# HOW TO NAVIGATE THE WILDCAT PAY PORTAL



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# Logging into the Wildcat Pay Portal

## Students

- Go to <u>www.acu.edu/payingyourbill</u>.
- Click on "Student Login."



• Sign in using your six digit ACU user ID (abc18d) and password.



## OR

- Go to www.my.acu.edu.
- Sign in using your six digit ACU user ID (abc18d) and password.



• Click on "Wildcat Pay Portal."



#### **Authorized Users**

- Go to www.acu.edu/payingyourbill.
- Click on "Authorized User Login."



Click "Authorized User."



• Type in your email address and password and click "Login."

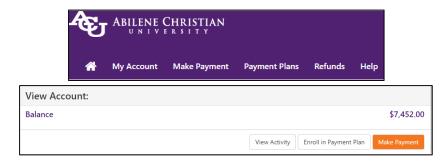


• If you are an authorized user for multiple ACU students, you will need to choose which student you want to view on the top right hand side once logged in.

# Making a Payment

Electronic Check (ACH) through Checking or Savings Accounts

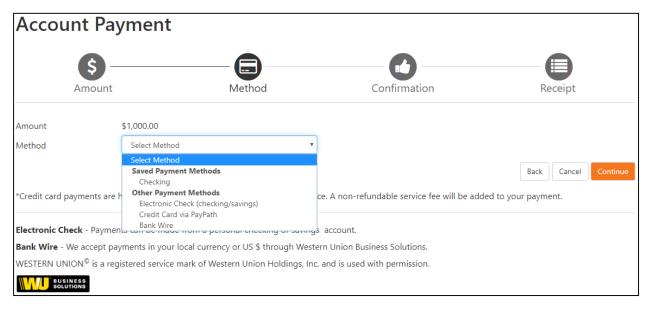
• Click "Make Payment" at either the top left or the orange button in the middle of the homepage.



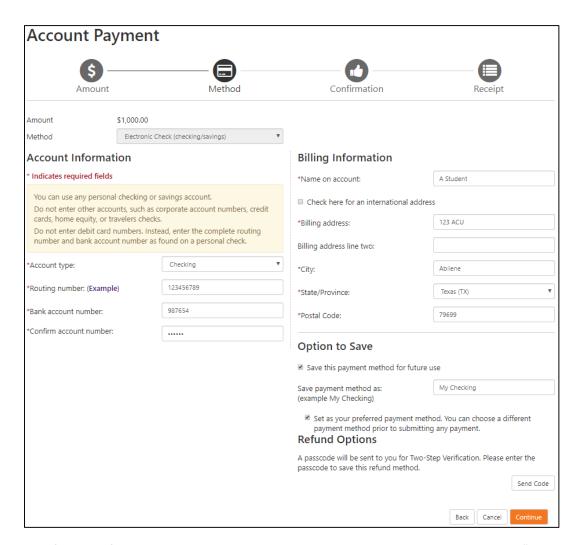
• Choose term. You can pay the amount in full or change the amount. Click "Continue."



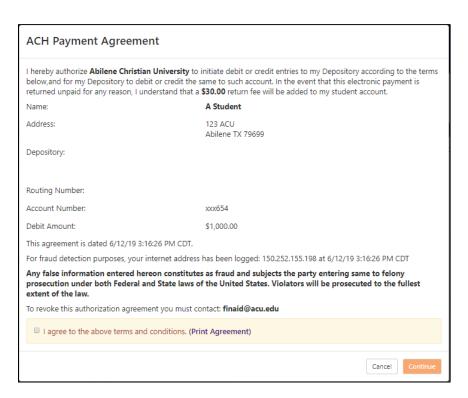
• Select payment method. If you have a saved payment method and wish to use that method, the checkout process will be faster. If you do not have a saved payment method or wish to use a different checking/savings account, choose the Electronic Check option. If you would like to save this method, you will be able to later on.



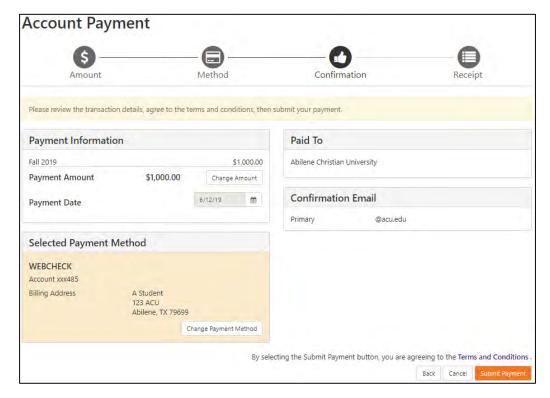
• Type in your account and billing information. If you would like to save this payment method, check the box and name this method. If you would like to set this method as your preferred payment method, check the box. If you would like this payment method to be your refund account, click "Send Code" for a code to be sent to your two step verification phone number or email. You will then need to confirm the code. If you need help setting up your two step verification, see the <a href="Security Settings">Security Settings</a> section.



Verify your information. Check the box to agree to the terms and conditions. Click "Continue."

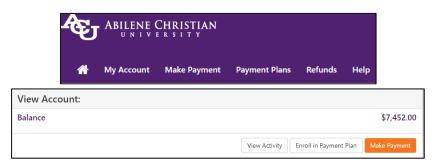


You will then see a confirmation page. If everything still looks correct, click "Submit Payment."

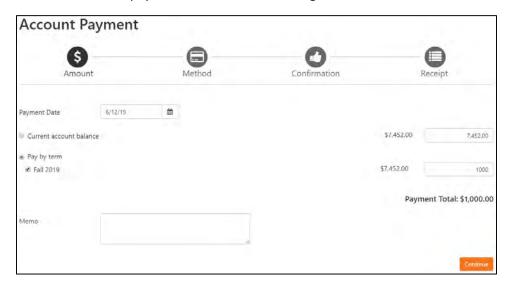


## Debit/Credit Card

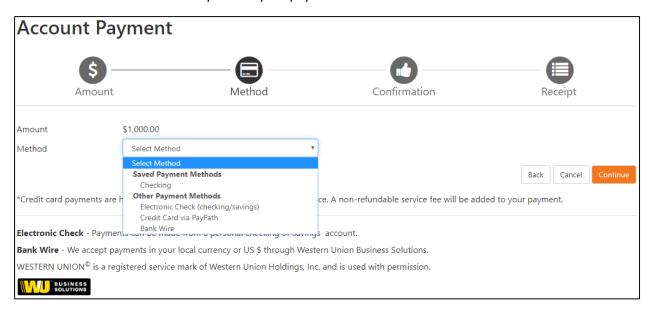
• Click "Make Payment" at either the top left or the orange button in the middle of the homepage.



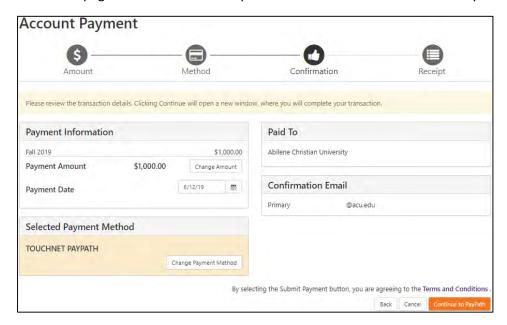
• Choose term. You can pay the amount in full or change the amount. Click "Continue."



Select Credit Card via PayPath as your payment method and click "Continue."



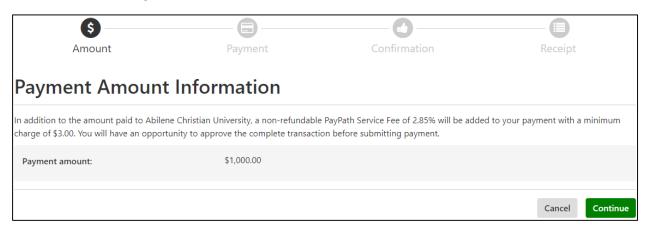
A confirmation page will show next. Verify the amount and click "Continue to PayPath."



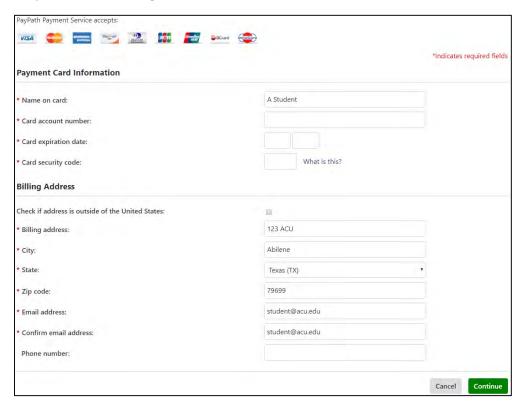
• Please note the 2.85% non-refundable fee (minimum of \$3). Click "Continue."



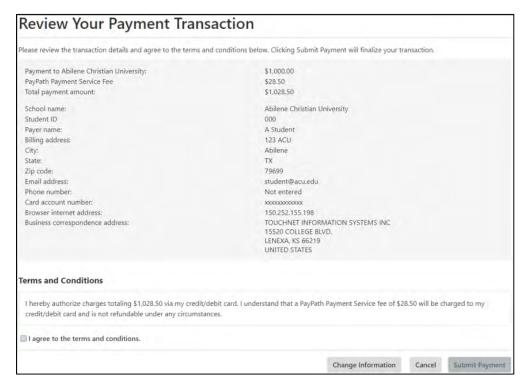
• Please note, again, the 2.85% non-refundable fee (minimum of \$3). Click "Continue."



• Enter your card and billing information. Click "Continue."

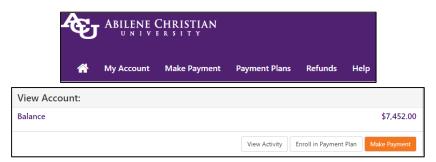


• Verify your information. Acknowledge the service fee. Check the box to agree to the terms and conditions. Click "Submit Payment."

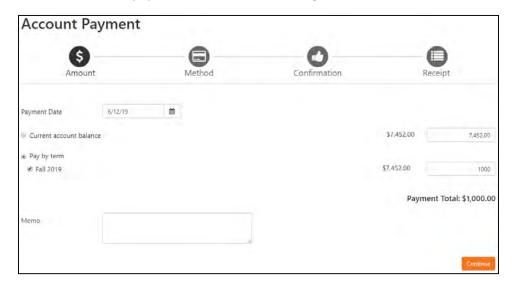


#### Bank Wire

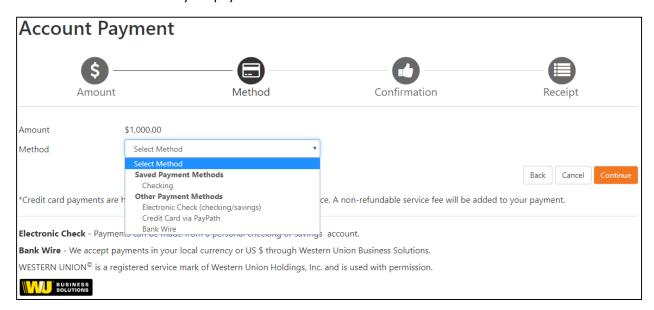
• Click "Make Payment" at either the top left or the orange button in the middle.



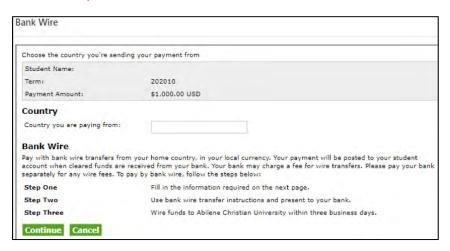
• Choose term. You can pay the amount in full or change the amount. Click "Continue."



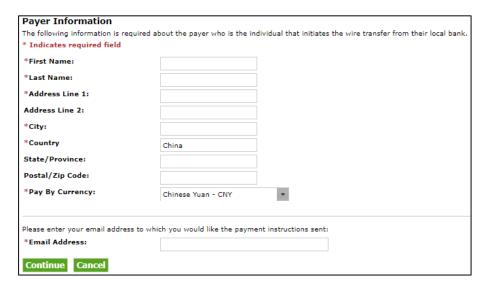
• Select Bank Wire as your payment method and click "Continue."



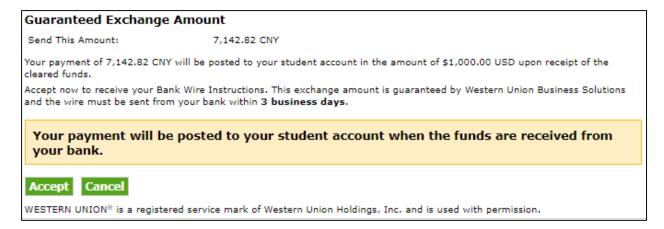
• Type in the country you are paying from. Click "Continue." \*\*\*If you are wiring funds from a US bank, there will be a \$20 fee\*\*\*



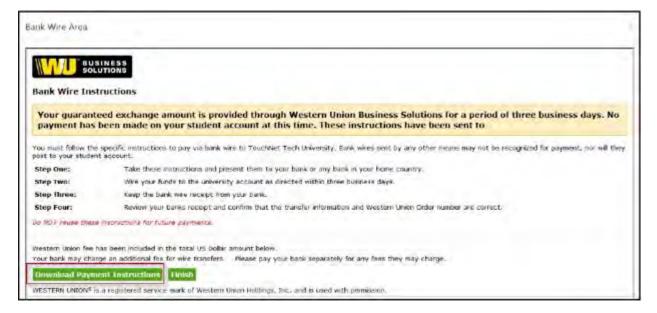
 Type in the payer information and choose the currency using the drop down menu. Click "Continue."



• You will now see the exchange rate. This rate is guaranteed for only three business days. If you would like to accept, click "Accept." An email will be sent with further instructions. The payment will not actually post to your student account until the fund transfer is complete.

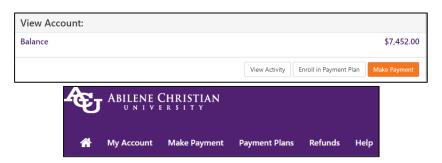


Download and follow the instructions to finish the payment process.



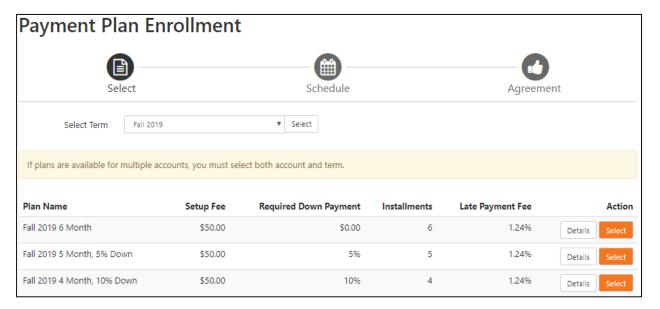
# Enrolling in a Payment Plan

• Click "Enroll in a Payment Plan" on the homepage, or click "Payment Plans" at the top left and "Enroll Now."





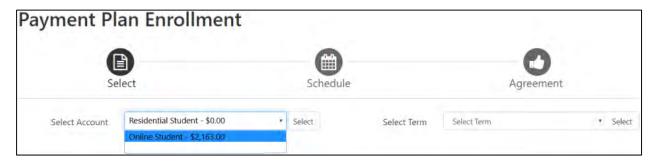
• Select the term using the drop down option and click "Select." The payment plans will show the required set up fee, down payment, installment number, and late fee percentage. For more details, click "Details." When you are ready to select a payment plan, click "Select" on the appropriate plan.



• \*\*\*If you are an ACU Online student, select the "Online Student" account and click "Select."

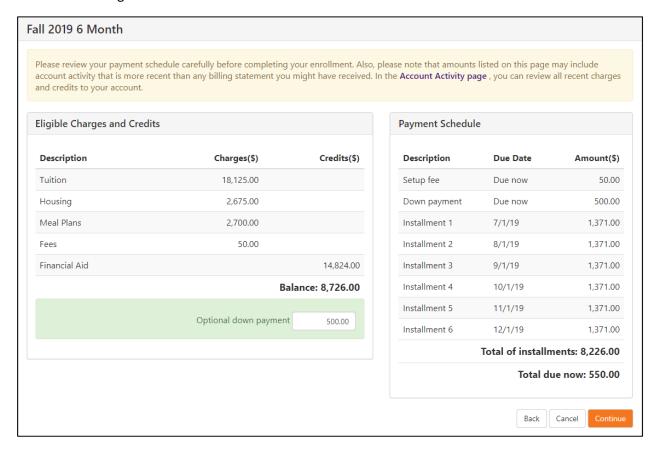
Then select the term and click "Select." The payment plans will show the required set up fee,
down payment, installment number, and late fee percentage. For more details, click "Details."

When you are ready to select a payment plan, click "Select" on the appropriate plan.

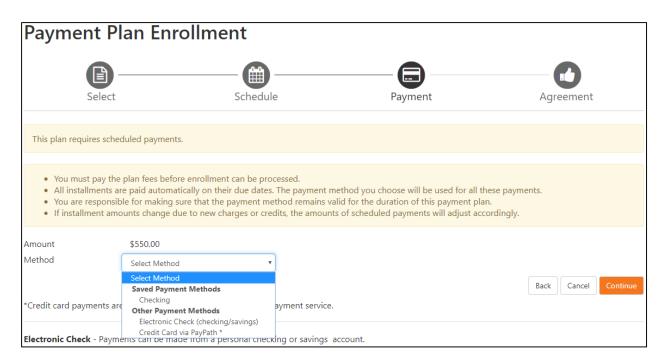


A list of eligible charges and credits will show, along with your anticipated installment amounts.
 If you would like to pay an additional down payment at the time of enrollment to decrease your monthly payments, you can add that amount here. \*\*\*Any PAYMENTS made after enrolling into the payment plan will apply toward your next installment. Any FINANCIAL AID (loans,

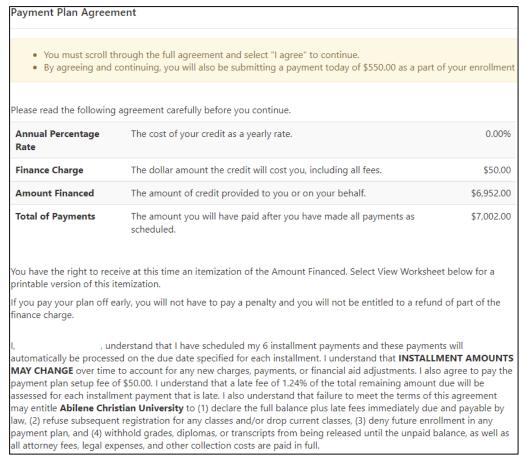
scholarships, etc.) processed after enrolling into the payment plan will apply equally to all remaining installments\*\*\* Click "Continue."

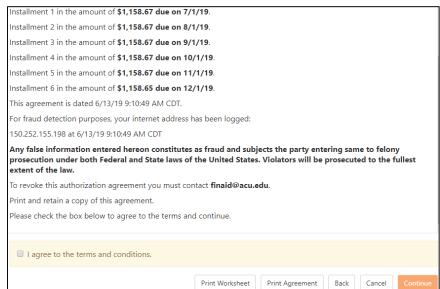


• Select your payment method for today's payment and the future installments. If you have a saved payment method, this process will be faster. If you do not have a saved payment method set up yet, choose Electronic Check or Credit Card and click "Continue."

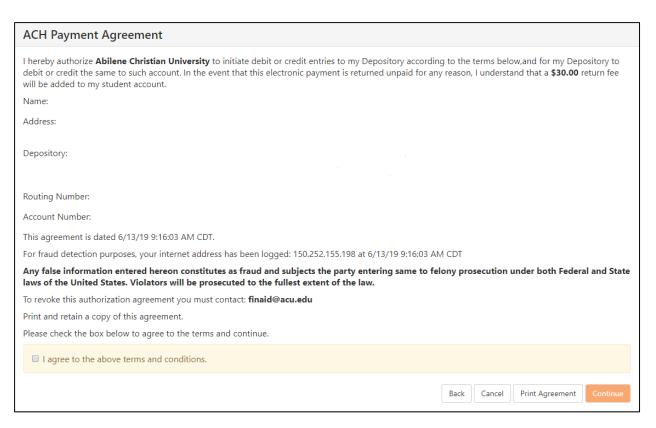


- If you chose Electronic Check, type in your account and billing information. You can also save this payment method here.
- If you chose a saved payment method or credit card, you will be prompted to read and accept the agreement. Check the agree box and click "Continue."

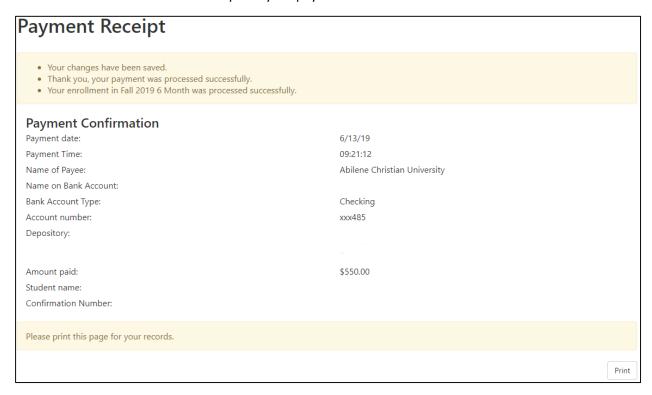




 You will need to agree with the terms and conditions again and click "Continue" for your payment to process, and you will be enrolled into the payment plan.

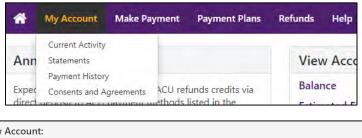


You will then receive a receipt for your payment.



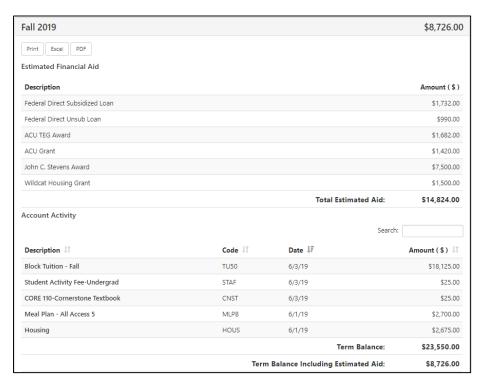
## Viewing Current Activity

- Begin on the homepage.
- Click "My Account" at the top left and the drop down will show. Click "Current Activity." Or, click "View Activity" in the middle of the homepage.





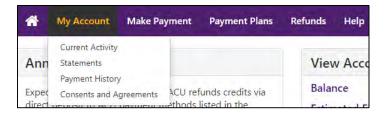
 Activity is sorted by semester. Click on the semester you want to view and the transactions will show.



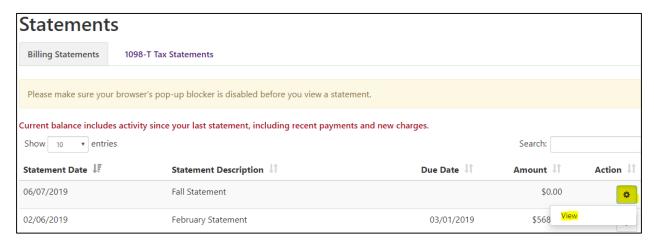
• You can also export this data via print, Excel, or PDF with ACU logo. Click the appropriate button at the top right.

## **Viewing Statements**

- Begin on the homepage.
- Click "My Account" at the top left and the drop down will show.



- Click "Statements" to be directed to the next screen.
- Click the wheel next to the statement you want to view.



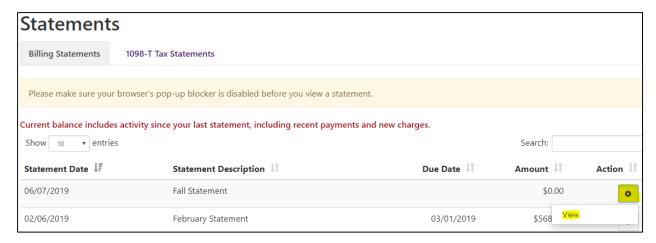
- Click "View."
- The statement will open in another tab in your browser.

## OR

- Begin on the homepage.
- Scroll down until you see the Statement section.



- Click "View Statements."
- Click the wheel next to the statement you want to view.



- Click "View."
- The statement will open in another tab in your browser.

## Viewing 1098-T Statements

- Begin on the homepage.
- Click "My Account" at the top left and the drop down will show.
- Click "Statements" to be directed to the next screen.
- Click "1098-T Tax Statements" tab.
- Click the wheel next to the year you want to view.



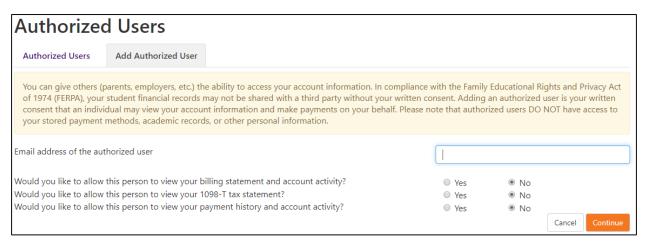
- Click "View."
- The 1098-T form will open as a PDF.
- 1098-T's will be available on the Wildcat Pay Portal by the end of January.

# Adding Authorized Users

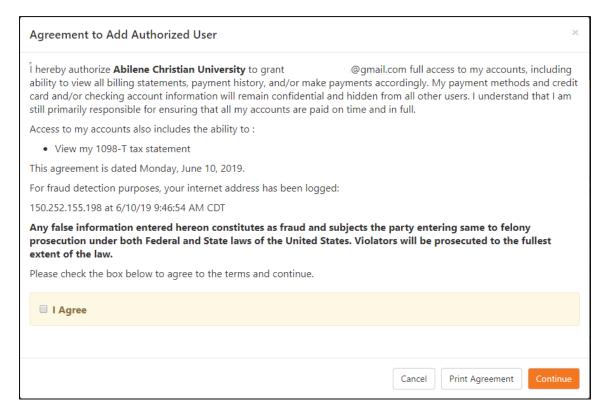
- Begin on the homepage.
- Click "Authorized Users" on the right.



- Click the "Add Authorized User" tab.
- Enter the email address of the authorized user.
- Select the information you want this user to have access to.



- Click "Continue."
- Read agreement, click "I agree" and "Continue."



• An email will automatically be sent with a temporary password.

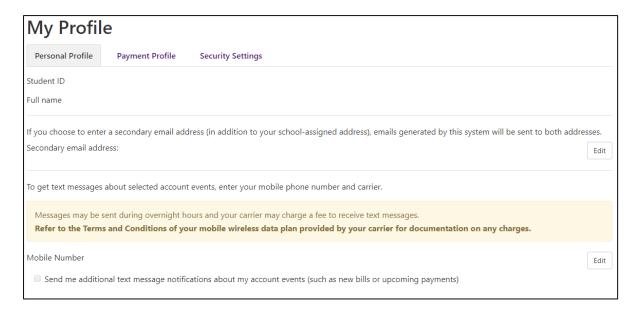
## Personal Profile

## Students

• Click "Personal Profile" on the homepage.

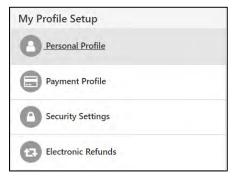


• On the "Personal Profile" tab, you can add a secondary email address and your mobile phone number if you would like text message reminders, along with the ACU email reminders.

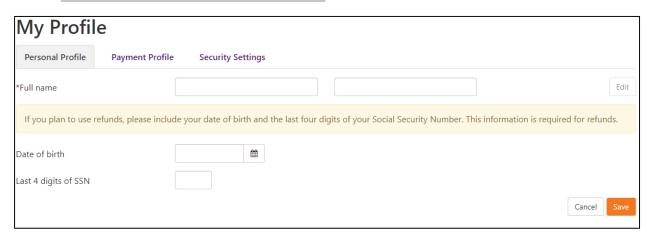


#### Authorized Users – For Parent PLUS Refunds

• Click "Personal Profile" on the right side of the homepage.



• Click "Edit," enter in name, date of birth, last 4 digits of SSN, and save. Go to Security Settings Authorized Users — For Parent PLUS Refunds next.



 \*\*\*The date of birth and last 4 digits of SSN must match the borrower information on the Parent PLUS Loan Application\*\*\*

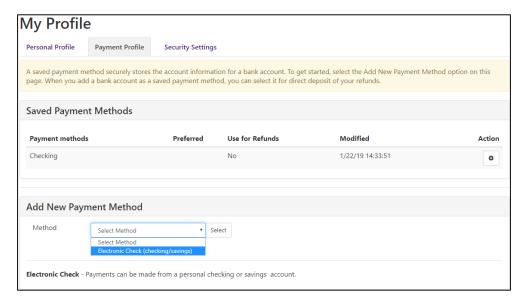
## Payment Profile

## Students

• Click the "Payment Profile" on the homepage.



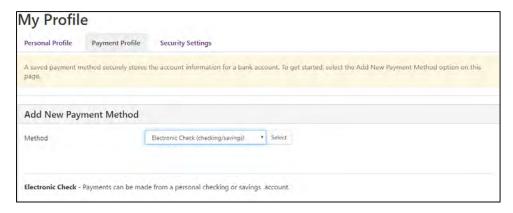
- You can add a saved payment method for an easier payment process.
- Click "Select Method" for the drop-down, click "Electronic Check," then "Select."



- Type in your bank and billing information and name this payment method.
- \*\*\*This must be a checking or savings account, NOT a debit/credit or prepaid card number\*\*\*
- If you would like to set up this method as your refund account, click "Send Code" for a code to be emailed to you for confirmation. Then click "Continue."

## Authorized Users – For Parent PLUS Refunds

• Click "Payment Profile" tab and add choose from existing saved methods or a new payment method.

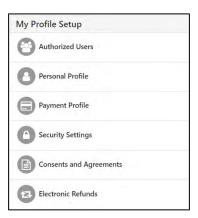


- Enter account information, billing information, check the box to make this method your refund account, and continue.
- Agree to the terms and conditions.
- When a Parent PLUS refund is processed, you will receive an email that a refund is being processed to this refund account.

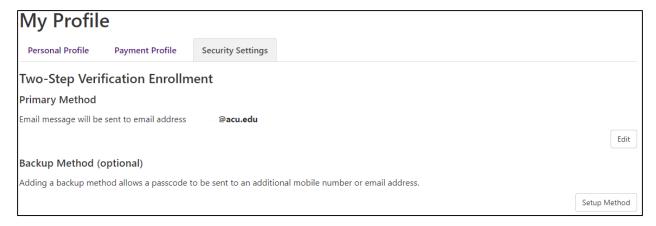
# **Security Settings**

## Students

Click the "Security Settings" on the homepage.



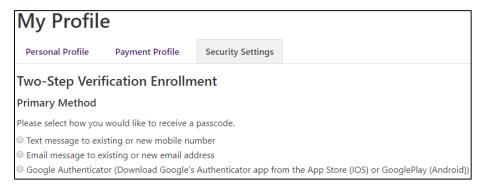
- You can add a backup method as extra security for codes to be sent to.
- Click "Setup Method." A code will be emailed to your ACU email.



- Type in the code and click "Verify."
- You can then choose to add text message to an existing or new mobile number or email message to an existing or new email address.

#### Authorized Users – For Parent PLUS Refunds

• Click "Security Settings" tab and set up two-step verification (text, email, or Google Authenticator). Go to Payment Profile Authorized Users – For Parent PLUS Refunds next.



# Consents and Agreements

• Click "Consents and Agreements" on the homepage.





Any consents and agreements will show. The most common consent is paperless 1098-T.

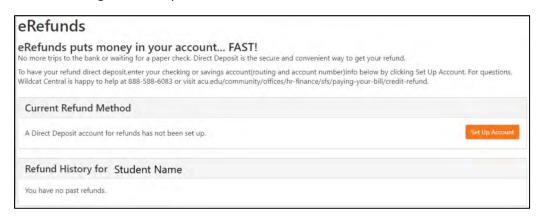
## **Electronic Refunds**

• Click "Electronic Refunds" on the homepage, or click "Refunds" at the top left.

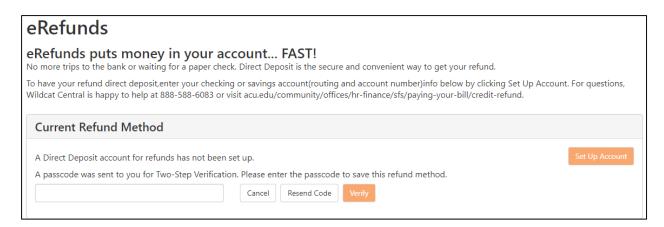




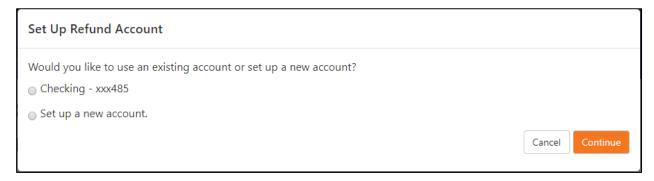
• On this screen, you can set up your refund account, or view previous refunds. Click "Set Up Account" to begin the set up.



• A passcode will be sent to your two-step verification email or phone number. Type in the passcode and click "Verify."



• If you have a saved payment method, you can select it to be your refund account, or set up a new account. Click "Continue."



• If you would like to update or remove your refund account, click the wheel and choose the appropriate option.



- \*\*\*If you have not set up your refund account before a refund is processed, you have 6 days to set up an e-refund account. A check will be mailed after 6 days if you do not set up your erefund account\*\*\*
- \*\*\*Your e-refund account must be a bank account number and routing number, not a debit, credit, or prepaid card!\*\*\*
- \*\*\*Please allow 5-7 business days for the funds to show in your bank account\*\*\*