

**Making  
a Payment** 

# Making a Payment

## Setting Up Payment for Checking/Saving

- To make a payment toward your balance, select “[Make Payment](#)” at either the top left or the orange button in the middle of the homepage.
- Choose the term you’d like to pay toward.
  - You can pay the [amount in full](#) or [change the amount](#).
- Click “Continue.”
- Select payment method.
  - Use either "[saved payment method](#)" like a bank account (checking or saving) or "[add payment method for future usage](#)."
    - Type in your account and billing information.
    - To save this method, check the box and name it.
    - To set this as your preferred payment, check the box labeled.
  - 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.
  - Have questions on two-step verification? Contact ACU IT at [acu.edu/support](http://acu.edu/support).

## Finishing Payment for Checking/Saving

- Confirm your [billing information](#) and the [service fee](#).
- Click on the box to agree to the [terms and conditions](#).  
Read any fine print prior to continuing.
- Click “Continue.”
- After ensuring your payment /billing address is correct, you will see a [confirmation page](#).
- Click ‘submit payment.’



# Making a Payment

## Setting Up Payment for Debit/Credit Card

- To make a payment toward your balance, select [“Make Payment”](#) at either the top left or the orange button in the middle of the homepage.
- Choose the term you’d like to pay toward.
  - You can pay the [amount in full](#) or [change the amount](#).
- Click [“Continue.”](#)
- Select payment method.
  - Use either: ["saved payment method"](#) like a card (debit or credit) or ["add payment method for future usage"](#)
    - Type in your card info 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 labeled.
    - Note: a [2.85% non-refundable fee](#) (minimum of \$3) is added automatically.

## Finishing Payment for Debit/Credit Card

- Confirm your [billing information](#) and the [service fee](#).
- Click on the box to agree to the [terms and conditions](#).
  - Read any fine print prior to continuing.
- Click [“Continue.”](#)
- After ensuring your payment /billing address is correct, you will see a [confirmation page](#).
- Click ‘submit payment’.

