SF

This quick reference guide (QRG) provides instructions on how to set up authorized users to make payment to student accounts. Students must create an Authorized User before they can make a payment.

To set up an authorized user, complete the following steps.
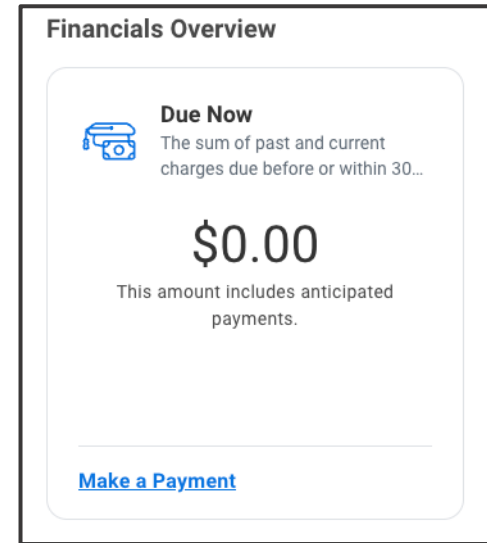
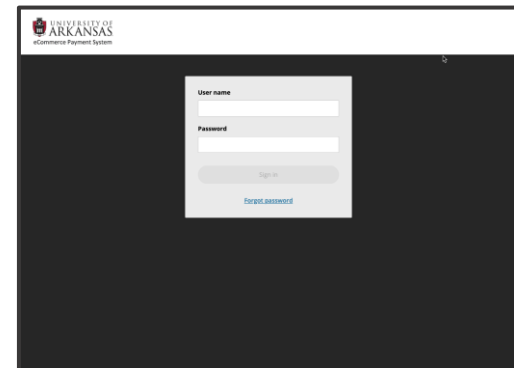## LOG IN TO PAYMENT SYSTEM

From the Workday Home page:

1. Click the **Menu** in top left corner and select the **Financials Hub**.
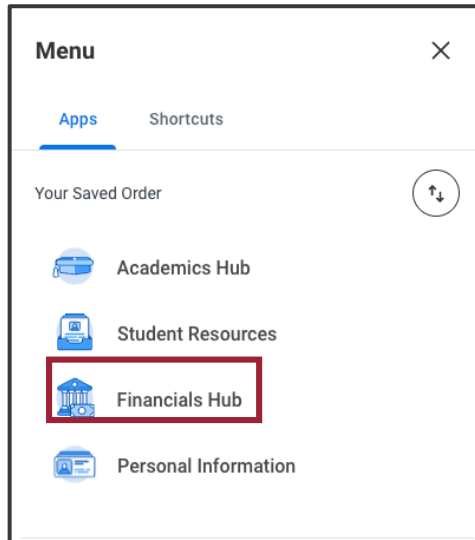
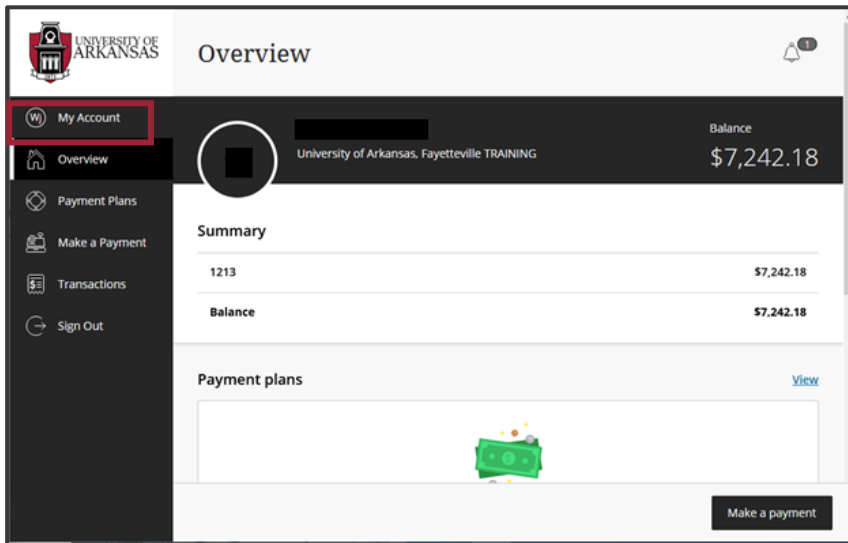2. Locate the **Due Now** tile and select **Make a Payment**.

3. Log in to the **eCommerce Payment System** using your University of Arkansas email and password.
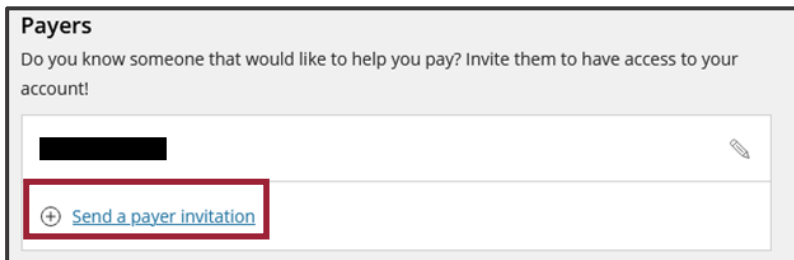
ADD AN AUTHORIZED PAYER

From the eCommerce main page:

1. Click on **My Account** in the left menu.

2. Scroll down the screen to locate **Payers** and click on **Send Payer Invitation.**

3. Enter the Payer's information and click **Send Invitation**.

4. The Payer will receive an email with their login information from avcfmsg@uark.edu. Payers will need to create a new password during their first login.