

Make a Payment as an Authorized User

This quick reference guide (QRG) provides instructions on how to make a payment to a student's account as an authorized user.

To make a payment on a student account, complete the following steps.

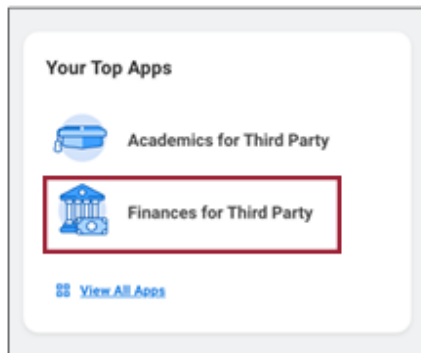
ACCESS THE ECOMMERCE SYSTEM

1. Navigate to Workday at <https://wd5.workday.com/uasys/login.flex?redirect=n> and login with the credentials assigned to you via email after a student listed you as a third-party user.

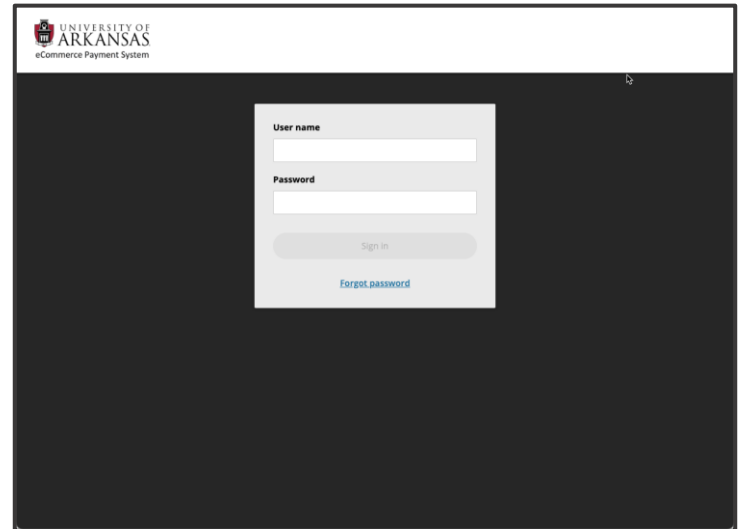


Note: The student will need to add you as both a Third-Party Release in Workday and an Authorized Payer in the eCommerce system.

2. The Workday homepage will display a **Finances for Third Party** application under **Your Top Apps**. Click on this to continue.



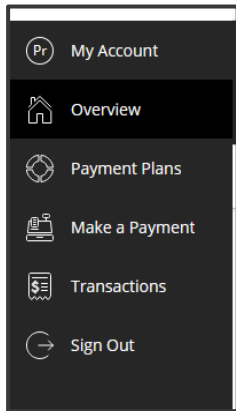
3. Click **Make a Payment**.
4. A new page will load. Enter the updated or provided login information you received via email from avcfmsg@uark.edu when the student added you as an Authorized Payer.



CHANGE START DATE

From the eCommerce home page:

1. Click **Make a Payment** in the left menu.



2. Enter the amount to be paid or select the entire bill by clicking the **Balance** icon.
3. Click **Continue**.

A form with a white background and a thin red border. At the top left is the number '1213'. Below it is the label 'Amount' followed by a text input field containing '\$100.00' and a circular icon with a minus sign. Below the input field is the text 'Maximum \$1,000,000'. Below that is a grey button labeled 'Balance \$7,242.18'. At the bottom is the label '* Desc' followed by a text input field containing 'Ray's Arkansas Tuition'. Below the input field is the text 'Maximum 50 characters'.

4. Select or set up the payment method and click **Continue**.

A form with a light grey background and a thin black border. It has two sections. The first section is labeled 'Payment amount' and contains '\$100'. The second section is labeled '* Payment method' and contains two text input fields. The first field contains 'New credit or debit card' and the second field contains 'New bank account'.

5. Enter all required information and click **Continue**.
6. Confirm your payment details and click **Pay**.

A form with a light grey background and a thin black border. It has a title 'Please enter your bank account information and click on the 'Continue Checkout' button.' Below the title are four sections. The first section is labeled '* Account holder name' and contains a text input field. Below the input field is the text 'Account holder name required'. The second section is labeled '* Account type' and contains two radio buttons: 'Checking' and 'Savings'. The third section is labeled '* Routing transit number' and contains a text input field. The fourth section is labeled '* Bank account number' and contains a text input field. To the right of the bank account number field is a section labeled '* Confirm bank account number' with a text input field. At the bottom is a checkbox labeled 'Save bank account for future use'.A form with a light grey background and a thin black border. It has a title 'Last step! Let's make sure we have your correct information.' Below the title are three sections. The first section is labeled '* Email address' and contains a text input field with the value 'muark.edu'. The second section is labeled 'Summary' and contains a table with the following data: '1213', 'Amount', '\$100.00', 'Desc: Fall Tuition', 'Total', '\$100.00'. The third section is labeled 'Payment details' and contains a table with the following data: 'Account holder name', 'Miom Smith', 'Account type', 'Checking', 'Routing transit number', '1213'. At the bottom are two buttons: 'Cancel' and 'Pay \$100'.