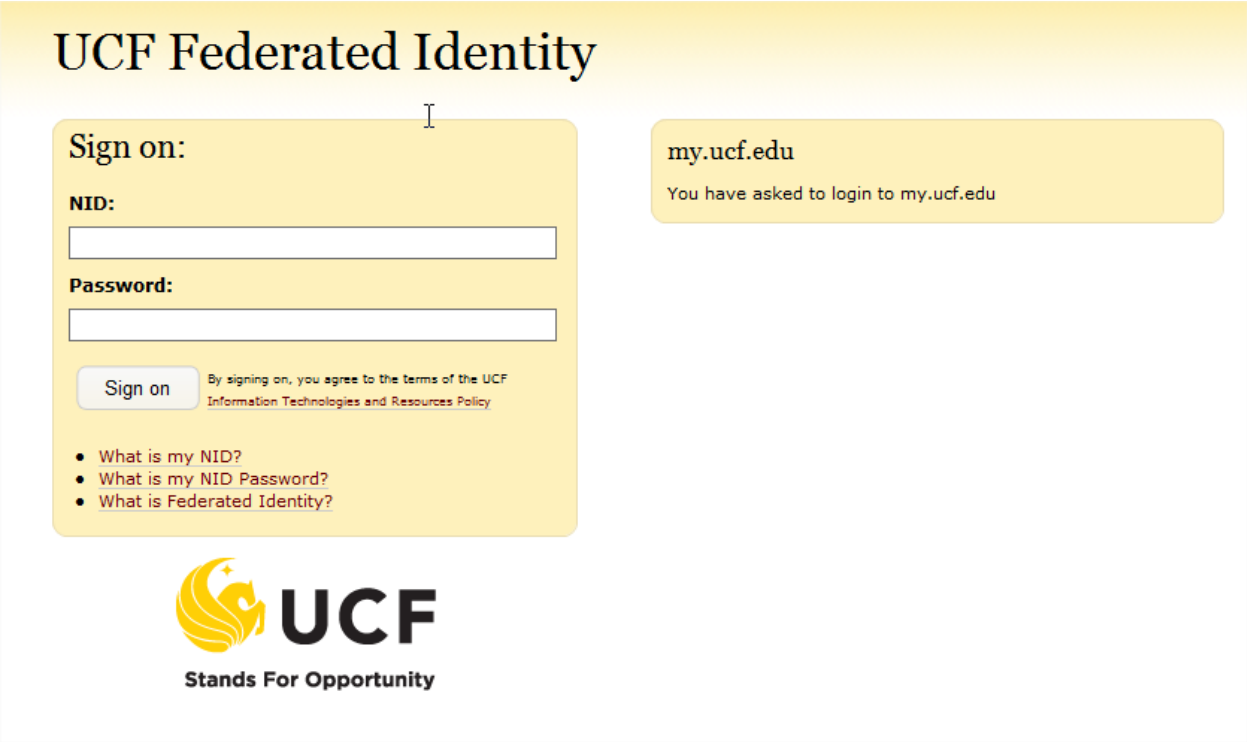
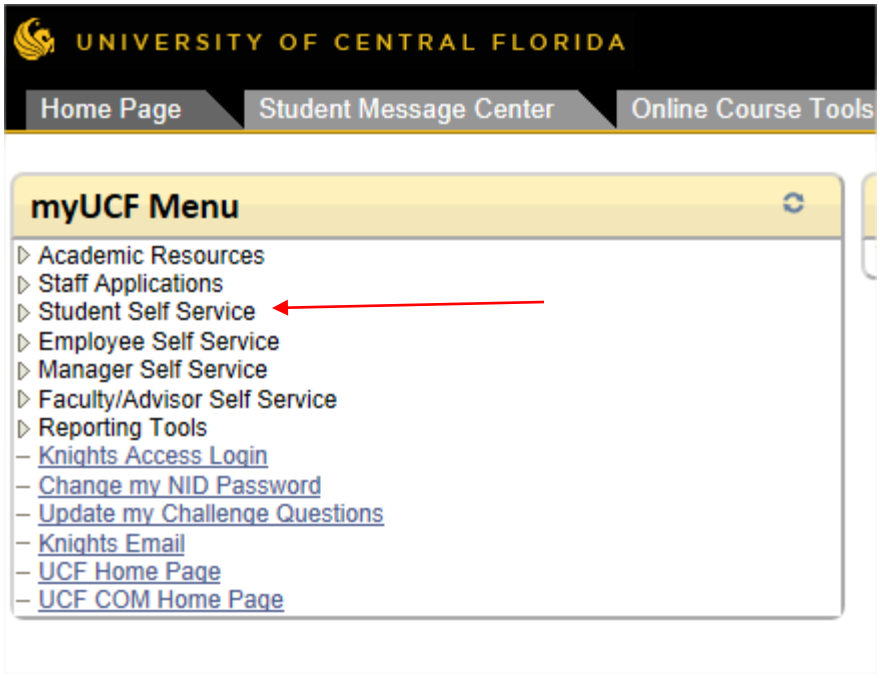
How to make an online payment through myUCF:

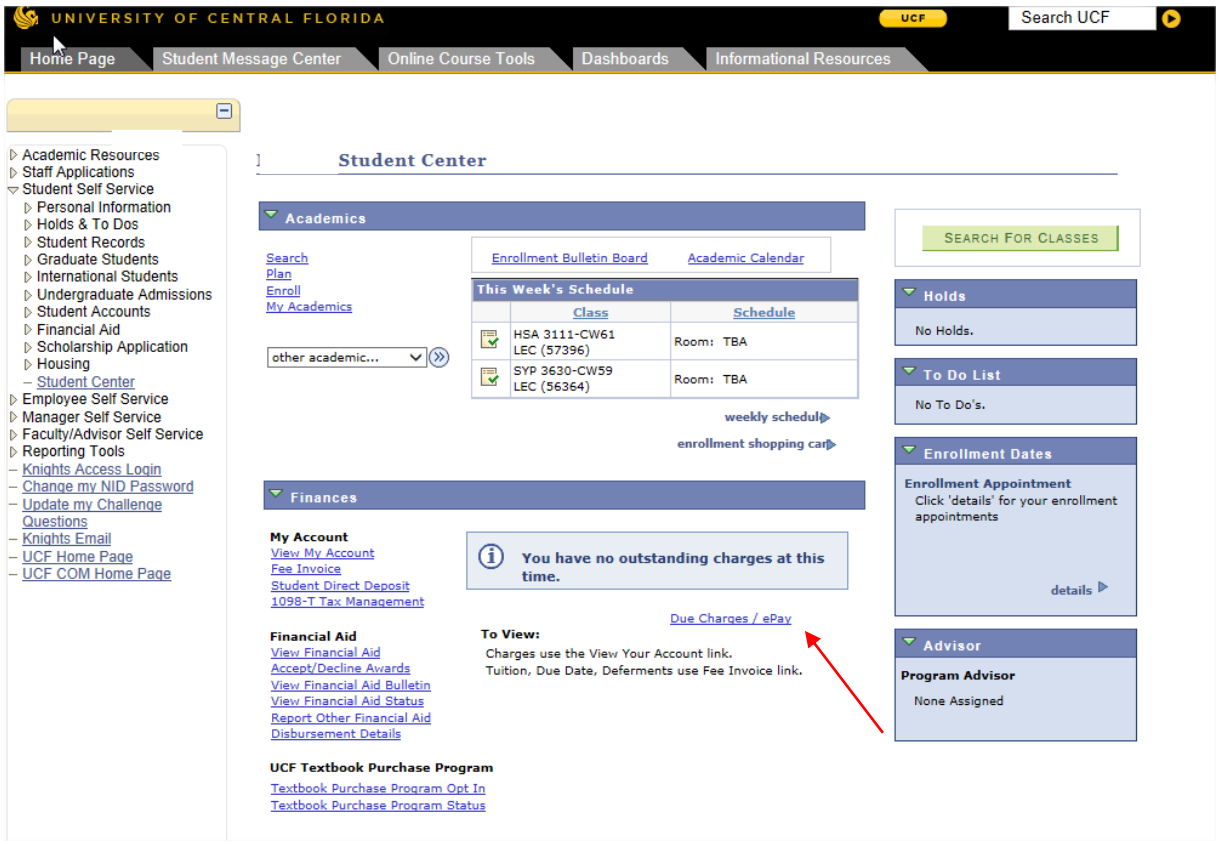
1. Login to your myUCF account with your NID and password.



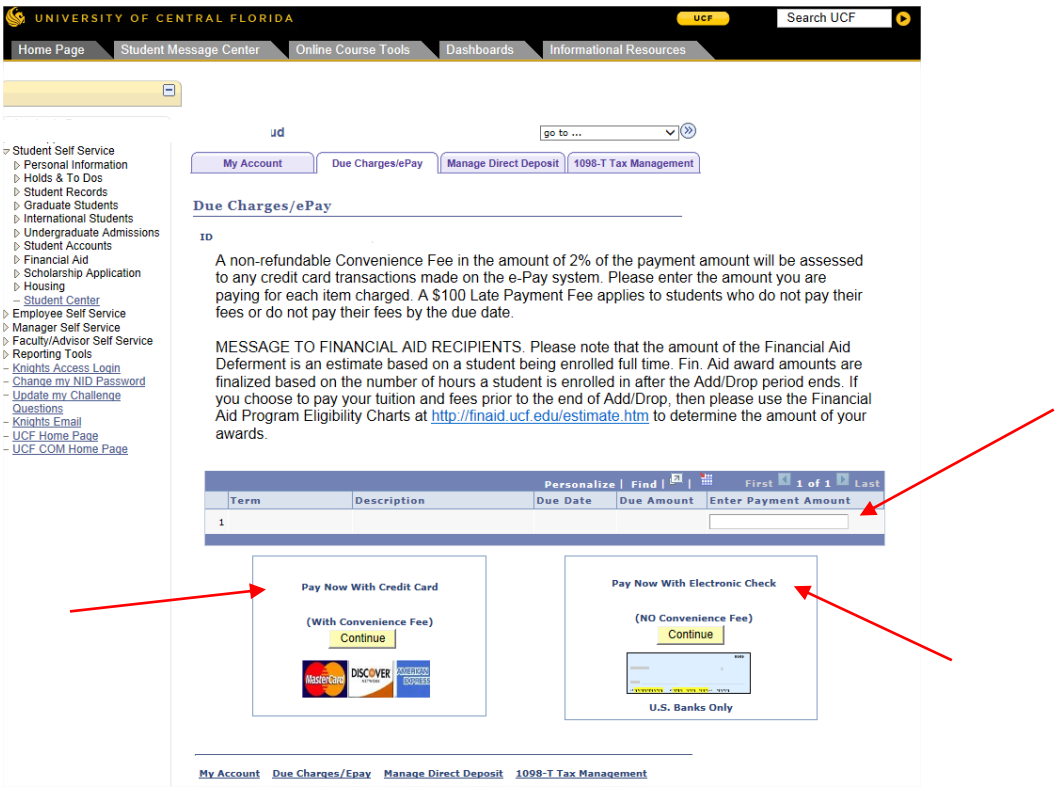
2. Click on "Student Self Service."



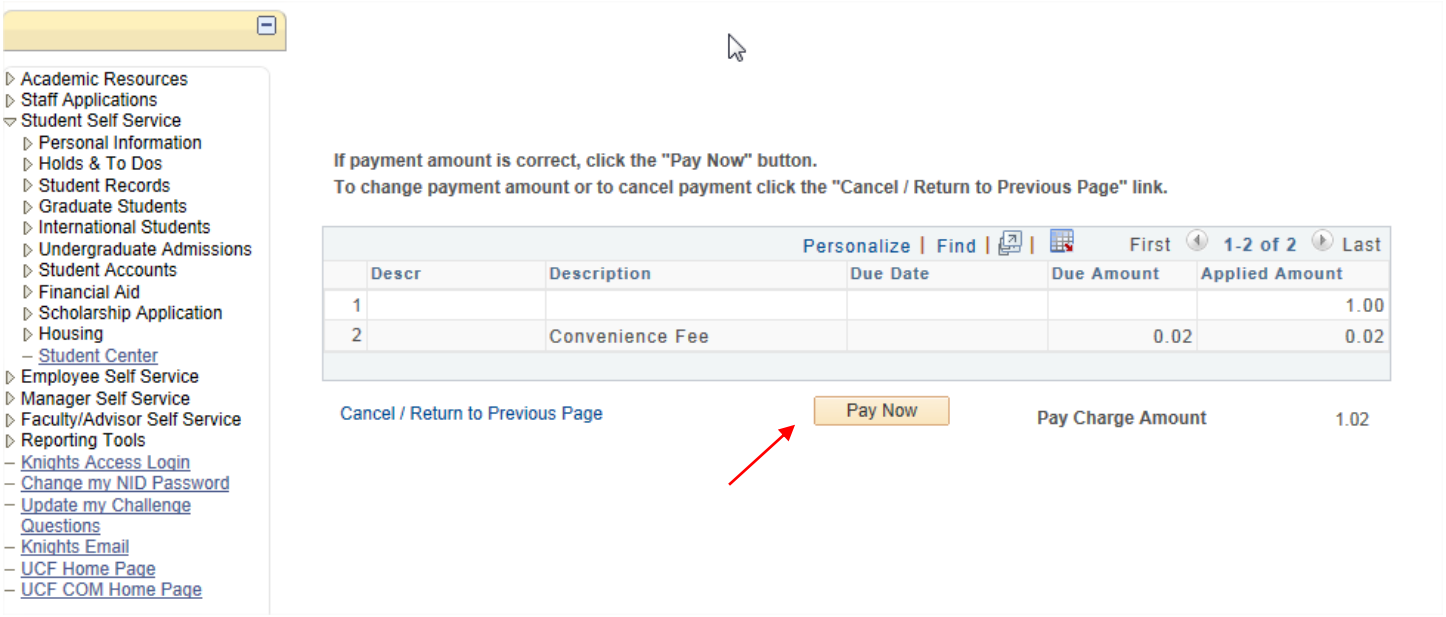
3. Click on “Due Charges/ ePay.”



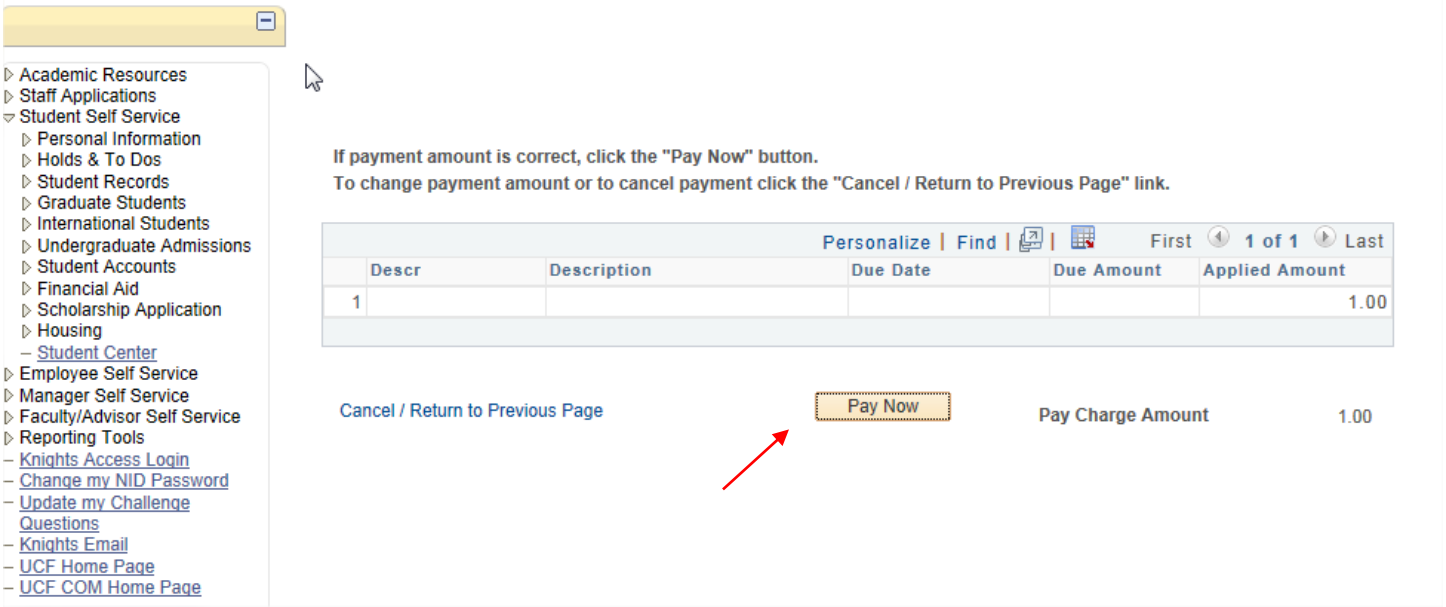
4. Enter the amount you would like to pay in the box and then choose to pay by Credit Card or Electronic Check.
    a. Credit card payments are charged a non-refundable 2% convenience fee.
    b. To make an Electronic check payment, you will need a valid bank routing and account number. To get this information, you will need to contact your banking institution.



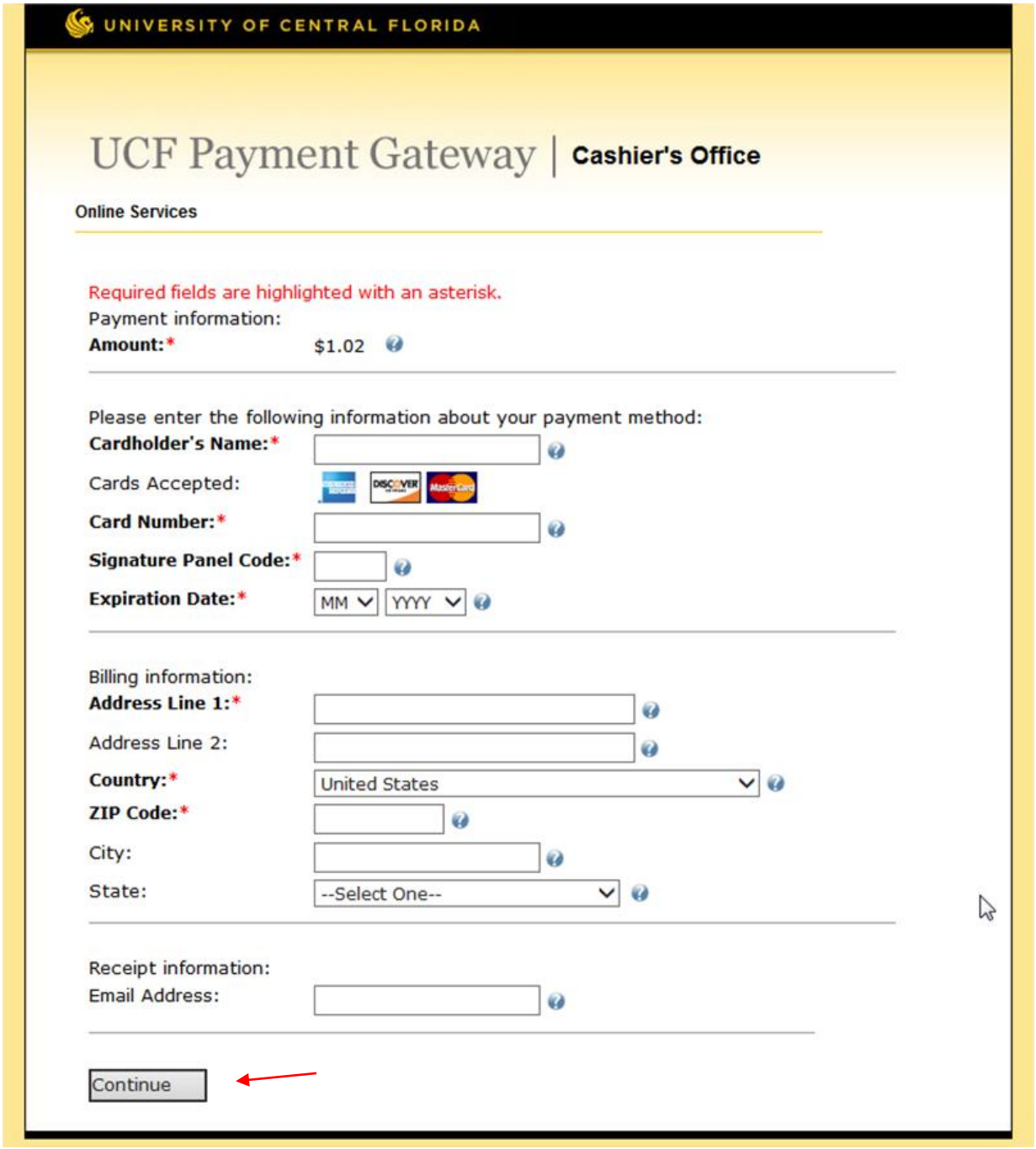
5. Once you enter the amount and made your selection, the following screen will pop-up. Choose “Pay Now.”
   a. Notice for **Credit Card payments**, the dollar amount of the convenience fee is shown.



   b. For **Electronic check payments**, the dollar amount should match what you entered into the box in Step 4.

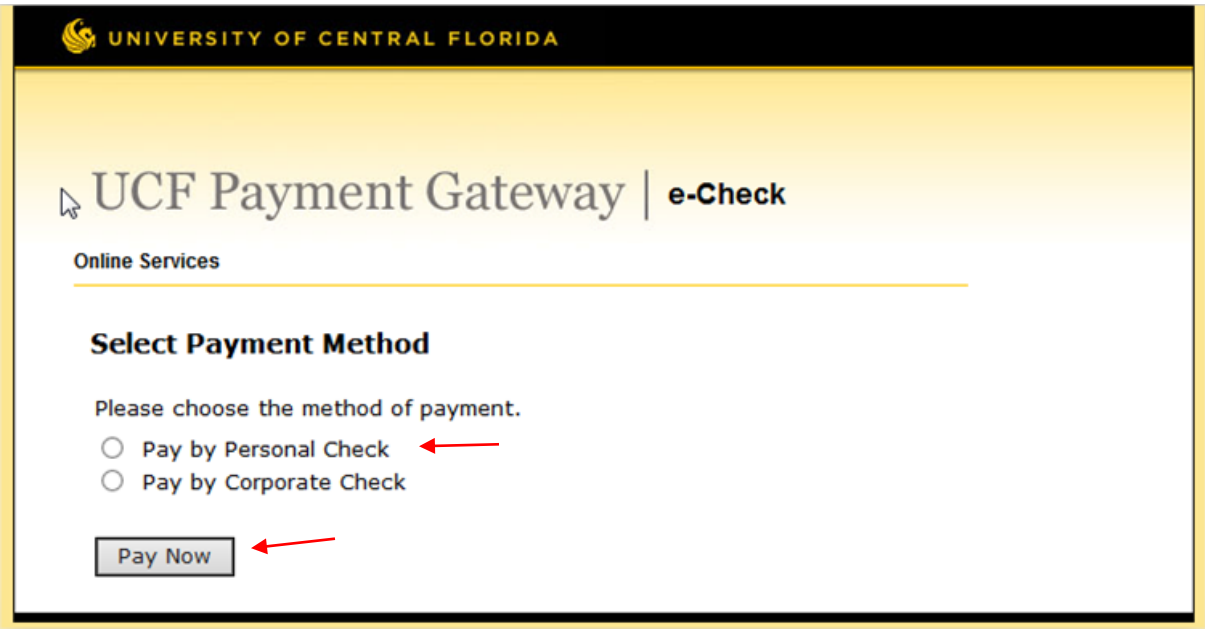


6. Once you select “Pay Now,” you will be brought to the following webpage where you will need to enter your personal information and click “Continue.”
    a. The screen for **credit card payments** will look like the one below.
        i. Please note the email address that you enter is where your receipt will be sent.

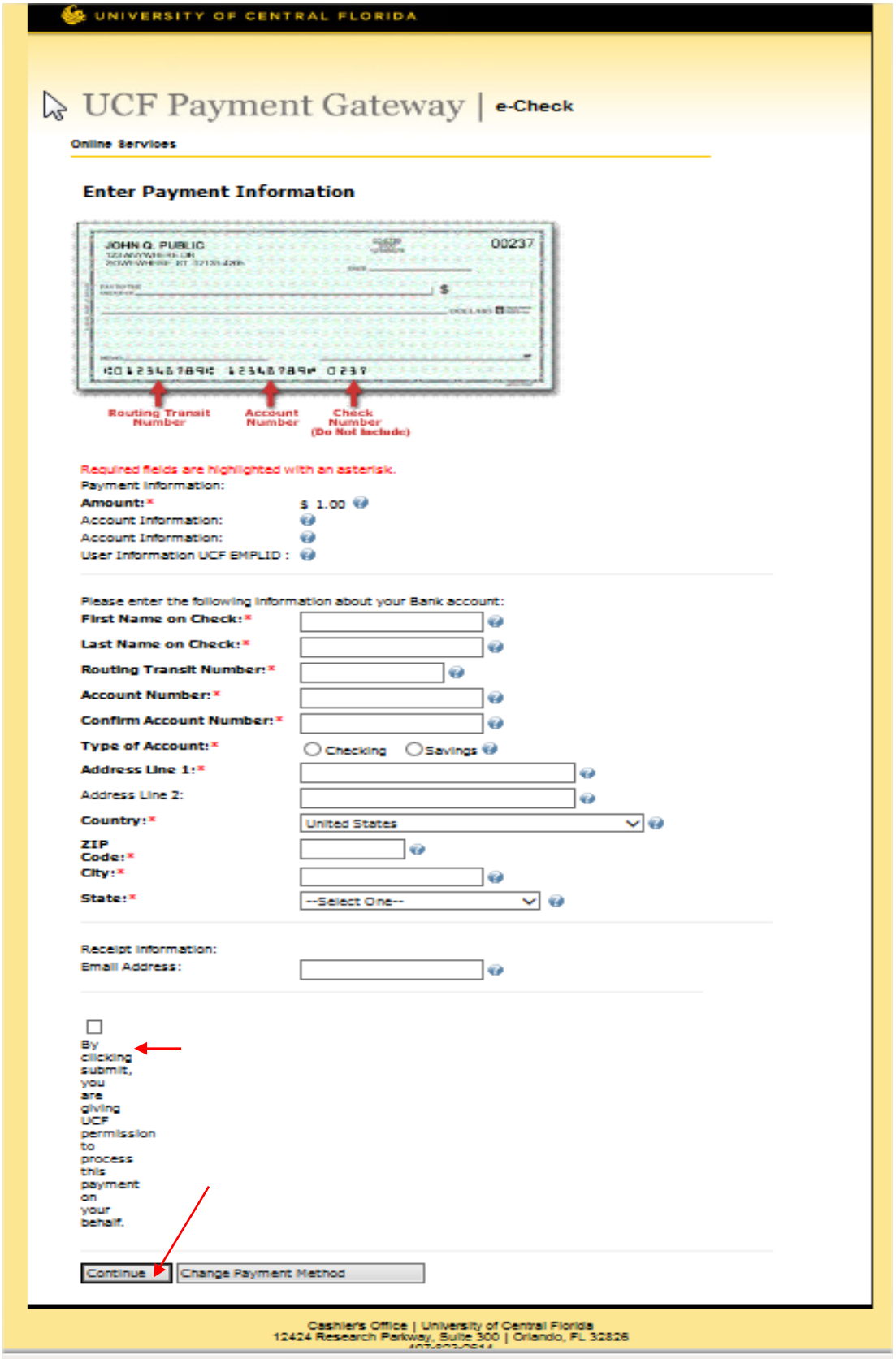


b. The screen for **electronic check payments** will look like the one below. Choose "Pay by Personal Check."
   i. Our online system does not recognize "Corporate Checks," those must be mailed to:

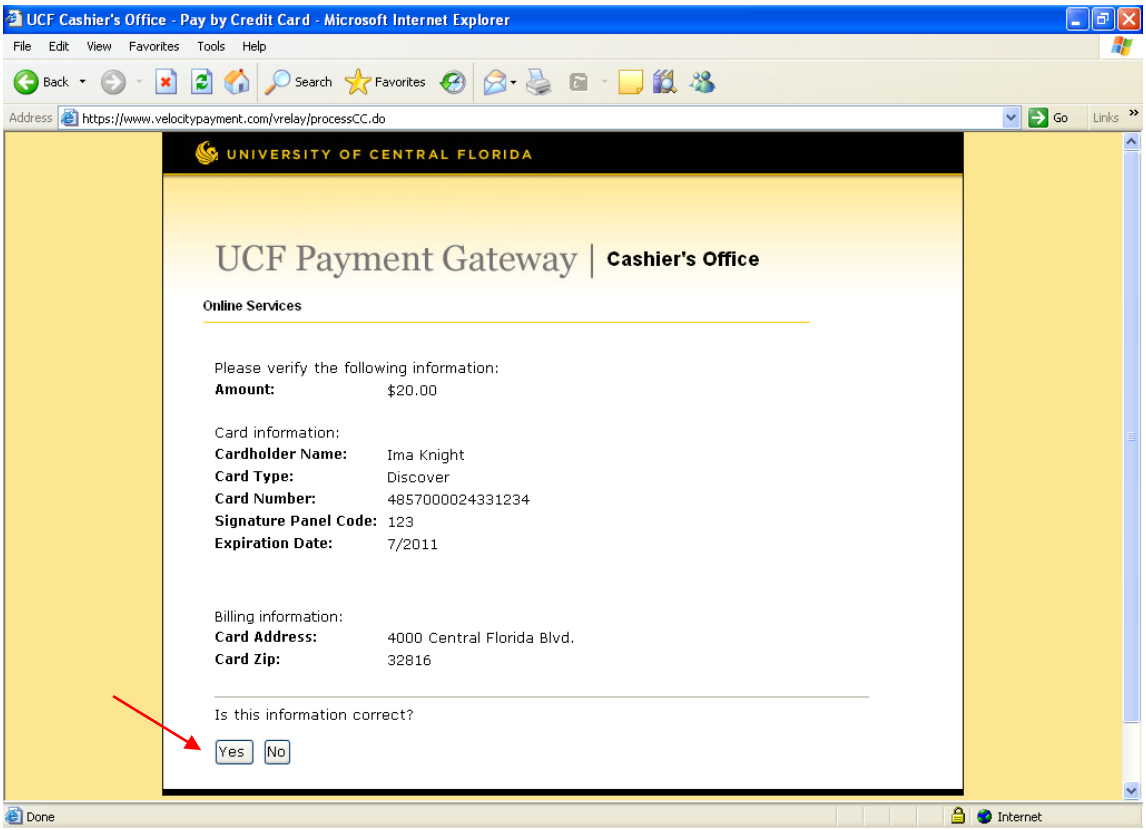
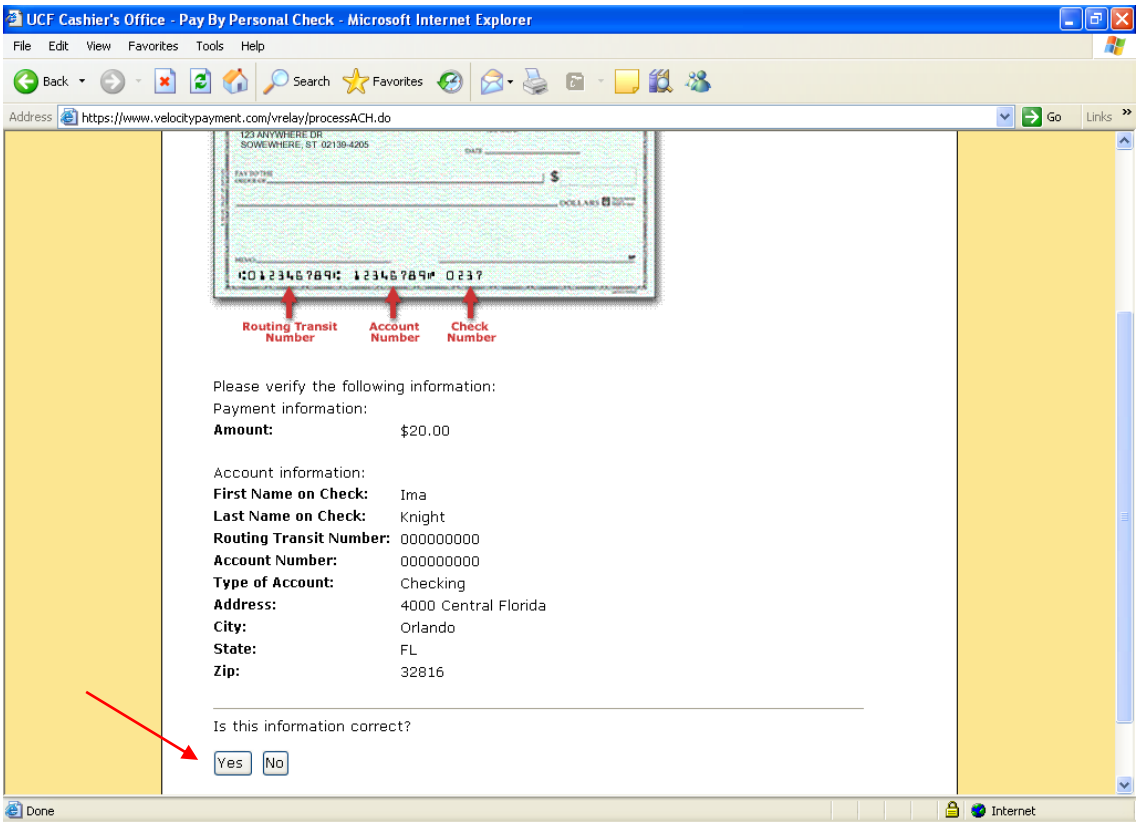
      University of Central Florida
      Student Account Services
      Attn: Payment Processing
      P.O. Box 160115
      Orlando, Florida 32816-0115



c. The following screen will appear. You will need to enter your personal banking information. Be sure to click the check box and then click “Continue.”
    i. Note our system does not recognize savings accounts thus a Checking account must be used.
    ii. Please note the email address that you enter is where your receipt will be sent.



7. After you have entered your information, you will be asked to confirm it and a receipt will appear as well as be sent to the email address that you entered.
    a. This is the confirmation page for **Credit Card payments**.



    b. This is the confirmation page for **Electronic Check payments.**