Make a Payment – Student Financials

Steps	Descriptions
1.0	Access the UHCL E-Services page at www.uhcl.edu/eservices. Enter your UHCL network ID and password OR your 7-digit PeopleSoft ID and password.
2.0	From the **Student Home** page, click on the **Student Financials** tile.

3.0	Once in Student Financials, the **Make a Payment** page should be loaded by default. If not loaded, either click on **Make A Payment** link on the left side menu or click on **Make a Payment** tab.

4.0	In **Make a Payment** page, enter the requested information. Note that all fields are required.

4.1	Under the **What I Owe** section, enter the amount to be paid in **Payment Amount**. The amount should be greater than 0.
	What I Owe
		Description	Outstanding Charges	Payment Amount
		Online Payment	1,692.00	1692.00
4.2	Under the **How To Pay** section, select the preferred method of payment: **Credit Card** or **Electronic Check.**
	How to Pay
	*Pay By
	Credit Card
	Electronic Check
	• For **Credit Card** payment, note of the 1.45% processing fee that will be added to the amount previously entered to the **Payment Amount** field.
	How to Pay
	*Pay By Credit Card
	A non-refundable Processing Fee of 1.45% ($24.53) is added for Credit Card payments. Your Credit Card will be charged $ 1,716.53. The University of Houston system charges a processing fee on all credit card transactions. The processing fee is assesed on all credit card brands. The processing fee imposed is not greater than the University's applicable merchant rate for credit card transactions.
	• For Electronic Check payment, ensure that the ACH routing number is available before proceeding.
	How to Pay
	*Pay By Electronic Check
	Please Contact your bank for ACH routing number before you proceed.
4.3	Check the box to accept the **Terms and Conditions**, then press the **Submit** button. The **Submit** button will only be enabled until the Terms and Conditions acceptance box is checked.
	Terms and Conditions
	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 FULL EXTENT OF THE LAW.
	ELECTRONIC CHECK POLICY I hereby authorize the University to initiate debit entries to my Depository, according to the terms below, and for my Depository to debit the same to such account. In the event that this electronic payment is returned for 'Non-Sufficient Funds or any reasons, I understand that a return fee of $20.00 will be applied to my account. In addition, I understand that if this electronic payment is returned, for any reason, after a fee payment deadline my account will be subject to appropriate late payment charges as the account will be considered unpaid.
	REFUND POLICY Cancellation Refund If you cancel your registration by withdrawing from all your classes before the first official day of
	☑ I accept the above Terms and Conditions
	Submit

5.0	Follow the instructions below based on the selected method of payment: - Credit Card - Electronic Check
5.1	**Credit Card Payment** Enter the requested card details and the email address to send a copy of the payment confirmation, then press the **Continue** button. Required fields are highlighted with an asterisk. Payment information: **Amount:** * $1,716.53 **Campus:** * 00759 **Emplid:** * 0003569 Please enter the following information about your payment method: **Cardholder's Name:** * Joe Test Cards Accepted: DISCOVER MasterCard VISA **Card Number:** * 370000000000002 **Signature Panel Code:** * 123 **Expiration Date:** * 12 ✓ 2021 ✓ Billing information: **Address Line 1:** * 2600 Bay Area Boulevard Address Line 2: **Country:** * United States ✓ **ZIP Code:** * 77058-1552 City: HOUSTON State: Texas ✓ Receipt information: Email Address: Student@uhcl.edu × Continue

5.2	**Electronic Check Payment**

Enter the requested check details, check the box to authorize UH Clear Lake for the payment, then press the **Continue** button.

Enter Payment Information

Routing Transit Number   Account Number   Check Number

Required fields are highlighted with an asterisk.

Payment information:

Amount:* $ 1,692.00

Campus:*   00759

Student ID:*   0003569

Please enter the following information about your Bank account:

First Name on Check:*   Joe

Last Name on Check:*   Test

Routing Transit Number:*   051000017   BANK OF AMERICA, N.A.

Account Number:*   123456789

Confirm Account Number:*   123456789

Type of Account:*   ⦿ Checking   ○ Savings

Address Line 1:*   2600 Bay Area Boulevard

Address Line 2:

Country:*   United States

ZIP Code:*   77058-1552

City:*   HOUSTON

State:*   Texas

☑ By clicking on the provided checkbox, I authorize UH Clear Lake to initiate an electronic debit to my bank account in the amount displayed above. This authorization is to remain in full force and effect unless I provide written notification to UH Clear Lake within an appropriate time frame to allow UH Clear Lake to act on it.

Continue

| 6.0 | A summary of the payment to be made is displayed for review. Press the **Modify Payment** button to make changes. Otherwise, press the **Confirm Payment** button to proceed with the payment.

Credit Card Payment

Please verify the following information:

Amount: $1,716.53
Campus: 00759
Emplid: 0003569

Card information:
Cardholder's Name: Joe Test
Card Type: American Express
Card Number: ************0002
Signature Panel Code: ****
Expiration Date: 12/2021

Billing information:
Address Line 1: 2600 Bay Area Boulevard
Country: United States
City: HOUSTON
State: Texas
ZIP Code: 77058-1552

Email Address: Student@uhcl.edu

Is this information correct?

Confirm Payment   Modify Payment |

Electronic Check Payment

Confirm Payment Information

Please verify the following information:

Payment information:

Amount:	$1,692.00
Campus:	00759
Student ID:	0003569

Account Information:

First Name on Check:	Joe
Last Name on Check:	Test
Routing Transit Number:	051000017
Account Number:	*****6789
Type of Account:	Personal Checking
Address Line 1:	2600 Bay Area Boulevard
Country:	United States
City:	HOUSTON
State:	Texas
ZIP Code:	77058-1552

Is this information correct?

Confirm Payment   Modify Payment

7.0	A page will appear to indicate that payment is being processed. Do not click on BACK button!
	If your browser fails to reload shortly, click here
	Please wait while your payment is being processed. DO NOT PRESS THE BACK BUTTON ON YOUR BROWSER
8.0	Once payment has been processed, the **Confirmation page** is displayed. If Email ID was provided, a copy should be sent to the email. **Confirm Payments** Student ID 0003569 Joe Richard Test Remittance ID 132420170214043155 1697096 Thank you for your payment. Your payment has been accepted. It may take up to 10 minutes for your student account to be updated. Please do NOT attempt another payment if your account is not updated and contact the Student Business Services at 281-283-2170 or 281-212-1675. Please print this page for your records. Transaction ID 2097307 Total Payment $1,716.53 Effective Payment Date 02/14/2017 Email ID Student@uhcl.edu A receipt has been sent to the provided email address.
9.0	The system will update your payment status. To return to the main homepage, either click on **Home icon** on the upper right hand corner of the screen or click on **Student Home** on the upper left hand corner. ‹ Student Home **Student Financials Collection**