## Make a Payment – Student Center

<table>
<thead>
<tr>
<th>Steps</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Access the UHCL E-Services page at <a href="http://www.uhcl.edu/eservices">www.uhcl.edu/eservices</a>. Enter your UHCL network ID and password OR your 7-digit PeopleSoft ID and password.</td>
</tr>
<tr>
<td>2.0</td>
<td>From the <strong>Student Home</strong> page, click on the <strong>Student Center</strong> tile.</td>
</tr>
</tbody>
</table>

[Image of the Student Center tile on the Student Home page]
3.0 From the Student Center page, locate the **Finances** section. Click on any link under **Student Financials**.
Once in Student Financials, locate and click on **Make a Payment** tab.

In **Make a Payment** page, enter the requested information. Note that all fields are required.
5.1 Under the **What I Owe** section, enter the amount to be paid in **Payment Amount**. The amount should be greater than 0.

<table>
<thead>
<tr>
<th>Description</th>
<th>Outstanding Charges</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Payment</td>
<td>1,692.00</td>
<td>1,692.00</td>
</tr>
</tbody>
</table>

5.2 Under the **How To Pay** section, select the preferred method of payment: **Credit Card** or **Electronic Check**.

- For **Credit Card** payment, note of the 1.45% processing fee that will be added to the amount previously entered to the **Payment Amount** field.

- For **Electronic Check** payment, ensure that the ACH routing number is available before proceeding.

5.3 Check the box to accept the **Terms and Conditions**, then press the **Submit** button. The **Submit** button will only be enabled until the Terms and Conditions acceptance box is checked.
Follow the instructions below based on the selected method of payment:
- Credit Card
- Electronic Check

6.1 Credit Card Payment

Enter the requested card details and the email address to send a copy of the payment confirmation, then press the Continue button.

Required fields are highlighted with an asterisk.

Payment information:
- **Amount**: $1,716.53
- **Campus**: 00759
- **Emplid**: 0003569

Please enter the following information about your payment method:
- **Cardholder’s Name**: Joe Test
- **Card Number**: 3700000000000002
- **Signature Panel Code**: 123
- **Expiration Date**: 12/2021

Billing information:
- **Address Line 1**: 2500 Bay Area Boulevard
- **Country**: United States
- **ZIP Code**: 77058-1552
- **City**: HOUSTON
- **State**: Texas

Receipt information:
- **Email Address**: Student@uhcl.edu

[Continue]
6.2 Electronic Check Payment

Enter the requested check details, check the box to authorize UH Clear Lake for the payment, then press the Continue button.

Enter Payment Information

![Check Image]

Required fields are highlighted with an asterisk.

Payment information:
- **Amount:** $1,692.00
- **Campus:** 00759
- **Student ID:** 0003569

Please enter the following information about your bank account:
- **First Name on Check:** Joe
- **Last Name on Check:** Test
- **Routing Transit Number:** 051000017 BANK OF AMERICA, N.A.
- **Account Number:** 123456789
- **Confirm Account Number:** 123456789
- **Type of Account:** Checking
- **Address Line 1:** 2600 Bay Area Boulevard
- **City:** Houston
- **State:** Texas
- **ZIP Code:** 77058-1552

By clicking on the provided checkbox, I authorize UH Clear Lake to initiate an electronic debit to my bank account in the amount displayed above. This authorization is to remain in full force and effect unless I provide written notification to UH Clear Lake within an appropriate time frame to allow UH Clear Lake to act on it.

Continue
A summary of the payment to be made is displayed for review. Press the **Modify Payment** button to make changes. Otherwise, press the **Confirm Payment** button to proceed with the payment.

**Credit Card Payment**

Make A Payment

Please verify the following information:

**Amount:** $1,716.53  
**Campus:** 00759  
**Emplid:** 0003569

Card information:

**Cardholder's Name:** Joe Test  
**Card Type:** American Express  
**Card Number:** ************0002  
**Signature Panel Code:** ****  
**Expiration Date:** 12/2021

Billing information:

**Address Line 1:** 2600 Bay Area Boulevard  
**Country:** United States  
**City:** HOUSTON  
**State:** Texas  
**ZIP Code:** 77058-1552

**Email Address:** Student@uhcl.edu

Is this information correct?

**Confirm Payment** **Modify Payment**
Electronic Check Payment

Confirm Payment Information

![Check Image]

Please verify the following information:

Payment information:
- **Amount:** $1,692.00
- **Campus:** 00759
- **Student ID:** 0003569

Account Information:
- **First Name on Check:** Joe
- **Last Name on Check:** Test
- **Routing Transit Number:** 051000017
- **Account Number:** ****6789
- **Type of Account:** Personal Checking
- **Address Line 1:** 2600 Bay Area Boulevard
- **Country:** United States
- **City:** HOUSTON
- **State:** Texas
- **ZIP Code:** 77058-1552

Is this information correct?

- [Confirm Payment]
- [Modify Payment]
8.0 A page will appear to indicate that payment is being processed. Do not click on BACK button!

If your browser fails to reload shortly, click here.

Please wait while your payment is being processed.
DO NOT PRESS THE BACK BUTTON ON YOUR BROWSER.

9.0 Once payment has been processed, the Confirmation page is displayed. If Email ID was provided, a copy should be sent to the email.

```
Confirm Payments

Student ID 0003569  Joe Richard Test
Remittance ID 123456789012

Thank you for your payment. Your payment has been accepted. It may take up to 10 minutes for your student account to be updated. Please do NOT attempt another payment if your account is not updated and contact the Student Business Services at 281-283-2170 or 281-212-1675.

Please print this page for your records.

Transaction ID 2097307
Total Payment $1,716.53
Effective Payment Date 02/14/2017
Email ID Student@uhcl.edu

A receipt has been sent to the provided email address.
```
<table>
<thead>
<tr>
<th>10.0</th>
<th>The system will update your payment status. To return to the main homepage, click on <strong>Home icon</strong> on the upper right hand corner of the screen.</th>
</tr>
</thead>
</table>

Uhs Ss Ppl Sict  

Home icon