

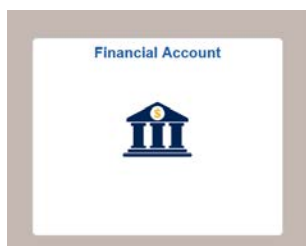
Make a Payment Using Credit Card

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.



[< Back](#)

Account Balance

[Home](#)
[Search](#)
[Menu](#)
[Close](#)

Account Balance
Due Now 453.00
or within 30 days:
Currency used is US Dollar

[Charges Due](#)
[Make a Payment](#)
[Payment History](#)
[Direct Deposit](#)
[Enroll in Payment Plan](#)
[1098T Form](#)
[Authorize Parental Tax Access](#)
[Account Acknowledgements](#)

What I Owe

Term	Charges & Deposits	Pending Financial Aid	Total Due
Fall 2021	270.00	0.00	270.00
Spring 2022	158.00	0.00	158.00
Summer 2022	25.00	0.00	25.00
Total	453.00	0.00	453.00

Currency used is US Dollar

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.

< Student Home

Make a Payment

Account Balance

Make a Payment

Payment History

Direct Deposit

Enroll in Payment Plan

1098T Form

Authorize Parental Tax Access

Account Acknowledgements

Make a Payment

Click below to pay via eCheck, Credit Card or 529 Savings Plan within the Transact System. Please make sure your Pop-up Blocker is turned off. Additionally, be sure to update your browser with the latest version of either Safari, Chrome, Firefox or an Internet Explorer web-browser since the Transact site works best with one of those installed. For questions and concerns, or to report a connectivity issue, please contact the Student Tech Center at 928-523-9294 or (toll free) 888-520-7215.

[Click here to be redirected to Transact](#)

International Payments via Flywire

For students or authorized payers wishing to make payments to a student account using an international wire transfer please click below.

[Click here to be redirected to Flywire](#)

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.

NAU NORTHERN ARIZONA
UNIVERSITY

Student & Departmental Account Services

QUICK LINKS

[Virtual Visit](#)[Request Info](#)[Apply](#)

[Resources](#)[Tuition & Fees](#)[Payment](#)[Loans](#)[Tax Credit Information](#)[FAQs](#)[Staff](#)

Student & Departmental Account Services

Student and Departmental Account Services (SDAS) is your one-stop shop for:

- [billing tuition and fees](#)
- [making payments](#)
- [processing refunds](#)

Students, to view your eBill please log into your [LOUIE](#) Student Center and click on “Make a Payment.”

Payment Methods

Authorized Payers, please log into the [Transact](#) payment system using your unique email and password.

Our office strives to help you make sound financial decisions and educate you on necessary information such as:

- [Financial Terms and Conditions](#)
- [budget calculator](#)

Student & Departmental Account Services

[928-523-3122](#)[Contact Form](#)

Request Information


Apply to NAU

Log in to LOUIE to...

- [Check your balance](#)
- [Check for holds](#)
- [Change your address](#)

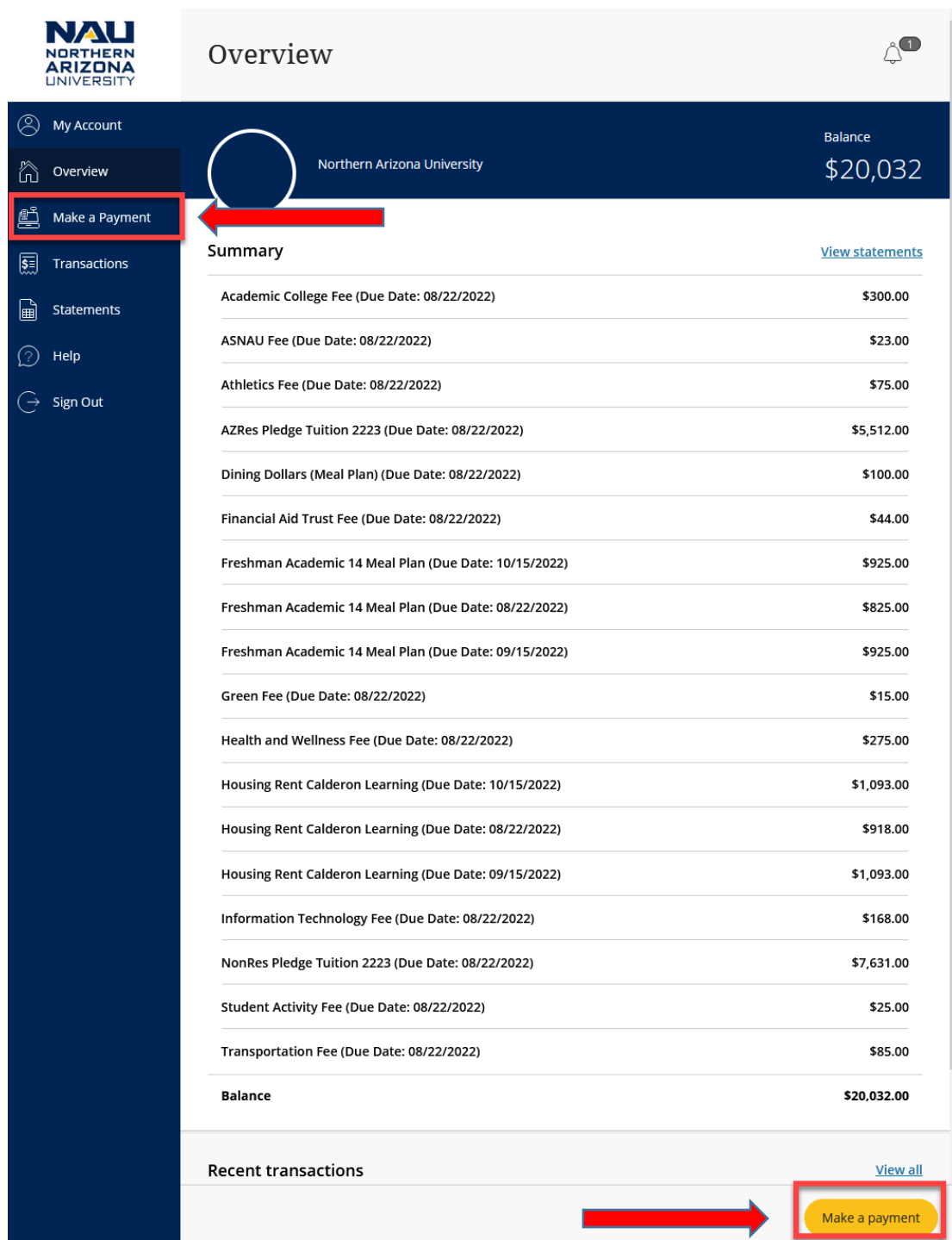
Make a payment...

- [As a student](#) (your own account)
- [On behalf of your student as an authorized Payer](#)



In Transact

From the Transact home screen, please select **Make a Payment**.



Overview

Balance: \$20,032


Summary [View statements](#)

Academic College Fee (Due Date: 08/22/2022)	\$300.00
ASNAU Fee (Due Date: 08/22/2022)	\$23.00
Athletics Fee (Due Date: 08/22/2022)	\$75.00
AZRes Pledge Tuition 2223 (Due Date: 08/22/2022)	\$5,512.00
Dining Dollars (Meal Plan) (Due Date: 08/22/2022)	\$100.00
Financial Aid Trust Fee (Due Date: 08/22/2022)	\$44.00
Freshman Academic 14 Meal Plan (Due Date: 10/15/2022)	\$925.00
Freshman Academic 14 Meal Plan (Due Date: 08/22/2022)	\$825.00
Freshman Academic 14 Meal Plan (Due Date: 09/15/2022)	\$925.00
Green Fee (Due Date: 08/22/2022)	\$15.00
Health and Wellness Fee (Due Date: 08/22/2022)	\$275.00
Housing Rent Calderon Learning (Due Date: 10/15/2022)	\$1,093.00
Housing Rent Calderon Learning (Due Date: 08/22/2022)	\$918.00
Housing Rent Calderon Learning (Due Date: 09/15/2022)	\$1,093.00
Information Technology Fee (Due Date: 08/22/2022)	\$168.00
NonRes Pledge Tuition 2223 (Due Date: 08/22/2022)	\$7,631.00
Student Activity Fee (Due Date: 08/22/2022)	\$25.00
Transportation Fee (Due Date: 08/22/2022)	\$85.00
Balance	\$20,032.00

Recent transactions [View all](#)

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.



Make a Payment

My Account

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Sign Out

Pay amount


How much would you like to pay?

Balance items








☐ Check all | 0 of 18 selected

Description	Balance	Amount
<input type="checkbox"/> Academic College Fee (Due Date: 08/22/2022)	\$300.00	\$0.00 <input type="text"/>
Maximum \$300		
<input type="checkbox"/> ASNAU Fee (Due Date: 08/22/2022)	\$23.00	\$0.00 <input type="text"/>
Maximum \$23		
<input type="checkbox"/> Athletics Fee (Due Date: 08/22/2022)	\$75.00	\$0.00 <input type="text"/>
Maximum \$75		
<input type="checkbox"/> AZRes Pledge Tuition 2223 (Due Date: 08/22/2022)	\$5,512.00	\$0.00 <input type="text"/>
Maximum \$5,512		
<input type="checkbox"/> Dining Dollars (Meal Plan) (Due Date: 08/22/2022)	\$100.00	\$0.00 <input type="text"/>
Maximum \$100		
<input type="checkbox"/> Financial Aid Trust Fee (Due Date: 08/22/2022)	\$44.00	\$0.00 <input type="text"/>
Maximum \$44		
<input type="checkbox"/> Freshman Academic 14 Meal Plan (Due Date: 10/15/2022)	\$925.00	\$0.00 <input type="text"/>
Maximum \$925		
<input type="checkbox"/> Freshman Academic 14 Meal Plan (Due Date: 08/22/2022)	\$825.00	\$0.00 <input type="text"/>
Maximum \$825		
<input type="checkbox"/> Freshman Academic 14 Meal Plan (Due Date: 09/15/2022)	\$925.00	\$0.00 <input type="text"/>
Maximum \$925		
<input type="checkbox"/> Green Fee (Due Date: 08/22/2022)	\$15.00	\$0.00 <input type="text"/>
Maximum \$15		
<input type="checkbox"/> Health and Wellness Fee (Due Date: 08/22/2022)	\$275.00	\$0.00 <input type="text"/>
Maximum \$275		
<input type="checkbox"/> Housing Rent Calderon Learning (Due Date: 10/15/2022)	\$1,093.00	\$0.00 <input type="text"/>
Maximum \$1,093		
<input type="checkbox"/> Housing Rent Calderon Learning (Due Date: 08/22/2022)	\$918.00	\$0.00 <input type="text"/>
Maximum \$918		
<input type="checkbox"/> Housing Rent Calderon Learning (Due Date: 09/15/2022)	\$1,093.00	\$0.00 <input type="text"/>

You can select all charges by checking the box on the top left labeled **Check All**.



Make a Payment

 My Account
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  Make a Payment
  Transactions
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  Help
  Sign Out

Pay amount

How much would you like to pay?

Balance items

☐ Check all
 0 of 18 selected

Description	Balance	Amount
<input type="checkbox"/> Academic College Fee (Due Date: 08/22/2022)	\$300.00	<input type="text" value="\$0.00"/> <div>Maximum \$300</div>
<input type="checkbox"/> ASNAU Fee (Due Date: 08/22/2022)	\$23.00	<input type="text" value="\$0.00"/> <div>Maximum \$23</div>
<input type="checkbox"/> Athletics Fee (Due Date: 08/22/2022)	\$75.00	<input type="text" value="\$0.00"/> <div>Maximum \$75</div>
<input type="checkbox"/> AZRes Pledge Tuition 2223 (Due Date: 08/22/2022)	\$5,512.00	<input type="text" value="\$0.00"/> <div>Maximum \$5,512</div>
<input type="checkbox"/> Dining Dollars (Meal Plan) (Due Date: 08/22/2022)	\$100.00	<input type="text" value="\$0.00"/> <div>Maximum \$100</div>
<input type="checkbox"/> Financial Aid Trust Fee (Due Date: 08/22/2022)	\$44.00	<input type="text" value="\$0.00"/> <div>Maximum \$44</div>
<input type="checkbox"/> Freshman Academic 14 Meal Plan (Due Date: 10/15/2022)	\$925.00	<input type="text" value="\$0.00"/> <div>Maximum \$925</div>



Make a Payment

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Pay amount

How much would you like to pay?

Balance items

☒ Uncheck all | 18 of 18 selected

Description	Balance	Amount
<input checked="" type="checkbox"/> Academic College Fee (Due Date: 08/22/2022)	\$300.00	<input type="text" value="\$300.00"/> <input type="button" value="⊗"/> <input type="button" value="▼"/>
Maximum \$300		
<input checked="" type="checkbox"/> ASNAU Fee (Due Date: 08/22/2022)	\$23.00	<input type="text" value="\$23.00"/> <input type="button" value="⊗"/> <input type="button" value="▼"/>
Maximum \$23		
<input checked="" type="checkbox"/> Athletics Fee (Due Date: 08/22/2022)	\$75.00	<input type="text" value="\$75.00"/> <input type="button" value="⊗"/> <input type="button" value="▼"/>
Maximum \$75		
<input checked="" type="checkbox"/> AZRes Pledge Tuition 2223 (Due Date: 08/22/2022)	\$5,512.00	<input type="text" value="\$5,512.00"/> <input type="button" value="⊗"/> <input type="button" value="▼"/>
Maximum \$5,512		
<input checked="" type="checkbox"/> Dining Dollars (Meal Plan) (Due Date: 08/22/2022)	\$100.00	<input type="text" value="\$100.00"/> <input type="button" value="⊗"/> <input type="button" value="▼"/>
Maximum \$100		
<input checked="" type="checkbox"/> Financial Aid Trust Fee (Due Date: 08/22/2022)	\$44.00	<input type="text" value="\$44.00"/> <input type="button" value="⊗"/> <input type="button" value="▼"/>
Maximum \$44		
<input checked="" type="checkbox"/> Freshman Academic 14 Meal Plan (Due Date: 10/15/2022)	\$925.00	<input type="text" value="\$925.00"/> <input type="button" value="⊗"/> <input type="button" value="▼"/>

You can select individual charges by checking the box next to the name of the charge.

Make a Payment

My Account

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Sign Out

Pay amount


How much would you like to pay?

Balance items

☒ Check all
 3 of 18 selected

Description	Balance	Amount
<input checked="" type="checkbox"/> Academic College Fee (Due Date: 08/22/2022)	\$300.00	<input type="text" value="\$300.00"/> <input type="button" value="x"/> <input type="button" value="v"/>
Maximum \$300		
<input checked="" type="checkbox"/> ASNAU Fee (Due Date: 08/22/2022)	\$23.00	<input type="text" value="\$23.00"/> <input type="button" value="x"/> <input type="button" value="v"/>
Maximum \$23		
<input type="checkbox"/> Athletics Fee (Due Date: 08/22/2022)	\$75.00	<input type="text" value="\$0.00"/> <input type="button" value="v"/>
Maximum \$75		
<input type="checkbox"/> AZRes Pledge Tuition 2223 (Due Date: 08/22/2022)	\$5,512.00	<input type="text" value="\$0.00"/> <input type="button" value="v"/>
Maximum \$5,512		
<input checked="" type="checkbox"/> Dining Dollars (Meal Plan) (Due Date: 08/22/2022)	\$100.00	<input type="text" value="\$100.00"/> <input type="button" value="x"/> <input type="button" value="v"/>
Maximum \$100		
<input type="checkbox"/> Financial Aid Trust Fee (Due Date: 08/22/2022)	\$44.00	<input type="text" value="\$0.00"/> <input type="button" value="v"/>
Maximum \$44		
<input type="checkbox"/> Freshman Academic 14 Meal Plan (Due Date: 10/15/2022)	\$925.00	<input type="text" value="\$0.00"/> <input type="button" value="v"/>

You can also make a payment for a custom amount by typing in a dollar amount for an item.



Make a Payment

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Sign Out

Pay amount

How much would you like to pay?

Balance items

☒ Check all | 1 of 18 selected

Description	Balance	Amount
<input type="checkbox"/> Academic College Fee (Due Date: 08/22/2022)	\$300.00	<input type="text" value="\$0.00"/> 
Maximum \$300		
<input type="checkbox"/> ASNAU Fee (Due Date: 08/22/2022)	\$23.00	<input type="text" value="\$0.00"/> 
Maximum \$23		
<input type="checkbox"/> Athletics Fee (Due Date: 08/22/2022)	\$75.00	<input type="text" value="\$0.00"/> 
Maximum \$75		
<input checked="" type="checkbox"/> AZRes Pledge Tuition 2223 (Due Date: 08/22/2022)	\$5,512.00	<input type="text" value="\$2,500"/> 
Maximum \$5,512		
<input type="checkbox"/> Dining Dollars (Meal Plan) (Due Date: 08/22/2022)	\$100.00	<input type="text" value="\$0.00"/> 
Maximum \$100		
<input type="checkbox"/> Financial Aid Trust Fee (Due Date: 08/22/2022)	\$44.00	<input type="text" value="\$0.00"/> 
Maximum \$44		
<input type="checkbox"/> Freshman Academic 14 Meal Plan (Due Date: 10/15/2022)	\$925.00	<input type="text" value="\$0.00"/> 

The total amount of the payment is displayed at the bottom of the screen in bold.

My Account

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Maximum \$275

☐ Housing Rent Calderon Learning (Due Date: 10/15/2022)
 \$1,093.00

Maximum \$1,093

☐ Housing Rent Calderon Learning (Due Date: 08/22/2022)
 \$918.00

Maximum \$918

☐ Housing Rent Calderon Learning (Due Date: 09/15/2022)
 \$1,093.00

Maximum \$1,093

☐ Information Technology Fee (Due Date: 08/22/2022)
 \$168.00

Maximum \$168

☐ NonRes Pledge Tuition 2223 (Due Date: 08/22/2022)
 \$7,631.00

Maximum \$7,631

☐ Student Activity Fee (Due Date: 08/22/2022)
 \$25.00

Maximum \$25

☐ Transportation Fee (Due Date: 08/22/2022)
 \$85.00

Maximum \$85

☐

Total balance

\$20,032.00

Pay amount

\$2,500.00

Remaining balance

\$17,532.00

* Indicates required field

Payment 1 item

Cancel

Checkout

After the amount of the payment is specified, select **Checkout** on the bottom right.

- My Account
- Overview
- Make a Payment
- Transactions
- Statements
- Help
- Sign Out

Maximum \$275

☐ Housing Rent Calderon Learning (Due Date: 10/15/2022)

\$1,093.00

Maximum \$1,093

Maximum \$918

☐ Housing Rent Calderon Learning (Due Date: 08/22/2022)

\$918.00

Maximum \$1,093

Maximum \$168

☐ Housing Rent Calderon Learning (Due Date: 09/15/2022)

\$1,093.00

Maximum \$168

Maximum \$7,631

☐ Information Technology Fee (Due Date: 08/22/2022)

\$168.00

Maximum \$7,631

Maximum \$25

☐ NonRes Pledge Tuition 2223 (Due Date: 08/22/2022)

\$7,631.00

Maximum \$25

Maximum \$85

☐ Student Activity Fee (Due Date: 08/22/2022)

\$25.00

Maximum \$85

Maximum \$85

☐ Transportation Fee (Due Date: 08/22/2022)

\$85.00

Maximum \$85

Total balance

Pay amount

Remaining balance

\$20,032.00

\$2,500.00

\$17,532.00

* Indicates required field

Payment 1 item

\$2,500

Checkout

11 | Page

Make a Payment Using Credit Card

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.

NAU NORTHERN ARIZONA UNIVERSITY

Make a Payment

< Pay amount Payment method

How would you like to pay?

Payment amount
\$2,500

*** Payment method**

New credit or debit card
Please note that a service fee will be assessed.


New bank account
Please note that any returned eChecks will be assessed a fee.

New 529 Savings Plan
Please note that a service fee will be assessed.

International payment

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.



Make a Payment

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< Pay amount

Payment method

How would you like to pay?

Payment amount

\$2,500

* Payment method

New credit or debit card

Please note that a service fee will be assessed.

AMERICAN EXPRESS

DISCOVER

JCB

MasterCard

VISA

Change

Please enter your credit card information and click on the 'Continue Checkout' button.

* Card number

Card number required

* Expiration date

MM / YY

* Security code

* Zip/Postal code

International cardholders may input "N/A"

☐ Save card for future use

Secure encrypted payment

Cancel

Continue

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.

NAU NORTHERN ARIZONA UNIVERSITY

Make a Payment

< Pay amount Payment method

How would you like to pay?

Payment amount
\$2,500

*** Payment method** [Change](#)

New credit or debit card
Please note that a service fee will be assessed.

AMERICAN EXPRESS DISCOVER JCB MasterCard VISA

Please enter your credit card information and click on the 'Continue Checkout' button.

*** Card number**

*** Expiration date** *** Security code** ⓘ

*** Zip/Postal code**

International cardholders may input "N/A"

☒ **Save card for future use**

Card nickname ⓘ

My Card

Maximum 17 characters


Secure encrypted payment

Cancel Continue

Click **Continue**.



The following screen will display the service charge and complete total of the payment, including the service charge.



My Account

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Service charge


\$68.75

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service charge of **\$68.75**, so your total amount is **\$2,568.75**. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

☐ I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge of **\$68.75** for the use of Transact Campus SmartPay.

Continue

Review the amounts carefully along with the [Transact Campus, Inc. User Agreement](#). Check the box to confirm you have read and accept the terms.



My Account

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Service charge

\$68.75

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service charge of **\$68.75**, so your total amount is \$2,568.75. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.


☒ I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge of **\$68.75** for the use of Transact Campus SmartPay.


Continue


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.



NORTHERN
ARIZONA
UNIVERSITY


 My Account


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Make a Payment

< Payment method

Review

Last step! Let's make sure we have your correct information.

* Email address

Summary

Change

AZRes Pledge Tuition 2223 (Due Date: 08/22/2022)

Amount

\$2,500.00

Subtotal

\$2,500.00

Service charge

\$68.75

Total

\$2,568.75

Payment details


Change

Card number

Expiration date

Zip/Postal code

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

 Secure encrypted payment

Cancel

Pay \$2,568.75











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.

The screenshot shows the 'Make a Payment' confirmation screen on the Northern Arizona University portal. On the left is a dark blue sidebar with the NAU logo at the top and a list of navigation links: 'My Account', 'Overview', 'Make a Payment' (highlighted), 'Transactions', 'Help', and 'Sign Out'. The main content area has a light gray header with the title 'Make a Payment'. Below this, a large green circle with a white checkmark is centered. Underneath the checkmark, the amount '\$2,500' is displayed in a large font. This is followed by the text 'Thank you for your payment'. Below that, it states 'You have a remaining balance of \$17,532'. The next line says 'The payment receipt #1051 was sent to:'. At the bottom right of the main content area, there is a yellow button labeled 'Go to overview'.


You can review transactions completed through Transact by selecting **Transactions** on the left menu.




-  My Account
-  Overview
-  Make a Payment
-  Transactions
-  Statements
-  Help
-  Sign Out








Transactions

Date	Description	Receipt	Amount
7/19/22	FA Pay Plan Tuit/Fees - Sum (Due Date: 07/01/2022) +1	#9947	\$1,293.97




By selecting the receipt number, you can view the charges the payment paid when submitted as well as a confirmation of the payment method.



-  My Account
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Transactions

Date	Description	Receipt	Amount
7/19/22	FA Pay Plan Tuit/Fees - Sum (Due Date: 07/01/2022) +1	#9947	\$1,293.97



×

Transactions

Receipt

Receipt

#9947

ID:

Date: 7/19/22

Method: Mastercard

Total amount

\$1,293.97

Description	Amount
FA Pay Plan Tuit/Fees - Sum (Due Date: 06/01/2022)	\$629.66
FA Pay Plan Tuit/Fees - Sum (Due Date: 07/01/2022)	\$629.67
Subtotal	\$1,259.33
Service Charge	\$34.64
Total	\$1,293.97

Payments received	Amount
(****) Authorization #	\$1,293.97
Total	\$1,293.97

This is an automated email. For assistance please contact sdas@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.