

# Make a Payment

1. To make a payment sign into your Student Center on BroncoWeb and click on the Make a Payment link under the Finances Section.

The screenshot shows the 'Finances' section of a web application. On the left, under 'My Account', there are links for 'Account Inquiry', 'Student Financials Home', and 'make a payment'. An arrow points to the 'make a payment' link. On the right, the 'Account Summary' shows 'You owe 800.00.' with a breakdown: 'Due Now 0.00' and 'Future Due 800.00'. Below this, a warning message states: 'Know your due dates and deadlines! Missing a deadline could be costly. A monthly late fee of 21% per annum (1.75% per month or \$10, whichever is greater) will be assessed at the beginning of the month on past-due balances. Unpaid account balances may be sent to an outside collection agency.'

2. Select payment method from the drop down box. Click on the "Next" button.

The screenshot shows the 'Make a Payment' page with three tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. The 'Make a Payment' title is followed by a progress indicator with five steps, where step 1 is active. The main heading is '1. Select Payment Method'. Below this, a note says: 'If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.' The 'Pay By' dropdown menu is open, showing options: 'Credit Card', 'Credit Card', 'Electronic Check', and 'select Payment Method'. An arrow points to the 'Credit Card' option. To the right, there are two buttons: 'CANCEL' and 'NEXT'. An arrow points to the 'NEXT' button. At the bottom, there are links for 'Account Inquiry', 'Electronic Payments/purchases', and 'Account Services', and a 'go to ...' dropdown menu.

3. Fill in the form with your information. Click on the “Next” button.

Account Inquiry    Electronic Payments/Purchases    Account Services

**Make a Payment**    1 — 2 — 3 — 4 — 5

## 2. Specify Payment Details

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You may specify your payment amount after providing your account information.

### Credit Card Details

Enter the information requested exactly as it appears on your credit card.

First Name	<input type="text" value="Buster"/>
Last Name	<input type="text" value="Bronco"/>
Credit Card Type	<input type="text" value="select Credit Card Type"/> ▼
Card Number	<input type="text"/>
Expiration Date	<input type="text" value="select Month"/> ▼ / <input type="text" value="select Year"/> ▼

The billing address you specify must match your credit card company's records.

Telephone	<input type="text" value="208 787 5431"/>
Email Address	<input type="text" value="BSU_GUEST@u.boisestate.edu"/>
Country	United States <a href="#">Edit Address</a>
Address	1910 University Drive Boise, ID 83725 USA

- Enter amount you are making payment for.  
Click on "Calculate Grand Total" Button. Click on "Next" Button

**Make a Payment** 1 2 3 4 5

### 3. Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Towers Double - Fall	10/25/2008	Fall 2008	800.00	800.00
<b>Total</b>			<b>800.00</b>	<b>800.00</b>

pay charges
zero out amounts
calculate grand total

Currency used is US Dollar.

Payment Summary		
Description	Outstanding Charges	Payment Amount
	800.00	800.00

Currency used is US Dollar.

CANCEL PREVIOUS NEXT

- Confirm Payment Information. Click on "Submit" button


### 4. Confirm Payment

If the information below is accurate, click the Submit button.

Payment Summary		
<b>Payment Amount</b>	100.00	<span>change payment amount</span>
Currency used is US Dollar.		
<b>First Name</b>	Buster	<span>change payment details</span>
<b>Last Name</b>	Bronco	
<b>Credit Card Type</b>	Visa	
<b>Card Number</b>	XXXXXXXXXXXX1111	
<b>Card Expiration Month</b>	03 / 2011	
<b>Telephone</b>	208 787 5431	
<b>Email Address</b>	BSU_GUEST@u.boisestate.edu	
<b>Country</b>	United States	
<b>Address</b>	1910 University Drive Boise, ID 83725 USA	

CANCEL PREVIOUS SUBMIT

6. Print the Confirmation Page for your records

<a href="#">Account Inquiry</a>	<a href="#">Electronic Payments/Purchases</a>	<a href="#">Account Services</a>	
<b>Make a Payment</b>		1 2 3 4 <b>5</b>	
<b>5. Payment Result</b>			
 <b>Your payment has been accepted. Print this information for your reference.</b>			
<b>Confirmation Details</b>			
<b>Reference Number</b>	000000278209	<b>Payment Amount</b>	
<b>Credit Card Number</b>	XXXXXXXXXXXX1111	<b>Transaction Date</b>	10/03/2008
<b>Payment Profile</b>	BroncoCC1111	<b>Transaction Status</b>	Successfully Posted
Currency used is US Dollar.			
<a href="#">VIEW CONFIRMED PAYMENT</a>		<a href="#">MAKE ANOTHER PAYMENT</a>	