

# HOW TO VIEW BILL AND MAKE A PAYMENT/ENROLL IN PAYMENT PLANS

## How to make a payment online

**Students:** Log onto your Workday portal: <https://login.scu.edu/idp/profile/SAML2/Redirect/SSO?execution=e2s1>.

### Process

1. After logging into Workday, click the **Finances** icon on your home page.



2. The **Finances** dashboard provides quick links to your Account Activity, Make a Payment, Payment Elections, 1098T information and Financial Aid.

3. To make a payment in Transact – find the **My Account** section.



4. To make a payment using a U.S. bank account, click **Make a Payment**.

Make a Payment

5. For Payment Description select **Connect to Make Online Payment**.


Total Account Balance	0.00
Institution	* Santa Clara University
Due Now	0.00
Payment Description	* <input type="text" value="Connect to Make Online Payment"/>
Payment Amount	* <input type="text" value="1.00"/>
Currency	* USD

**Note:** The Payment Amount can be updated once you are transferred to the payment system, so leave it as-is for now.

On the next screen click the **Confirm** box. This will open an external site, Transact, to enter payment information and process payment.

**Authorized Payers:** log in at <https://commerce.cashnet.com/scupay>

The student sets up the Authorized Payer through their Workday portal.

 <https://commerce.cashnet.com/cashnetg/static/epayment/scupay/login>



**User name**

**Password**

[Forgot password](#)

The Authorized Payer can be family members or a third party.

**Note:** If you do not have an Authorized Payer name or Password, your student must set it up through their Workday account.

**Note:** When logging into the SCU Pay Site, a black screen will come up.



# Overview

Student's Name

1



## Notifications



The 2019-2020 health insurance waiver is open online for returning students at [www.scu.edu/cowell/insurance](http://www.scu.edu/cowell/insurance). New students can access the online waiver in July.

The Notification box will have University messages and Hold messages. The Notification box will minimize to a bell icon.



Santa Clara University

Overview

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Activity Details

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Auto Pay

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Sign Out

## Summary

[View](#)

### Payment on Student Account

#### Balance

Balance from prior bill	\$5,888.00
Account activity since prior bill	\$70.00
Current account balance	\$5,958.00
Anticipated aid	\$0.00
Projected account balance	\$5,958.00

The Current account balance will match the SCU Account Activity from Workday.

[View activity details](#)

## Payment plans

[View](#)



### Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[Make a payment](#)

Left side Menu

Overview

- Activity Details
- Auto Pay
- Payment Plans
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### Activity Details 2

<b>Balance from prior bill</b>		<b>\$ 5,888.00</b>
<b>Account Activity since prior bill</b>		
2020-07-02	Dewars Tuition Insurance	Spring 2020
		<b>\$ 70.00</b>
		<b>Subtotal \$ 70.00</b>
		<b>\$ 5,958.00</b>
<b>Anticipated Aid</b>		
No Activity Found		
	<b>Current account balance</b>	
	<b>Projected account balance</b>	<b>\$ 5,958.00</b>

### Auto Pay 3

Available for auto pay

**Scheduled Payment**

\$0.00 - your choice

[Sign up](#)

**TEST BALANCE PAYMENT**


\$0.00 - your choice

[Sign up](#)

① To sign up for or manage auto pay for a payment plan view [payment plan](#) details

### Payment Plans 4

Current plans



**Need to enroll in a payment plan?**

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[View payment plan options](#)

Click 'View payment plan options'

# Payment Plans

4a



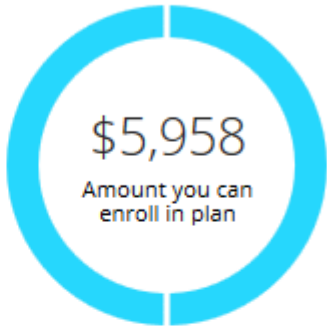
## Need to enroll in a payment plan

A payment plan takes just a few minutes and spreads out payments on your education expenses.

[View payment plan options](#)

### Summer 2020

UG Summer 2-pay plan



2 payments | \$40 enrollment fee

### Payment Schedule

- 1 **\$2,979**  
Payment due at time of enrollment

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- 2 **\$2,979**  
Payment due 8/15/20

**Auto pay required:** When you set up auto pay, all scheduled payments will occur on the payment plan due dates.

### Plan Details

**Enrollment fee:** There is an enrollment fee of **\$40, due upon enrollment**, to participate in this plan. This fee covers your school's administrative costs associated with the plan, and is in addition to the plan amount of

Cancel

Enroll in plan

Click 'Enroll in plan' to get to the Agreement



4b

\$5,958

You've opted to enroll this amount in Summer 2020: UG Summer 2-pay plan

Review the payment schedule and terms and conditions below.

Payment Schedule

- 1 \$2,979 Payment due at time of enrollment

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- 2 \$2,979 Payment due 8/15/20

Terms and Conditions

Please read below and indicate your agreement to be bound by these terms and conditions by selecting the checkbox below.

QUALIFICATIONS: Students must be in good financial standing, must not have an existing prepayment requirement and must be matriculated in a SCU degree seeking program

Read and click the 'I agree to the payment plan terms and conditions outlined by Santa Clara University' on the bottom of the page.

Last step! Let's make sure we have your correct information.

4c

\* Email address

All notifications regarding this payment plan will be sent to the email address(es) saved in your profile.

Amount due now

<b>Summer 2020: UG Summer 2-pay plan</b>	
Enrollment fee	\$40.00
First payment	\$2,979.00
<b>Total</b>	<b>\$3,019.00</b>

Auto pay details

First scheduled payment: 7/18/20  
 Payment amount: \$2,979.00  
 All remaining scheduled payments will occur on the payment plan due dates.

Payment details

[Change](#)

Account holder name	Test UI
Account type	Checking
Routing transit number	<input type="text" value="123456789"/>
Bank account number	<input type="text" value="*****1234"/>
Bank	BANK OF AMERICA, N.A., HENRICO, VA

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Cancel

Pay \$3,019

# Payment Plan Enrollment



\$3,019

4d

Thanks for your payment! You're now enrolled in Summer 2020: UG Summer 2-pay plan

First scheduled payment: 8/15/20


Payment amount: \$2,979

The enrollment confirmation and payment receipts [#101446](#) and [#101445](#) were sent to:  
**bursarpayplan@scu.edu**

[Click Back to Overview](#)

## Payment plans

[View](#)

Plan	Paid	Remaining
 Summer 2020: UG Summer 2-pay plan <b>AUTO PAY</b>	\$2,979	\$2,979

## Auto pay

[View](#)



### Manage auto pay

Auto pay is an easy way to make sure your payments are made on time.

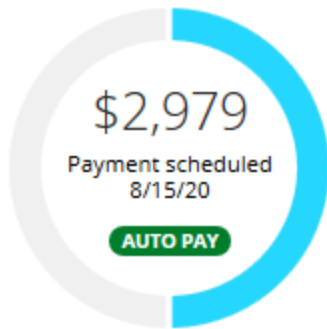
[View auto pay options](#)

[Click AUTO PAY to see the next auto payment.](#)

# Payment Plans

## Summer 2020

UG Summer 2-pay plan



\$2,979

Payment scheduled  
8/15/20

**AUTO PAY**

Paid \$2,979 | Remaining \$2,979

### Payment Schedule



\$2,979

Payment received



\$2,979

Payment scheduled 8/15/20



You have successfully set up auto  
pay

[View or edit details here!](#)

### Plan Details

Enrolled: 7/17/20

Enrollment fee: \$40

2020 UG summer 2-pay plan

[Make a payment](#)

Make a payment from overview page or Make a payment from left hand bar.

## Make a Payment

Pay amount

1 item \$5,958 | Remaining due \$0

How much would you like to pay?

**Payment on Student Account**

**Amount**


\$5,958.00

Maximum \$1,000,000

Balance \$5,958

Would you like to pay for something else?

Click Make a Payment on the left hand menu or Make a Payment on the bottom of the SCU Pay site page

 **Make a Payment** 5

Pay amount

1 item \$9,271.17 | Remaining due \$0

How much would you like to pay?

**Summer 2020: UG Summer 2020 3-month plan**

**Amount**

\$9,271.17

Maximum \$9,271.17

Balance \$9,271.17

Would you like to pay for something else?

**Available items**

**Prepayment on Student Account**

[View details](#)

\* Indicates required field

Cancel Continue





## Transactions

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- My Account
- Overview
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Date	Description	Receipt	Amount
6/2/20	Payment on Student Account	#101428	\$4.50
6/1/20	Summer 2020: UG Summer 2020 3-month plan	#101427	\$40.00
6/1/20	Summer 2020: UG Summer 2020 3-month plan	#101426	\$4,602.83
6/1/20	Prepayment on Student Account	#101425	\$3.50



## Statements

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- My Account
- Overview
- Activity Details
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Date	Description	View	Save
5/22/20	Billing Statement		

[Click here to make a payment](#)

If you select view to the right you will see an invoice.



## Santa Clara University

Student Name and ID #  
Address  
City, State & Zip code

### PAYMENT SUMMARY

Statement Date:	05/22/2020
Prior Statement Balance:	\$12,512.00
Statement Activity:	\$1,300.00
Anticipated Aid:	\$0.00
<b>Due Date:</b>	<b>May 31, 2020</b>
<b>Total Amount Due:</b>	<b>\$13,812.00</b>

**Make checks payable to Santa Clara University**

Mail payment to:  
SCU Payment Processing  
PO Box 550  
Santa Clara, CA 95052-0550

If you are mailing a payment, include the top portion. Keep the lower portion for your records.

**Prior Statement Balance: \$12,512.00**

### Statement Activity

Date	Term	Description	Charge	Credit
05/18/2020	Spring 2020	CARES Act Relief Fund		\$750.00
05/22/2020	Summer 2020	Housing Contract Univ Villas	\$1,900.00	
05/22/2020	Summer 2020	Housing Disciplinary Fine	\$150.00	

**Statement Activity: \$1,300.00**

### Anticipated Aid

Term	Description	Charge	Credit

**Less Anticipated Aid: \$0.00**

**Projected Account Balance: \$13,812.00**

**TOTAL AMOUNT DUE: \$13,812.00**

1. **OVERVIEW** will show important notifications including holds in up right corner, summary, and payment plans.
  2. **ACCOUNT ACTIVITY** will reflect your current account activity for the billing cycle.
  3. **AUTO PAYMENT** will show what's available for online payments. **AUTO PAY to see your next auto payment that is due.**
  4. **PAYMENT PLANS** Click 'View payment plan options'
    - a. Payment Plans available, **Select enroll in plan.**
    - b. Will show your payment breakdown. **Select agree.**
    - c. Last step, Input all you're banking information. **Select Pay**
    - d. Enrollment Confirmation.
  5. **Make a Payment** Your current balance will auto fill. **Click 'Continue to make the payment in the balance grey box.**
  6. **TRANSACTION** Each month all the transactions will be posted for review.
  7. **STATEMENTS** Each month a statement is created.
  8. **Note:** The student can delete an Authorized Payer if the User has never logged onto the CASHNet. If the User has logged in, and made a payment, even once, the student can only edit the Authorized Payer.
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### **The payer on the monthly payment plan payment will receive four emails:**

1. Thank you for your payment. - Receipt for the non-refundable \$40 Enrollment fee
2. Thank you for your payment. – Receipt for the payment plan payment
3. Undergraduate (Law, Graduate) Term Payment plan. – Thanking you for joining a plan. The due dates and amounts will be included on the email.
4. **You have successfully scheduled your automatic payment.**

If you join a payment plan and your initial payment is returned unpaid, the student's account is subject to a hold, a \$25 return check fee, a \$100 late payment fee, and the plan can be terminated. Contact the Bursar's Office at 408-554-4424 or email [bursarpayplan@scu.edu](mailto:bursarpayplan@scu.edu).

If a future payment is returned, you are subject to a hold, a \$25 return check fee, a \$100 late payment fee, and the plan terminated if the payment is not replaced. Contact the Bursar's Office for instructions on replacing a payment plan payment or rejoining a payment plan.

#### **Bursar's Office contact information:**

**Call 408-554-4424**

**Email [bursarpayplan@scu.edu](mailto:bursarpayplan@scu.edu)**