Making an Online Payment

Overview
Making an Online Payment is a 3-step process:

1) Adding student’s bank information that will be used to make the online payment
2) Entering the amount student would like to pay
3) Verification of the information that has been provided above.

OPUS Navigation
A student can access the pages needed to make online payments by either:

1) Selecting the Payment Options link under Finances > My Account from the Student Center:

2) Selecting Make On-Line Payment from the navigation bar:
After making one of the selections above, a student is taken to the **Make On-Line Payment** page. Under the **Payment Options** tab, a **make on-line payment** tab is displayed. Follow the three steps below to make an online payment.

**Step 1:** Requires student to enter banking information:
- **Bank routing number**, **Account number** and **Type of account**

**Step 2:** Requires student to enter the amount they would like to pay

**Step 3:** Requires the student to click on the **Next Step** button in order to verify their information and submit their payment.

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**Please make sure the account number and routing number are entered correctly.**
After clicking on the Next Step button, the student is taken to the verification page below. Once the student verifies his/her information, they can click **Submit** button.

After clicking the **Submit** button, the student will see the message below displayed. By clicking the **OK** button below, the student verifies that the message and balance displayed are correct.