### **Guest Payer Payments**

Go to Bursar WebPay Page <a href="http://smu.edu/bursar/webpay.asp">http://smu.edu/bursar/webpay.asp</a>

Click on Guest Payer (Parents & Others)



Please enter the student's SMU ID number (8 digit number), $% {\displaystyle \int} {\displaystyle \int {\displaystyle \int$				
select the account you want to pay toward and click $\ensuremath{Verify}$ .				
SMU ID#:				
Pay Toward: Student Account				
Verify				

Enter Student SMU ID number (check to insure correct SMU ID has been entered)

In Pay Toward drop down box select Student Account (tuition & fees) or Miscellaneous Account (miscellaneous charges, bookstore, library, traffic, etc)

Click on Verify



Please verify that your information is correct and click the Submit button.

• ID number should be an 8-digit number.

SMU ID#: 00015846 Pay Toward: Student Account

Click Submit after you have verified the information entered is correct. The student's name and SMU ID number may appear below SMUpay. If it does please check that it is the correct student you are wanting to make a payment on.



Enter Student's name

Enter Actual Payer's First & Last name

Enter Payment Amount

Select Payment Method from drop down box (eCheck or Credit Card)

Click on Continue

#### eCheck Payment



Bursar Guest [Charles Harper - 00015846]

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#### Make Payment

## Provide eCheck Information

Please enter your check information in the following fields, and then click the "Continue" button. NOTE: All fields are required. Please be aware that not all payments from brokerage accounts can be made online. Please check with your brokerage account representative.

For help, please click on the question mark next to a field.

Student Accounts	Payment Amount:	\$1.00	
	Effective Date:	09/30/2010	
Account Information			
Holder's Name:			
Account Type:	CHECKING 🛩		
Routing Number:		?	
Account Number:		?	
Reenter Account Number:			
Billing Address Information			
Address 1:			
(optional) Address 2:			
City:			
State:	Select One	~	
Zip:			
Contact Information			
contact information			
Daytime Phone:			
	e.g. (555) 555-1212x123 OR +31 42	123 4587	
Email Address:			

Enter Account Information (required)

Enter Billing Address Information (required)

Enter Contact Information (required)

**Click Continue** 



#### Bursar Guest

Make Payment

## Is this eCheck information correct?

Please confirm that your eCheck information is entered correctly.

- · To submit a payment, please click the "Confirm" button.
- To make changes, please click the "Edit" button.
- · To cancel a payment, please click the "Cancel" button.

Current Payment				
			1	
Student Accounts	ayment Amount:	\$1.00		
Ef	fective Date:	09/30/2010		
Account information				
Holder's Na	ame: Jane Doe			
Account T	ype: CHECKING			
Routing Num	ber: 071000013			
Account Num	ber: ****5678			
Billing Address Information				
Addres	ss 1: 123 James			
	City: Dallas			
s	tate: TX			
	Zip: 75218			
Contact Information				
Daytime Ph	one: (555)555-1212			
Email Addr	ess: charper@smu.ed	lu		

I hereby authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above at the depository financial institution named above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.

**NOTE:** Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.

Non-Sufficient Funds Statement: Should any check be returned from the bank due to insufficient funds, the face value of the check and a NSF fee will be charged to your account.

Confirm Edit Cancel

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**Click Confirm** 

Print your Payment Receipt

#### **Credit Card Payment**

Please enter your credit card information in the following fields and then click "Continue" button. NOTE: All fields are required. For help, please click on the question mark next to a field. Current Payment Student Accounts Payment Amount: \$1.00 Service Charge\* \$0.03 Total Amount: \$1.03 Effective Date: 09/30/2010 Credit Card Information Cardholder's Name: Card Type: MASTERCARD ~ Credit Card Number: Reenter Card Number: Expiration Date: -- MONTH -- 💙 / -- YEAR -- 🗸 Billing Address Information Address 1: (optional) Address 2: City: ----For U.S. Address State: Select One. Zip: For International Address Region / Province: Postal Code: Country: UNITED STATES ~ Contact Information Daytime Phone: e.g. (555) 555-1212x123 OR +31 42 123 4587 Email Address: Continue Cancel Credit Card Processing

payment to which it relates is cancelled, relunded, credited or charged back.

BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE CHARGE.

Done

Enter Credit Card Information (select credit card type from drop down box)

**Enter Billing Address Information** 

**Enter Contact Information** 

**Click Continue** 

# nelnet.

#### Bursar Guest [Charles Harper - 00015846]

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Make Payment

## Service Charge Notice

Credit card payments are processed by Nelnet Business Solutions through NTS. Nelnet Business Solutions provides third-party transaction processing services, operating under an agreement with your institution to process credit card payments on your behalf.



You will be charged a 2.75% Service Charge\* for processing your payment. This means that the Service Charge amount is calculated based on 2.75% of your payment amount. The 2.75% Service Charge is added to your payment and will appear as a separate item on your credit card statement. The Service Charge is not a fee assessed by your institution. The Service Charge is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back.

BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE CHARGE.

#### VERIFY CREDIT CARD INFORMATION

Current Payment		
Student Accounts	Payment Amount:	\$1.00
	Service Charge*:	\$0.03
	Total Amount:	\$1.03
	Effective Date:	09/30/2010

Jane Doe
MASTERCARD
*******5454
11/2011
123 James
Dallas
TX
75218
(555)555-1212
charper@smu.edu

Confirm Edit Cancel

Credit Card Procession

**Click Confirm** 

Print your Payment Receipt