

HOW TO MAKE A PAYMENT?

You can make a payment online using a credit card or personal check. Please note that there is a service fee for using a credit card which is charged by the credit card payment processor (PayPath). See the instructions below.

STEP 1: Your billing information can be found by access the Student Billing Tools toolbox in the myESU portal. Click on the Pay My Bill link to take you to the new online bill payment system.

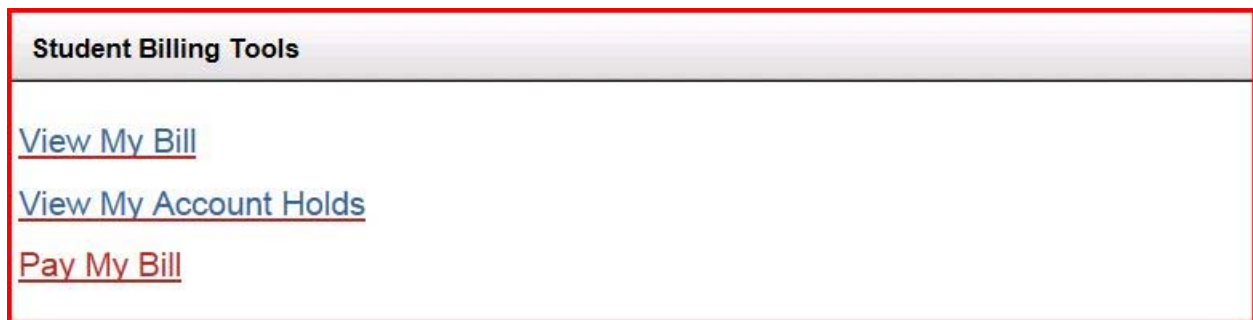


Figure 1: Student Billing Tools toolbox form your myESU Login

STEP 2: To make a payment,

(a) You can click on the Payment link in the Welcome page Snapshot as displayed in Figure 2 below.

OR

(b) You can click the Make a Payment link in the Quick View window as displayed in Figure 3 below. *Please note that you can view and print your latest billing statement by clicking on the latest bill link from the Quick View window.*

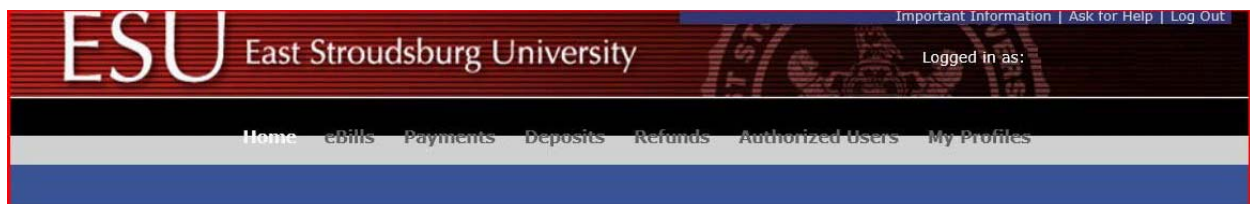


Figure 2: New Online Bill Payment System Welcome Snapshot



Figure 3: Quick View Page Snapshot

STEP 3: To proceed with making a payment, click the Pay link under the Action column as displayed in Figure 4 below.

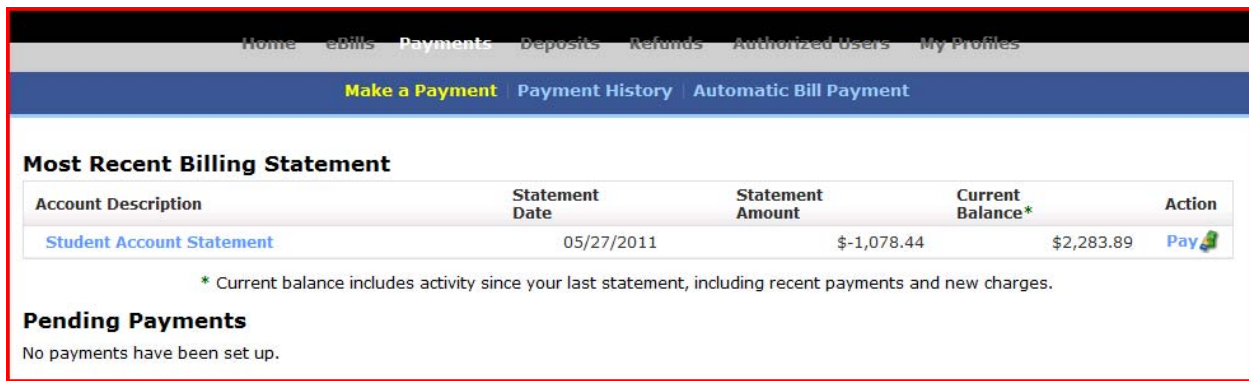


Figure 4: Make a Payment Page Snapshot

STEP 4: You will be taken to the Select Payment Method page as displayed in Figure 5 below. Online payments can be made with a credit card (except VISA) or with an electronic check from a personal checking account. Click the drop down arrow button next to Payment Method to choose your payment method. Click the Go button.

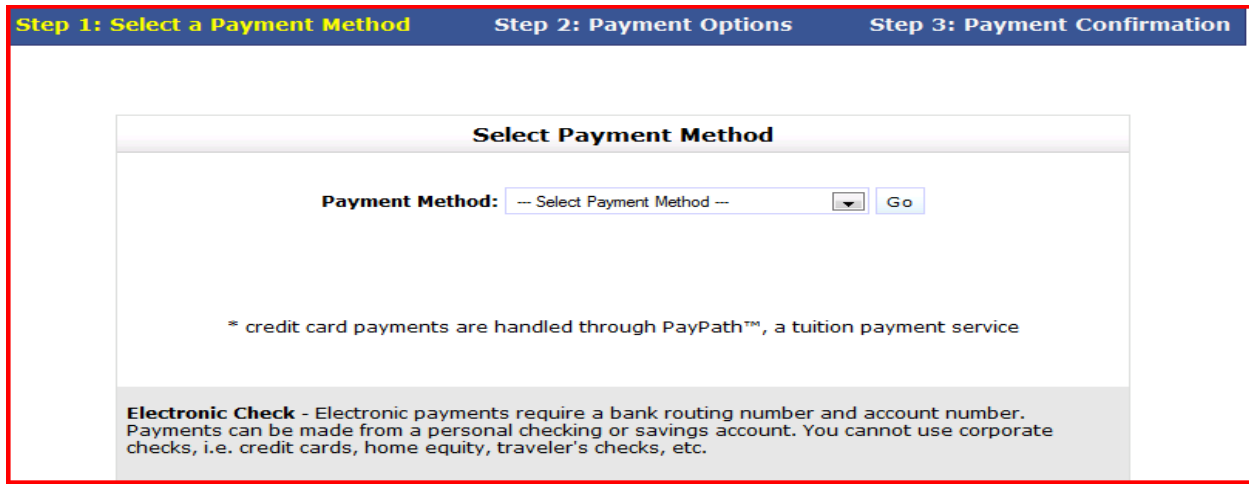


Figure 5: Select a Payment Method Page Snapshot

PAYMENT MTHODS

- Steps beginning with 4A – Previous Payment Profile (checking account)
- Steps beginning with 4B – New Checking account
- Steps beginning with 4C – Credit Card

STEP 4A-1: If you had previously set a Payment Profile and saved your checking account information, you can select this as a payment method by choosing the name of the profile. Information similar to what is displayed in Figure 6 below will appear. You will need to update the Payment Amount and Payment Date. Click the Continue button.

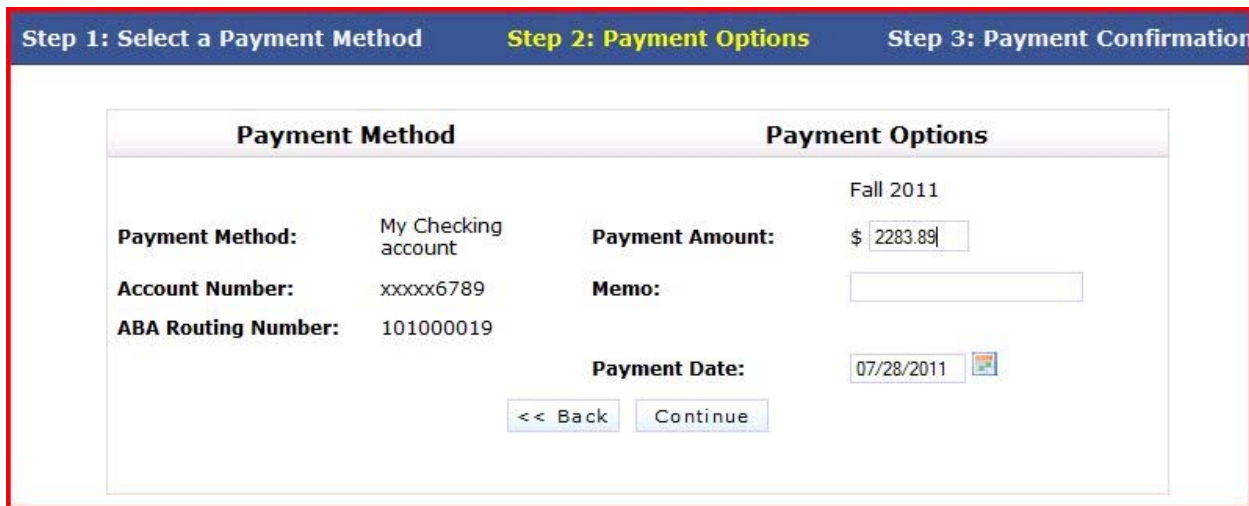


Figure 6: Previously Established Payment Method Pay Page Snapshot

STEP 4A-2: You will be taken to the Acknowledgement Page as displayed in Figure 7 below. Click the Submit Payment button.

The screenshot shows a web interface with three steps: Step 1: Select a Payment Method, Step 2: Payment Options, and Step 3: Payment Confirmation. The 'Payment Confirmation' step is active. It displays a table with the following information:

Payment Method		Payment Options	
Payment Method:	My Checking account	Payment Date:	07/28/2011
Account Number:	xxxxx6789	Memo:	--
ABA Routing Number:	101000019	Payment Amount:	\$2,283.89

Below the table, there is a link that says "Change these values" and two buttons: "Cancel" and "Submit Payment".

Figure 6: Previously Established Payment Method Pay Acknowledgement Page Snapshot

STEP 4A-3: You will receive confirmation of your payment as partially displayed below. An email with payment details will also be sent to you.

The screenshot shows a web interface with three tabs: "Make a Payment", "Payment History", and "Automatic Bill Payment". The "Payment History" tab is active. A yellow box contains the following text:

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Below this message is a table titled "Payment Confirmation" with the following information:

Payment Confirmation	
Payment Date:	Thursday, July 28, 2011
Payment Time:	04:46:38 PM CDT
Name of Payee:	East Stroudsburg University of PA

Figure 7: Previously Established Payment Method Pay Acknowledgement Page Snapshot

STEP 4B-1: If you select to pay by an electronic check, you will need to complete the information that is displayed in Figure 8 below. You may save this information to be used to make future payment. You can also select to save this information to be used for direct deposit of refunds. Click the Continue button will take you to an Acknowledgment Page similar to Figure 6 above. Clicking the Submit Payment button from the Acknowledgement Page will give you a Payment Confirmation similar to what is displayed in Figure 7 above.

STEP 4C-1: If you would like to pay by credit card (except VISA), please select the Credit Card via PayPath option after clicking on the drop down arrow button displayed in Figure 5 above.

Please Confirm Payment	
Payment Method	Payment Options
Payment Method: Credit Card via PayPath	Payment Amount: \$ <input type="text"/>

<< Back Continue to PayPath (opens in new window)

Figure 8: PayPath Payment Confirm Amount Snapshot

STEP 4C-2: Enter the Payment Amount and click the Continue to PayPath button as displayed in Figure 8 above.

PayPath Payment Service

EAST STROUDSBURG UNIVERSITY

Welcome to the PayPath Payment Service!
 This service allows you to make credit or debit card payments for East Stroudsburg University student accounts. A non-refundable PayPath Payment Service fee of 2.75% (minimum \$3.00) will be added to your payment.

Transaction Details
 Student ID: 000
 Term: Fall 2011

PayPath Payment Service accepts:
 American Express Discover JCB MasterCard Visa

Continue Cancel

Figure 9: PayPath Payment Method Selection Snapshot

STEP 4C-3: The student ID and term are displayed as shown in Figure 9 above. Click on the credit card icon for the card that you will be using to make your payment. Click the Continue button.

1. Amount 2. Card Information 3. Submit 4. Receipt

Payment Amount Information

In addition to the amount paid to East Stroudsburg University, a non-refundable PayPath Payment Service fee of 2.75% (minimum \$3.00) will be added to your payment.

Amount due to East Stroudsburg University:	\$10.00
Payment amount: (Example: 1234.56)	<input type="text" value="\$10.00"/>

Figure 10: Payment Amount Information with Service fee Information Snapshot

STEP 4C-4: You will need to re-enter you payment amount. Please note that PayPath charges a service fee for credit card payment. Click the Continue button to enter your credit card information as displayed in Figure 11 below. Click the Continue button.

1. Amount 2. Card Information 3. Submit 4. Receipt

Payment Card Information

PayPath Payment Service accepts:

***Indicates required fields**

*Name on card:

*Card type:

*Card account number:

*Card expiration date:

*Card security code: [What is this?](#)

Billing Address

Check if address is outside of the United States:

*Billing address:

*City:

*State:

*Zip code:

*Email address:

*Confirm email address:

Phone number:

You will have the opportunity to review this transaction before being submitted.

Figure 11: Credit Card Information Snapshot

STEP 4C-5: You will be asked to review your payment details as displayed in Figure 12 below. If correct, be sure to check the I agree to the terms and conditions box and click the Submit Payment button. If information needs to be changed click the Change Information button. This will take you back to Payment Card Information screen to re-enter your card information.

1. Amount 2. Card Information 3. Submit 4. Receipt

Review Details and Submit Payment

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to East Stroudsburg University:	\$10.00
PayPath Payment Service fee:	\$3.00
Total payment amount:	\$13.00

School name:	East Stroudsburg University
Student ID:	xxxxx2882
Payer name:	Emily S. Unger
Billing address:	200 Prospect Street
Billing city:	East Stroudsburg
Billing state:	PA
Billing postal code:	18301
Email address:	unger@company.com
Phone number:	5705551234
Card number:	xxxxxxxxxxxx5454
Browser internet address:	206.225.107.128

Terms and Conditions

I hereby authorize payment via my credit/debit card for the total payment amount above. I am aware and agree that a PayPath Payment Service fee in the amount noted above will be charged to my credit/debit card and is not refundable under any circumstances.

I agree to the terms and conditions.

Figure 12: Review Detail and Submit Payment Page Snapshot

STEP 4C-6: Your receipt information will be displayed as shown in Figure 13 below. You can print this information. A payment confirmation email is also sent to email address provided with this payment.

1. Amount **2. Card Information** **3. Submit** **4. Receipt**

Thank you for using PayPath Payment Service!
 A payment was processed and posted successfully to your East Stroudsburg University account. Please print this page as your receipt and close this payment session. A confirmation email was sent to unger@company.com

Your credit card statement will reflect two transactions with the following information:

"East Stroudsburg Univeristy"	\$10.00
"PayPath Conv Fee"	\$3.00

Receipt Information

Payment to East Stroudsburg University:	\$10.00
PayPath Payment Service fee:	\$3.00
Total payment amount:	\$13.00
School name:	East Stroudsburg University
Student ID:	xxxxx2882
Payer name:	Emily S. Unger
Billing address:	200 Prospect Street
Billing city:	East Stroudsburg
Billing state:	PA
Billing postal code:	18301
Email address:	unger@company.com
Phone number:	5705551234
Card:	MasterCard
Card number:	xxxxxxxxxxxx5454
Date and time:	07/28/2011 05:44 PM
Browser internet address:	206.225.107.128
Reference number:	20110728000000
East Stroudsburg University receipt ID:	6839

East Stroudsburg University Contact Information
 If you have any questions concerning this transaction, please contact East Stroudsburg University at:

Contact phone:	570-422-3211
Contact email:	enrollmentservices@po-box.esu.edu

Terms and Conditions
 I hereby authorize payment via my credit/debit card for the total payment amount above. I am aware and agree that a PayPath Payment Service fee in the amount noted above will be charged to my credit/debit card and is not refundable under any circumstances.

[Close](#) [Print](#)

Figure 13: Review Detail and Submit Payment Page Snapshot

STEP 4C-7: Click the Close button from Figure 13 will exit PayPath Services. Figure 14 below will be displayed. Click the Close button again to return to the online bill and payment system.

Thank you for using PayPath Services!
 Your transaction has been completed. You may choose to close this window by clicking the button below or the window will close automatically in ten seconds.

[Close](#)

Figure 14: Exit PayPath Services Page Snapshot