HOW TO VIEW BILL AND MAKE A PAYMENT/ENROLL IN PAYMENT PLANS

How to make a payment online

**Students**: Log onto your Workday portal: [https://login.scu.edu/idp/profile/SAML2/Redirect/SSO?execution=e2s1](https://login.scu.edu/idp/profile/SAML2/Redirect/SSO?execution=e2s1).

**Authorized Payers**: log in at [https://commerce.cashnet.com/scupay](https://commerce.cashnet.com/scupay)

The student sets up the Authorized Payer through their Workday portal.

Note: When logging into the SCU Pay Site, a black screen will come up.

Note: If you do not have an Authorized Payer name or Password, your student must set it up through their Workday account.
The Notification box will have University messages and Hold messages. The Notification box will minimize to a bell icon.

The Current account balance will match the SCU Account Activity from Workday.

Student’s Name
Click 'View payment plan options'
Payment Plans

Summer 2020
UG Summer 2-pay plan

$5,958
Amount you can enroll in plan

2 payments | $40 enrollment fee

Payment Schedule

1. $2,979
Payment due at time of enrollment

2. $2,979
Payment due 8/15/20

Auto pay required: When you set up auto pay, all scheduled payments will occur on the payment plan due dates.

Plan Details

Enrollment fee: There is an enrollment fee of $40, due upon enrollment, to participate in this plan. This fee covers your school’s administrative costs associated with the plan, and is in addition to the plan amount of

Click ‘Enroll in plan’ to get to the Agreement
Read and click the ‘I agree to the payment plan terms and conditions outlined by Santa Clara University’ on the bottom of the page.
Payment Plan Enrollment

Thanks for your payment! You're now enrolled in Summer 2020: UG Summer 2-pay plan

First scheduled payment: 8/15/20
Payment amount: $2,979

The enrollment confirmation and payment receipts #101446 and #101445 were sent to:
burserpayplan@scu.edu

Click Back to Overview

### Payment plans

<table>
<thead>
<tr>
<th>Plan</th>
<th>Paid</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2020: UG Summer 2-pay plan</td>
<td>$2,979</td>
<td>$2,979</td>
</tr>
</tbody>
</table>

**Auto pay**

Manage auto pay

Auto pay is an easy way to make sure your payments are made on time.

View auto pay options

Click AUTO PAY to see the next auto payment.
**Overview**

**Payment Plans**

**Summer 2020**
UG Summer 2 pay plan

$2,979
Payment scheduled 8/15/20
AUTO PAY

Paid $2,979  Remaining $2,979

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**Payment Schedule**

1. $2,979
   Payment received

2. $2,979
   Payment scheduled 8/15/20

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You have successfully set up auto pay
View or edit details here!

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**Plan Details**

Enrolled: 7/17/20
Enrollment fee: $40

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Make a payment
Make a payment from overview page or Make a payment from left hand bar.

Click Make a Payment on the left hand menu or Make a Payment on the bottom of the SCU Pay site page.

Would you like to pay for something else?
If you select view to the right you will see an invoice.

Santa Clara University

Make checks payable to Santa Clara University

Mail payment to:
SCU Payment Processing
PO Box 559
Santa Clara, CA 95052-0559

If you are mailing a payment, include the top portion. Keep the lower portion for your records.

Prior Statement Balance: $12,612.00

Statement Activity:

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Description</th>
<th>Charge</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/18/2020</td>
<td>Spring 2020</td>
<td>CARES Act Relief Fund</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>06/22/2020</td>
<td>Summer 2020</td>
<td>Housing Contract Univ Villas</td>
<td>$1,500.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Statement Activity: $1,300.00

Anticipated Aid:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
<th>Charge</th>
<th>Credit</th>
</tr>
</thead>
</table>

Less Anticipated Aid: $0.00

Projected Account Balance: $13,812.00

TOTAL AMOUNT DUE: $13,812.00
1. **OVERVIEW** will show important notifications including holds in upper right corner, summary, and payment plans.

2. **ACCOUNT ACTIVITY** will reflect your current account activity for the billing cycle.

3. **AUTO PAYMENT** will show what’s available for online payments. **AUTO PAY to see your next auto payment that is due.**

4. **PAYMENT PLANS** Click ‘View payment plan options’
   - a. Payment Plans available, **Select enroll in plan.**
   - b. Will show your payment breakdown. **Select agree.**
   - c. Last step, Input all you’re banking information. **Select Pay**
   - d. Enrollment Confirmation.

5. **MAKE A PAYMENT** Your current balance will auto fill. **Click ‘Continue to make the payment in the balance grey box.**

6. **TRANSACTION** Each month all the transitions will be posted for review.

7. **STATEMENTS** Each month a statement is created.

8. **Note:** The student can delete an Authorized Payer if the User has never logged onto the CASHNet. If the User has logged in, and made a payment, even once, the student can only edit the Authorized Payer.

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**The payer on the monthly payment plan payment will receive four emails:**

1. Thank you for your payment. - Receipt for the non-refundable $40 Enrollment fee
2. Thank you for your payment. – Receipt for the payment plan payment
3. Undergraduate (Law, Graduate) Term Payment plan. – Thanking you for joining a plan. The due dates and amounts will be included on the email.
4. **You have successfully scheduled your automatic payment.**

If you join a payment plan and your initial payment is returned unpaid, the student’s account is subject to a hold, a $25 return check fee, a $100 late payment fee, and the plan can be terminated. Contact the Bursar’s Office at 408-554-4424 or email bursarpayplan@scu.edu.

If a future payment is returned, you are subject to a hold, a $25 return check fee, a $100 late payment fee, and the plan terminated if the payment is not replaced. Contact the Bursar’s Office for instructions on replacing a payment plan payment or rejoining a payment plan.

**Bursar’s Office contact information:**
Call 408-554-4424
Email bursarpayplan@scu.edu