non-refundable Convenience Fee. A table with the following columns is displayed: Term, Description, Due Date, Due Amount, and Enter Payment Amount. The table contains one row with the number '1' in the 'Term' column. Below the table, there are two payment options: 'Pay Now With Credit Card' (with a convenience fee) and 'Pay Now With Electronic Check' (no convenience fee). Red arrows point to the 'Enter Payment Amount' field in the table and the two payment buttons.

5. Once you enter the amount and made your selection, the following screen will pop-up. Choose "Pay Now."
 - a. Notice for **Credit Card payments**, the dollar amount of the convenience fee is shown.

If payment amount is correct, click the "Pay Now" button.
To change payment amount or to cancel payment click the "Cancel / Return to Previous Page" link.

Descr	Description	Due Date	Due Amount	Applied Amount
1				1.00
2	Convenience Fee		0.02	0.02

Cancel / Return to Previous Page **Pay Now** Pay Charge Amount 1.02

- b. For **Electronic check payments**, the dollar amount should match what you entered into the box in Step 4.

If payment amount is correct, click the "Pay Now" button.
To change payment amount or to cancel payment click the "Cancel / Return to Previous Page" link.

Descr	Description	Due Date	Due Amount	Applied Amount
1				1.00

Cancel / Return to Previous Page **Pay Now** Pay Charge Amount 1.00

- 6. Once you select "Pay Now," you will be brought to the following webpage where you will need to enter your personal information and click "Continue."
 - a. The screen for **credit card payments** will look like the one below.
 - i. Please note the email address that you enter is where your receipt will be sent.

UNIVERSITY OF CENTRAL FLORIDA

UCF Payment Gateway | Cashier's Office




Online Services

Required fields are highlighted with an asterisk.

Payment information:
Amount:* \$1.02

Please enter the following information about your payment method:

Cardholder's Name:*

Cards Accepted:   

Card Number:*

Signature Panel Code:*

Expiration Date:* MM YYYY

Billing information:

Address Line 1:*

Address Line 2:

Country:* United States

ZIP Code:*

City:

State: --Select One--

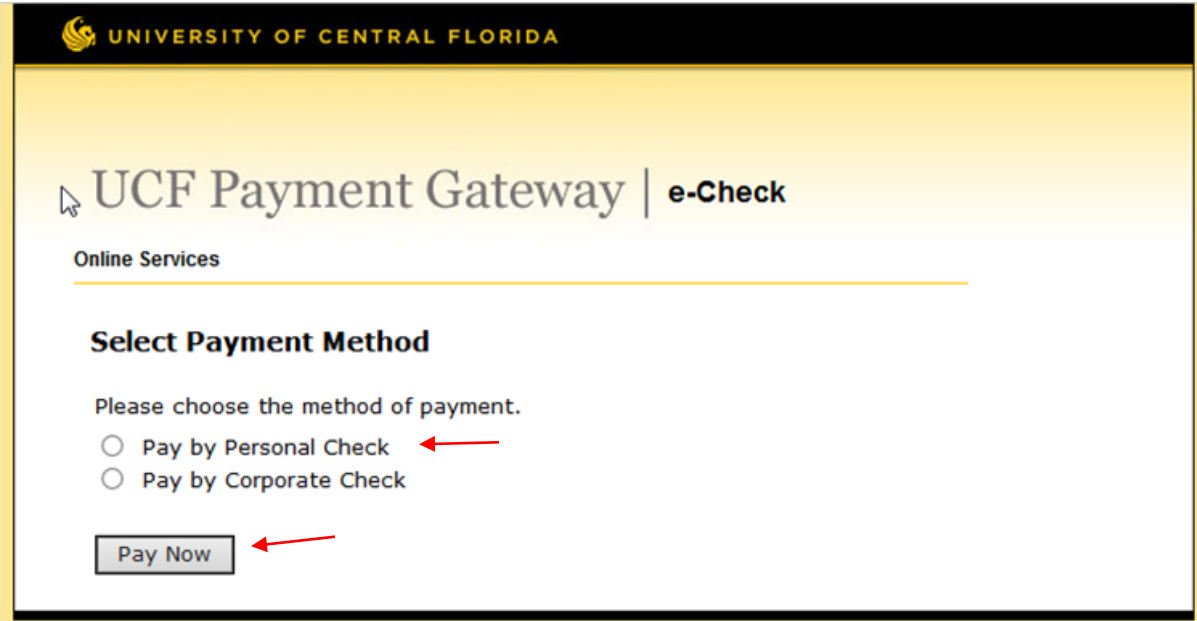
Receipt information:

Email Address:

←

- b. The screen for **electronic check payments** will look like the one below. Choose “Pay by Personal Check.”
- i. Our online system does not recognize “Corporate Checks,” those must be mailed to:

University of Central Florida
Student Account Services
Attn: Payment Processing
P.O. Box 160115
Orlando, Florida 32816-0115



The screenshot shows the UCF Payment Gateway interface. At the top, there is a black header with the University of Central Florida logo and name. Below this is a yellow banner with the text "UCF Payment Gateway | e-Check". Underneath the banner, the text "Online Services" is displayed. The main content area is titled "Select Payment Method" and contains the instruction "Please choose the method of payment." There are two radio button options: "Pay by Personal Check" and "Pay by Corporate Check". A red arrow points to the "Pay by Personal Check" radio button. Below the radio buttons is a "Pay Now" button, also indicated by a red arrow.


- c. The following screen will appear. You will need to enter your personal banking information. Be sure to click the check box and then click "Continue."
 - i. Note our system does not recognize savings accounts thus a Checking account must be used.
 - ii. Please note the email address that you enter is where your receipt will be sent.

UNIVERSITY OF CENTRAL FLORIDA

UCF Payment Gateway | e-Check

Online Services

Enter Payment Information



Routing Transit Number
Account Number
Check Number (Do Not Include)

Required fields are highlighted with an asterisk.

Payment Information:

Amount: * \$ 1.00

Account Information: *

Account Information: *

User Information UCF EMPLID: *

Please enter the following information about your Bank account:

First Name on Check: *

Last Name on Check: *

Routing Transit Number: *

Account Number: *

Confirm Account Number: *

Type of Account: * Checking Savings

Address Line 1: *

Address Line 2:

Country: *

ZIP Code: *

City: *

State: *

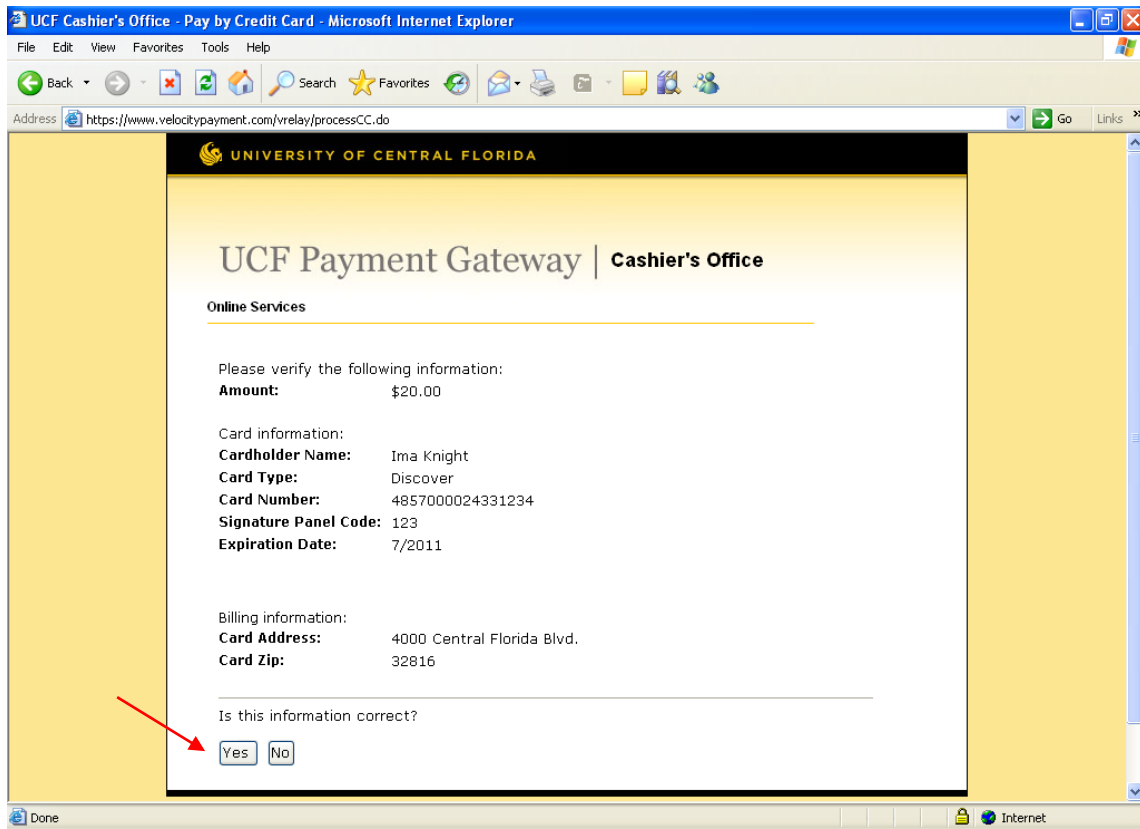
Receipt information:

Email Address:

By clicking submit, you are giving UCF permission to process this payment on your behalf.

Cashiers Office | University of Central Florida
 12424 Research Parkway, Suite 300 | Orlando, FL 32826
 407.573.7544

7. After you have entered your information, you will be asked to confirm it and a receipt will appear as well as be sent to the email address that you entered.
- a. This is the confirmation page for **Credit Card payments**.



- b. This is the confirmation page for **Electronic Check payments**.

