<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 Financials</strong> tile.</td>
</tr>
</tbody>
</table>
3.0 Once in Student Financials, the Make a Payment page should be loaded by default. If not loaded, either click on Make A Payment link on the left side menu or click on Make a Payment tab.

4.0 In Make a Payment page, enter the requested information. Note that all fields are required.
4.1 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>1652.00</td>
</tr>
</tbody>
</table>

4.2 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.

4.3 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.

**Terms and Conditions**

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

ELECTRONIC CHECK POLICY
I hereby authorize the University to initiate debit entries to my Depository, according to the terms below, and for my Depository to debit the same to such account. In the event that this electronic payment is returned for 'Non-Sufficient Funds or any reasons, I understand that a return fee of $29.00 will be applied to my account. In addition, I understand that if this electronic payment is returned, for any reason, after a fee payment deadline my account will be subject to appropriate late payment charges as the account will be considered unpaid.

REFUND POLICY
Cancellation Refund
If you cancel your registration by withdrawing from all your classes before the first official day of attendance, without a fee, full refund of tuition and refundable fees minus a $15.00

I accept the above Terms and Conditions
5.0 Follow the instructions below based on the selected method of payment:
- Credit Card
- Electronic Check

5.1 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
- **Cards Accepted:**
  - American Express
  - Discover
  - MasterCard
  - Visa
- **Card Number:** 3700000000000002
- **Signature Panel Code:** 123
- **Expiration Date:** 12/2021

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

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

[Continue button]
5.2 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

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:* 05100017 BANK OF AMERICA, N.A.
Account Number:* 123456789
Confirm Account Number:* 123456789
Type of Account:* Checking
Address Line 1:* 2600 Bay Area Boulevard
Address Line 2:
Country:* United States
ZIP Code:* 77038-1552
City:* HOUSTON
State:* Texas

☑️ 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**
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

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**Is this information correct?**

[Confirm Payment] [Modify Payment]
Electronic Check Payment

Confirm Payment Information

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]
7.0 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.

8.0 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 1324201702140431551697096

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.

9.0 The system will update your payment status. To return to the main homepage, either click on Home icon on the upper right hand corner of the screen or click on Student Home on the upper left hand corner.