


# Making ACH Payment as Authorized User

Navigate to [Authorized User Login for Bill + Payment](#)



## Bill + Payment

### Students and Staff

**\*Indicates required information**

**\*Student ID:**

**\*Password:**

[Login](#)

### Authorized Users

Login for parents or others who have been granted access.

**\*E-mail:**

**\*Password:**

[Login](#)

**Forgot your password?**  
Have a temporary password [e-mailed](#) to you.

### Welcome

Welcome to University of Puget Sound Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account. Students and staff may log in using their Student ID and Password. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to [help@pugetsound.edu](mailto:help@pugetsound.edu).

### Student Account Suite Features

#### Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

#### E-Billing

- View and print your billing statement.
- Set up your bills to be paid automatically.


#### Payment Plan Management

- Enroll in a payment plan so you can pay your balance in installments.
- View your current payment plan status.
- Make a payment toward one of your installments.
- Schedule future installment payments.

#### Refunds

- Enter your bank account information so that refunds can be deposited into your account electronically.

- Click on Make a Payment



Logout

[My Account](#)
[Make Payment](#)
[Payment Plans](#)
[Deposits](#)
[Refunds](#)
[Help](#)

Announcement

### Fall Semester Billing Available July 1st!

Understanding the Balance displayed on your student account:

**Payment Required** when balance is positive **\$1,779.40**.

**NO Payment Required** when balance is negative **-\$1,779.40**.

### Having problems accessing resources in Bill + Payment?

Please try the following potential solutions

1. Clear Internet Browser History
  - o If you are using Chrome, Firefox or Internet Explorer the easiest way to do this is with the keyboard shortcut **Ctrl-Shift-Delete**
2. Try using a different Browser
  - o Bill + Payment works best when using Chrome or Firefox
3. Allow Pop-ups by disabling Pop-up Blocker

If you have tried these steps and continue to have problems please contact us

Student Account

ID: xxx4968

Balance	\$25,944.00
Estimated Financial Aid	\$18,600.00
Balance Including Estimated Aid	\$7,344.00

Make Payment

View Activity

Statements

Your latest eBill Statement Statement (5/11/17) - -\$25.00

View

Your latest 1098-T Tax statement 2015 1098-T Statement

View

My Profile Setup

Authorized Users

My Payment Profile

Electronic Refunds

Notifications

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- Current account status will display. Select make a payment again

## Account Payment

### Current Account Status

#### Student Account

Balance:	\$25,944.00
Estimated Financial Aid:	\$18,600.00
Balance Including Estimated Aid:	\$7,344.00

[Make a Payment](#)
[View Account Activity](#)

No payments are scheduled.

- Enter a payment amount and memo, if desired, and then Continue

## Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

### Select Payment

☒ Current account balance:
 \$7,344.00
\$

Payment date:

Memo:

[Continue](#)

- Choose Electronic Check from the payment method drop down and click Select

## Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

### Select Payment Method

Payment amount:

\$555.55

Payment method:

Select Payment Method

Select


Back


Cancel

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

**Electronic Check** - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

- Enter checking account information, will need the routing number of bank, then Continue



| Logout 

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#) [My Profile](#)

## Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

### Select Payment Method

Payment amount: \$555.55

Payment method:

New Electronic Check (checking/savings) ▼

Select

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

**Electronic Check** - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

### Account Information

Indicates required fields

You can use any personal checking or savings account.

Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.

Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Account type: Select account type ▼

\*Routing number: 

[\(View example\)](#)

\*Bank account number:

\*Confirm account number:

\*Name on account:

### Refund Options

Only one account can be designated to receive refunds.

☐ Check here if you would like refunds to be deposited into this account.

### Option to Save

☐ Save this payment method for future use

Save payment method as: 


(example My Checking)

Continue

Back

Cancel

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A confirmation page should display with the payment information.

- Check the box at the bottom of the page to Agree to the Terms and Conditions
- Submit Payment

## Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

### Submit Payment

Please review the transaction details, then submit your payment.

Payment date:	8/21/17
Payment amount:	\$555.55
Account type:	Checking
Routing number:	101000019
Account number:	xxxxx6456
Name on Account	Jonny Test
E-mail:	ps_cs_tst@pugetsound.edu
Accept refunds:	Yes
Payment profile name:	TST CK 2

### Terms and Conditions

I hereby authorize **University of Puget Sound** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$25.00** return fee will be added to my student account.

Name: <b>Jonny Test</b>	Address:
Depository:	COMMERCE BANK
ACH DEPT.	
KANSAS CITY, MO 641416248	
Routing Number: 101000019	Account Number: xxxxx6456
Debit Amount: \$555.55	This agreement is dated Monday, August 21, 2017.

For fraud detection purposes, your internet address has been logged: 207.207.127.235 at 8/21/17 9:25:31 AM PDT

**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 fullest extent of the law.**

To revoke this authorization agreement you must contact: [help@pugetsound.edu](mailto:help@pugetsound.edu)

☒ I agree to the above terms and conditions. ([Print Agreement](#))

Submit Payment

Back

Cancel

- A payment receipt should display as well as a message at the top of the page notifying payment method has been saved.

## Account Payment

Your new ACH payment method has been saved.  
Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Amount	Payment method	Confirmation	Payment Receipt
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### Payment Receipt

Your payment in the amount of \$555.55 was successful. A confirmation email was sent to ps\_cs\_tst@pugetsound.edu. Please print this page for your records.

Payment date:	8/21/17
Amount paid:	\$555.55
Student name:	<div></div>
Paid to:	University of Puget Sound
	UNITED STATES
Account number:	xxxxx6456
Name on account:	Jonny Test
Account Type:	Checking