

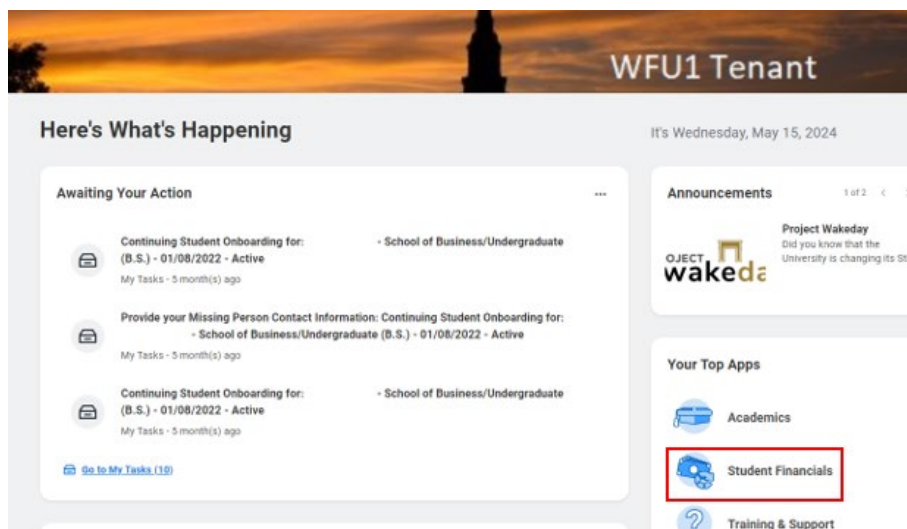
Make A Payment

This job aid demonstrates how to make a payment for a student account.

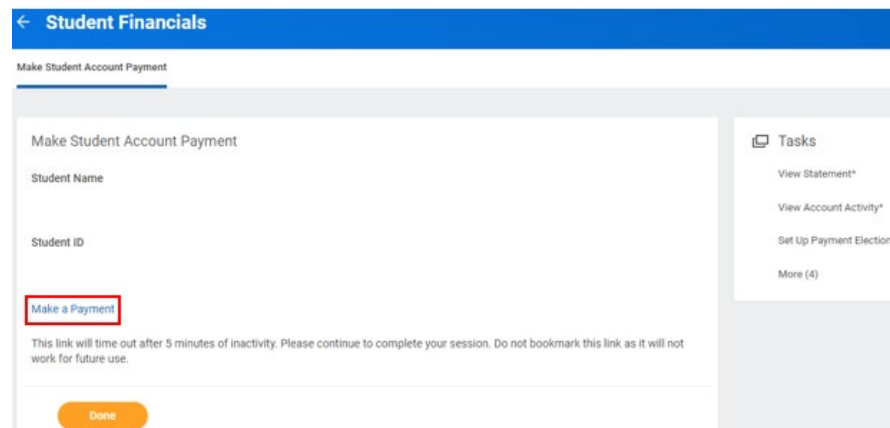
How to make a payment for a student account

Follow the steps below to make a payment on your student account

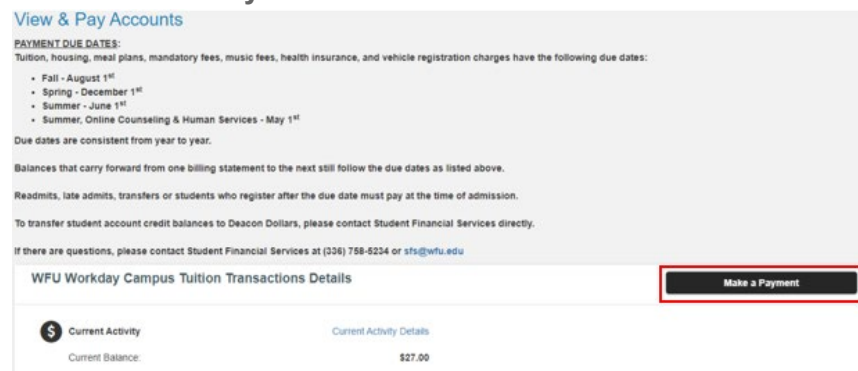
1. Log into **Workday**.
2. Select the **Student Financial** tab.



3. Select **Make a Payment**.



4. Select **Make a Payment**.



5. Select to either pay the **Current Balance** or **Pay Other Amount** (type in the amount you would like to pay if selecting Pay Other Amount).

Make Payment 1 Payment Information 2 Payment Method

Paying WFU Workday Campus Tuition Transactions
Required fields are marked with an *

Select Amount to Pay *

Current Balance Due: \$27.00

Pay Other Amount

How much would you like to pay? *

\$ 2.00

Total amount to pay: \$2.00

Next - Payment Method

6. Select **enter eCheck information** unless you are making an international payment (international options are CIBC International Student Pay or Flywire).

Make Payment 1 Payment Information

Select A Payment Method

eCheck

+ enter eCheck information

International payments ?

CIBC International Student Pay

Flywire

7. Fill in all ***Required Information**.

Make Payment 1 Payment Information

Enter ECheck Payment Information
Required fields are marked with an *

Bank Account Details

Account Holder Name *

Account Type * Checking Savings

Routing Number *

Account Number *

Confirm Account Number *

Would you like to save account information into a Payment Profile? ?

Save Profile

Profile Name

Billing Address

Country *

UNITED STATES

Address *

City *

State *

Select One...

Zip / Postal Code *

Payment Information Recap

Contact Information

An email receipt will be sent to the following email address(es).

Primary Email:
jane@test.test

Phone Number 1 *

Phone Number 2 *

Total Amount

Paying WFU Workday Campus Tuition Transactions \$2.00

Authorization

By checking the Authorize Payment checkbox, you authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.

Authorize Payment

Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.

Total amount to pay: \$2.00

Submit Payment for \$2.00

8. Select **Submit Payment**.

Payment Information Recap

Contact Information

An email receipt will be sent to the following email address(es).

Primary Email:
jane@test.test

Phone Number 1 *

Phone Number 2 *

Total Amount

Paying WFU Workday Campus Tuition Transactions \$2.00

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Total amount to pay: \$2.00

Submit Payment for \$2.00

9. After submitting a payment, a receipt will be displayed.

Payment Confirmation

WFU Workday Campus Tuition Authorized Payer : Payment Summary

Confirmation Number: 5001604109	Payment Date: May 14, 2024 at 11:52 AM, EDT
Total Amount Charged: \$2.00	Effective Date: May 14, 2024
Payment Method: CHECKING ending with 0018	Account: WFU Workday Campus Tuition Transactions
	Current Balance Due \$27.00
	Payment Amount: \$2.00
	Holder's Name: Test
	Routing Number: 122105278

Wake Forest University has received your payment and your account has been updated.

10. Click on the **Printer Image** in the righthand corner to download or print a receipt.

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