

HOW TO MAKE A PAYMENT ONLINE

If you are an **AUTHORIZED USER**:

Step 1: Log into ePay .



Authorized User
ID
Password

Step 2: Go to "Make Payment" at the top of the page

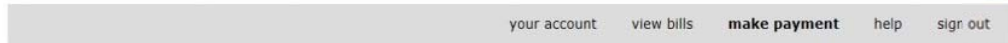


your account view bills **make payment** help sign out

Online ePayment Site

Step 3: Review and verify payment amount and select Checkout.

UNIVERSITY OF THE PACIFIC



your account view bills **make payment** help sign out

Online ePayment Site

Account Name

Your account currently has the following charges:

| Description | Pay Amount |
|----------------------|-------------|
| Balance (Fall 2012) | \$ 9,344.00 |
| Subtotal \$ 9,344.00 | |

Amount reflects total charges minus AUTHORIZED Financial Aid. Delete and enter a new amount if payment is different than the total owed.

| Select | Description | Pay Amount |
|--------------------------|---|------------|
| <input type="checkbox"/> | Stockton Main Campus Enter amount and check box ONLY if paying an additional amount not shown above. Amount: \$0.00 | \$ |
| Subtotal \$ | | 0.00 |
| Total \$ | | 9,344.00 |

Enter ADDITIONAL amount you want to pay. Leave box blank if you do not want to add to the total payment.

Confirm total before clicking 'Checkout'.

Step 4: Continue with the Payment Process