Make a Payment Using Credit Card

In this tutorial we will discuss how to make an online payment to a student account using a credit or debit card. Online payments can be made by the student or an authorized Payer.

To set up an authorized Payer, please view our “How to Add and Authorized Payer” tutorial.

Starting as a Student or Employee

The student’s first step begins by selecting Make a Payment under the “Financial Account” tile in the LOUIE Student Home.
Select the top option to be transferred to the Transact payment portal.

Make sure your Pop-up Blocker is turned off and you are using one of the supported browsers such as Chrome, Firefox, and Edge.
Make a Payment Using Credit Card

**Starting as an authorized Payer**

If you are an authorized Payer, please follow the link provided in the authorized Payer confirmation e-mail sent to you by Transact or from the “Make a Payment-On behalf of your student as an authorized Payer” link on the right side of our website, nau.ed/sdas.
In Transact

From the Transact home screen, please select Make a Payment.
Charges are displayed in alphabetical order. The due date for each charge is also shown next to the name of the charge in parentheses.
You can select all charges by checking the box on the top left labeled **Check All.**
### Make a Payment

#### Balance Items

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic College Fee (Due Date: 08/22/2022)</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>ADNANU Fee (Due Date: 08/22/2022)</td>
<td>$23.00</td>
<td>$23.00</td>
</tr>
<tr>
<td>Athletics Fee (Due Date: 08/23/2022)</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>ASU Pledge Tuition 3329 (Due Date: 06/30/2022)</td>
<td>$5,512.00</td>
<td>$5,512.00</td>
</tr>
<tr>
<td>Dining Dollars (Meal Plan) (Due Date: 08/22/2022)</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Financial Aid Trust Fee (Due Date: 08/22/2022)</td>
<td>$44.00</td>
<td>$44.00</td>
</tr>
<tr>
<td>Freshman Academic 14 Meal Plan (Due Date: 10/15/2022)</td>
<td>$925.00</td>
<td>$925.00</td>
</tr>
</tbody>
</table>
You can select individual charges by checking the box next to the name of the charge.
You can also make a payment for a custom amount by typing in a dollar amount for an item.
The total amount of the payment is displayed at the bottom of the screen in bold.
After the amount of the payment is specified, select **Checkout** on the bottom right.

![Payment Screen](image-url)
From here you can select your payment method. The options to choose from include:

- eCheck
- credit card
- 529 Savings Plan
- saved payment method if it has been previously setup

For this tutorial, select the **New Credit or Debit Card** option.

Debit cards will be processed as credit cards. There is a 2.85% service fee to pay using a credit card with the minimum service fee being $3.
Next you will enter your card information.

Please make sure all areas with the red star are filled out and correct. This includes the card number, expiration date, security code, and zip code.
You can elect to save a payment method for future use by checking the box located next to **Save card for future use**. Enter a nickname to identify the card for future use.

Click **Continue**.
The following screen will display the service charge and complete total of the payment, including the service charge.
Review the amounts carefully along with the Transact Campus, Inc. User Agreement. Check the box to confirm you have read and accept the terms.

Click Continue.
The next screen will provide a final overview of the payment details including the email address that the receipt will be sent to, a summary of the charges being paid, and details of the payment type. If everything looks correct, click the Pay button at the bottom, which also includes the total payment amount with the service fee.
The final screen will confirm the total amount of the payment, the remaining account balance, and the payment receipt number.

A confirmation e-mail will also be sent to your NAU e-mail address or the address used for the authorized Payer.
You can review transactions completed through Transact by selecting **Transactions** on the left menu.
By selecting the receipt number, you can view the charges the payment paid when submitted as well as a confirmation of the payment method.
Make a Payment Using Credit Card

Receipt

Date: 7/19/22
Method: Mastercard

Total amount:
$1,293.97

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA Pay Plan Tuition/fees - Sum (Due Date: 06/01/2022)</td>
<td>$629.66</td>
</tr>
<tr>
<td>FA Pay Plan Tuition/fees - Sum (Due Date: 07/01/2022)</td>
<td>$629.67</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$1,259.33</td>
</tr>
<tr>
<td>Service Charge</td>
<td>$34.64</td>
</tr>
<tr>
<td>Total</td>
<td>$1,293.97</td>
</tr>
</tbody>
</table>

Payments received

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,293.97</td>
</tr>
</tbody>
</table>

This is an automated email. For assistance please contact sds@nau.edu
Questions?

If you have questions about your balance and due dates, please contact us at:

**Student and Departmental Account Services**

sdas@nau.edu

928-523-3122

If you have questions about making an electronic payment, please contact:

**Transact Campus Smartpay Support**

smartpaysupport@transactcampus.com

(800) 339-8131

For additional information and payment tutorials, visit our website at nau.edu/sdas.