

## Pay Online

**PAY ONLINE** with echeck or credit card through Enroll and Pay. An echeck is an electronic withdrawal from a checking or savings bank account. No additional fee is charged for online echeck payments unless the echeck is returned unpaid to the university. Unpaid echecks are charged a \$30.00 non-refundable fee. There is a technology fee of 2.25% assessed on each credit card transaction. **To avoid non-refundable late payment fees, online payments must be processed by the appropriate due date.** To pay online

### INSTRUCTIONS FOR STUDENTS

1. Log into the Enroll & Pay system at <https://sa.ku.edu>
  2. After logging in, select Enroll & Pay> Student Center.
  3. In the Finances area click on the Account Management link.
  4. Choose Make a Payment tab, press Make a Payment or Recharge KU card to process an online payment and select Student Account.
  5. The Important information screen will display. Select 'Make a Payment' from the gray box on the left hand side of the screen. Then select the 'Pay' button next to Student Account.
  6. Enter appropriate amount to pay and account information.
  7. Once the payment is processed, you will see a receipt with a confirmation number. Please print the confirmation receipt for your records. This receipt indicates that a transaction is acknowledged by the system and being processed.
- You can pay up to the amount owed on your account.
  - Do not enter comma's or dollar signs in the amount fields.

### INSTRUCTIONS FOR AUTHORIZED USERS

1. Students must setup an authorized user account for other people to view their account and pay online through the Enroll & Pay System. Students need to log in to Enroll & Pay at <https://sa.ku.edu>, navigate to Student Center> Setup Authorized User to set up the authorized account.
2. Other payers login to Enroll & Pay at <https://sa.ku.edu> .

3. Enter PAYER in the online ID field and payer9\* in the password field in the top login panel (these are case sensitive).
4. Select **Enroll & Pay> Campus Finances> Account Inquiry**. Enter your Payer Key and your student's 7 digit KUID.
5. To view account details, click on the "Activity" tab at the top of the screen.
6. Choose make a payment tab, press **Make a Payment or Recharge KU card** to process an online payment and select **Student Account**.
7. The Important Information screen will display. Select 'Make a Payment' from the gray box on the left hand side of the screen, then select "Pay" next to the Student Account.
8. Enter the amount and the method of payment.
9. Once the payment is processed, you will see a receipt with a confirmation number. Please print the confirmation receipt for your records. This receipt indicates that a transaction is acknowledged by the system and being processed.