

P·R·I·S·M

Making an Online Payment

After you sign in to PRISM, go to the Student Center by clicking on Self Service then Student Center.

Make a Payment

1. Click on the Make a Payment link below the Account Summary box on your Student Center page.

The screenshot shows the 'Finances' section of the PRISM system. On the left, there are links for 'My Account' (Account Inquiry, Payment Profile) and 'Financial Aid' (View Financial Aid). Below these is a search box for 'other financial...'. On the right, the 'Account Summary' box displays: 'You owe 2,519.20.' with a breakdown of 'Due Now' (2,519.20) and 'Future Due' (0.00). A warning message states: '** You have a past due balance of 2,519.20. **' and notes 'Currency used is US Dollar.' A 'make a payment' button is located at the bottom right of the Account Summary box, circled with a '1'.

*NOTE: You can also click on the Make a Payment button located on the bottom of some of the other areas within the Finances section or go to the **make a payment** tab.*

2. Enter the amount of payment you want to make in the Payment Amount column. Then click the “calculate grand total” button.

The screenshot shows the 'Make a Payment' page. At the top, there are tabs for 'Account Inquiry' and 'Electronic Payments/Purchases'. Below is the 'Make a Payment' section with a sub-section 'Specify Payment Amount'. A note states: 'Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately. A 2.5% convenience fee will be added to your Credit Card payment.' Below this is a table:

Item Description	Due Date	Outstanding Charges	Payment Amount
Excess Self Srvc Payment (ATD)		0.00	10.00
Total		0.00	10.00

Below the table are three buttons: 'pay charges', 'zero out amounts', and 'calculate grand total'. A red arrow points to the 'calculate grand total' button, which is circled with a '3'. At the bottom, there are 'CANCEL' and 'NEXT' buttons, with 'NEXT' circled with a '3'.

3. Click on the Next button after you enter the amount you want to pay.
4. Select a Payment Method from the drop down box.

Account Inquiry Electronic Payments/Purchases

Make a Payment

Select Payment Method

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

A 2.5% convenience fee will be added to your Credit Card payment.

Pay By **4** select Payment Method **5**

CANCEL PREVIOUS NEXT

5. Click Next to go the next screen.

Pay by Credit Card

1. If you select **Pay By Credit Card** then you will be brought to a page similar to below that shows you a message about leaving the current page and going into the Official Payments Portal. It also shows you the amount of your payment.
2. Click **Continue to Make Payment**.

Account Inquiry Electronic Payments/Purchases

Make a Payment

Confirm Payment

You are about to leave the PRISM website and enter Official Payments Corporation's Secure Payment Portal. You will provide your credit card information here.

i Your payment of 10.25 USD will be collected through our secure third party payment provider.

CANCEL PREVIOUS CONTINUE TO MAKE PAYMENT **2**

3. The screen will look similar to the below:

Please enter your debit or credit card information.

Payment Description	Amount
SSFSELSERVICE	\$10.25

* indicates required field

Debit Card 

Credit Card  

4 *

6 * Expiration Date (mm/yy) / * Card Identification Number * [How do I find this?](#)

Card Holder's Information

Card Holder's Name: *

6 *

7 *

State/APO: *

ZIP Code: *

Country:

Primary Phone Number * E-Mail Address

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4. Choose the **Card type** – either MasterCard or Discover.
5. Enter your **Card Number** (no dashes), **Expiration Date**, and **Card Identification Number** (from the back of your card).
6. Enter the **Card Holder Information**.
7. Enter the **Primary Phone Number** and **Email Address**.
8. Click on **Continue**

Please verify that the following information is correct.

Payment Description	Amount
SSFSELSERVICE	\$10.25

Card Type: MasterCard
 Card Number: **** 5454 Current Amount Due: 10.25
 Expiration Date: November 2014

Billing Address: Fred Flinstone Email Address: fred.flinstone@pebble.com
 123 Pebble Way Contact Number: 6082652677
 Bedrock, WI 53959
 United States (US)

9 I agree to the [Terms Of Use](#)

Go Back Continue **10** Cancel

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9. Verify that everything on the page is correct and if it is check the box next to **"I agree to the Terms of Use"**
10. Click **Continue**.
11. You will then be brought back to the PRISM site and if all okay on the below screen, click **Submit**. Your payment is not submitted until you hit **Submit**.

Make a Payment

Submit Payment

If the information below is accurate, click the Submit button.

Payment Summary	
Payment Amount	10.00
Convenience Fee	0.25
Total	10.25
Currency used is US Dollar.	
Card Number	5454


CANCEL SUBMIT

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12. The next screen will tell you the Payment Result. Print this page for your records. If you need to call someone in regards to your payment the Reference Number is something you want to have readily available.

Make a Payment

Payment Result

 Your payment has been accepted. Save the information below for your reference.

Confirmation Details	
Reference Number 000000071491	Payment Amount 10.25
Card Number 5454	Transaction Date 11/30/2011
	Transaction Status Successfully Posted
Currency used is US Dollar.	

[VIEW CONFIRMED PAYMENT](#)


[MAKE ANOTHER PAYMENT](#)

If you would like to make another payment (for example with electronic check), then click on **Make Another Payment** button.

13. If you would like to view the confirmed payment, click on the **View Confirmed Payment** button.

Payment History

From To

Posted Payments		
Find View All  First 1-3 of 3 Last		
Date Paid	Payment Type	Paid Amount
11/30/2011	Web Credit Card Payment OP - Ref # 000000071491	10.25
11/11/2011	Web Check Payment - OP - Ref # 000000071486	77.00
Total Posted Payments for this view		87.25

Currency used is US Dollar.

First 1-3 of 3 Last

Pending Payments
You have no pending payments.


Pay by Electronic Check

1. If you choose **Pay by Electronic Check** method, you are directed to a screen similar to the below:

Make a Payment

Confirm Payment

You are about to leave the PRISM website and enter Official Payments Corporation's Secure Payment Portal. You will provide your electronic check information there.

 Your payment of 10.00 USD will be collected through our secure third party payment provider.

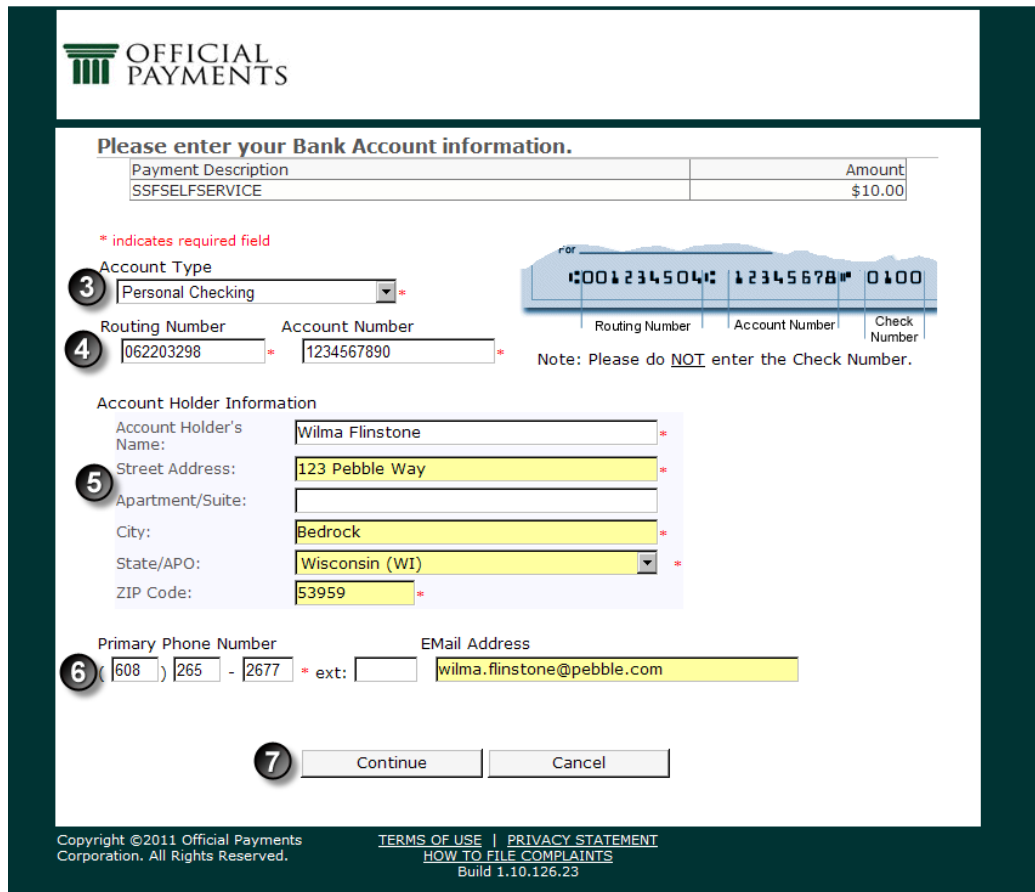
CANCEL

PREVIOUS

CONTINUE TO MAKE PAYMENT

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2. Verify that the payment amount is correct, and then click on **Continue to Make Payment**.



OFFICIAL PAYMENTS

Please enter your Bank Account information.

Payment Description	Amount
SSFSELSERVICE	\$10.00

* indicates required field

3 Account Type
Personal Checking *

4 Routing Number: 062203298 * Account Number: 1234567890 *
Note: Please do NOT enter the Check Number.

Account Holder Information

5 Account Holder's Name: Wilma Flinstone *
Street Address: 123 Pebble Way *
Apartment/Suite: *
City: Bedrock *
State/APO: Wisconsin (WI) *
ZIP Code: 53959 *

6 Primary Phone Number: (608) 265 - 2677 * ext: * Email Address: wilma.flinstone@pebble.com

7 Continue Cancel

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3. Choose the **Account Type**
4. Enter the **Routing Number** and **Account Number**.
5. Enter the **Account Holder Information**.

6. Enter the **Primary Phone Number** and **Email Address**.
7. Then when all done, click on the **Continue** button.

OFFICIAL PAYMENTS

Please verify that the following information is correct.

Payment Description	Amount
SSFSELSERVICE	\$10.00

Account Type: Checking
 Account Number: **** 7890 Current Amount Due: **10.00**
 Routing Number: 062203298

Billing Address: Wilma Flinstone Email Address: wilma.flinstone@pebble.com
 123 Pebble Way Contact Number: 6082652677
 Bedrock, WI 53959

8 I agree to the [Terms Of Use](#)

Go Back **9** Continue Cancel

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8. Verify that the information on the above screen is correct and if it is check the box next to **“I agree to the Terms of Use”**.
9. Then click **Continue**
10. You will then be directed back to the PRISM site, where you will need to Submit the Payment. Click **Submit** here to process your payment and post to your account.

Make a Payment

Submit Payment

If the information below is accurate, click the Submit button.

Payment Summary	
Payment Amount	10.00
Currency used is US Dollar.	

CANCEL SUBMIT

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- You will then be brought to the Payment Result page. Be sure to print this page for your records. If you should need to contact us regarding this payment, you will need the Reference Number.

Make a Payment

Payment Result

 **Your payment has been accepted. Save the information below for your reference.**

Confirmation Details			
Reference Number	000000071493	Payment Amount	10.00
Account Number		Transaction Date	11/30/2011
		Transaction Status	Successfully Posted
Currency used is US Dollar.			

[VIEW CONFIRMED PAYMENT](#)

[MAKE ANOTHER PAYMENT](#)

If you would like to make another payment (for example with credit card), then click on **Make Another Payment** button.

- If you would like to view the confirmed payment, click on the **View Confirmed Payment** button.

Account Inquiry		Electronic Payments/Purchases		
summary	activity	charges due	payments	pending aid

Payment History

From To

Posted Payments			Find View All	First	1-4 of 4	Last
Date Paid	Payment Type	Paid Amount				
11/30/2011	Web Credit Card Payment OP - Ref # 000000071491	10.25				
11/30/2011	Web Check Payment - OP - Ref # 000000071493	10.00				
11/11/2011	Web Check Payment - OP - Ref # 000000071486	77.00				
Total Posted Payments for this view		97.25				

Currency used is US Dollar.