



Make a Payment and Payment Plans

This job aid provides instructions for students and those granted Third Party (authorized user) access to use ePay to enroll in a Payment Plan or make a payment on the student account.

To **make a payment**, users will first access the Make a Payment link through BisonHub, which will route to ePay where the payment will take place. For instructions on [how to enroll in a Payment Plan](#), click [here](#).

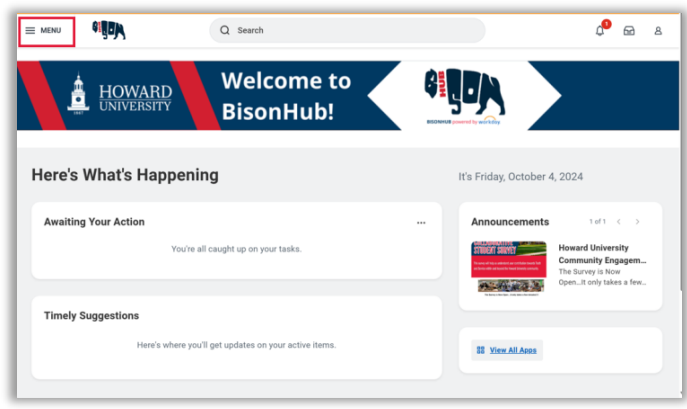
MAKE A PAYMENT

This section provides instructions on how to access the Make a Payment link in BisonHub for both students and third parties, as well as instructions on how to make a payment in ePay.

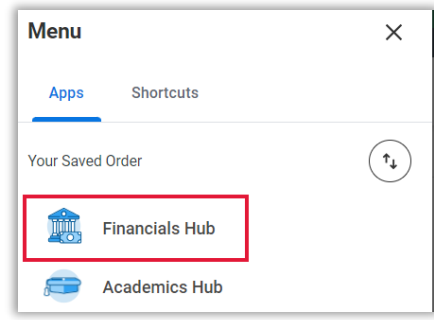
STUDENT: ACCESS MAKE A PAYMENT LINK

From the BisonHub Home page:

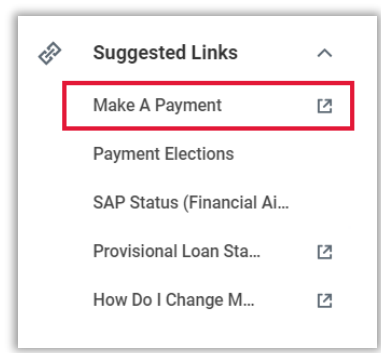
1. Select **Menu** in the upper right.



2. Click the **Financials Hub**.



3. The Financials Hub dashboard displays. Under Suggested Links, click **Make a Payment**.



4. The Make a Payment link will route to the ePay external site to complete the payment. Refer to the [Make a Payment in ePay section below](#) for instructions on making a payment.

THIRD PARTY: ACCESS MAKE A PAYMENT LINK

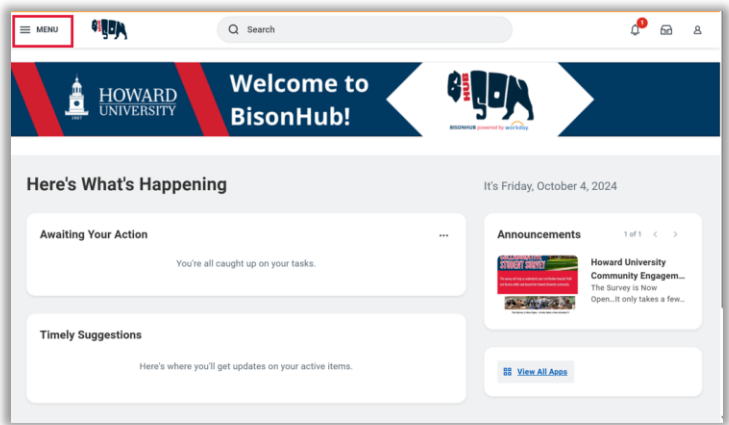
Third party users must first be granted access by the student to receive BisonHub login credentials. Refer to the **Third-Party Accessing BisonHub** job aid for further instructions on receiving and using login credentials. Students should refer to the **Manage Third**

Student, Third Party

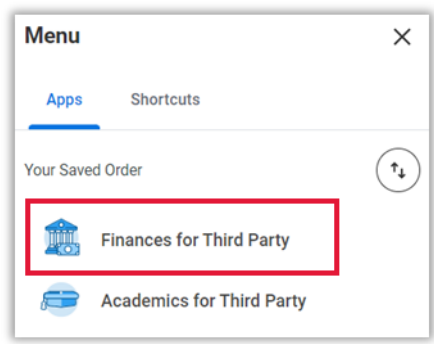
Party Permissions job aid for instructions on designating Third Party access.

From the BisonHub Home page:

- 1. Select **Menu** in the upper right.



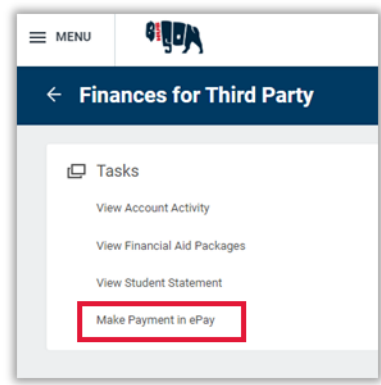
- 2. Click **Finances for Third Party**. If Finances for Third Party application does not display in your menu, refer to the **Third-Party Accessing BisonHub** job aid for further instructions on adding the application to your menu.



- 3. The Finances for Third Party tasks display. Click **Make Payment in ePay**.



Note: The tasks available are dependent on access granted by the student. If the Make Payment in ePay task is not displayed, confirm the student has granted you access to make a payment on their account.



- 4. The Make Payment in ePay link will route to the ePay external site to complete the payment. Refer to the [Make a Payment in ePay section below](#) for instructions on making a payment.



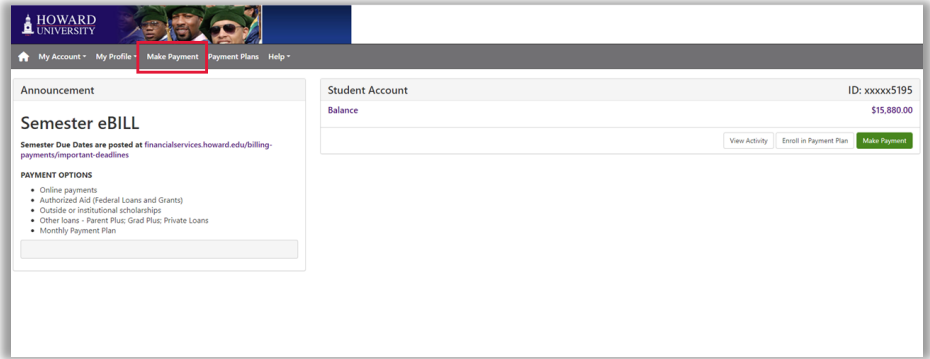
MAKE A PAYMENT IN ePay

After clicking **Make a Payment** in BisonHub, users will be routed to the ePay login page. Use your ePay login credentials to sign in.

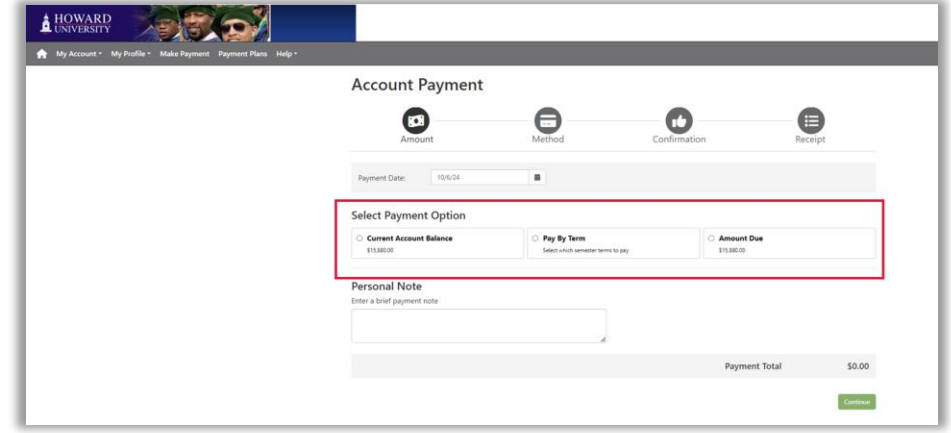


Note: Third party users must be designated as third party users in both **BisonHub** and **ePay** to make a payment. If you are unsure of your ePay login credentials, confirm the student has designated you as a third party authorized user in ePay. As a designated third party you will have received an email from ePay with your login credentials.

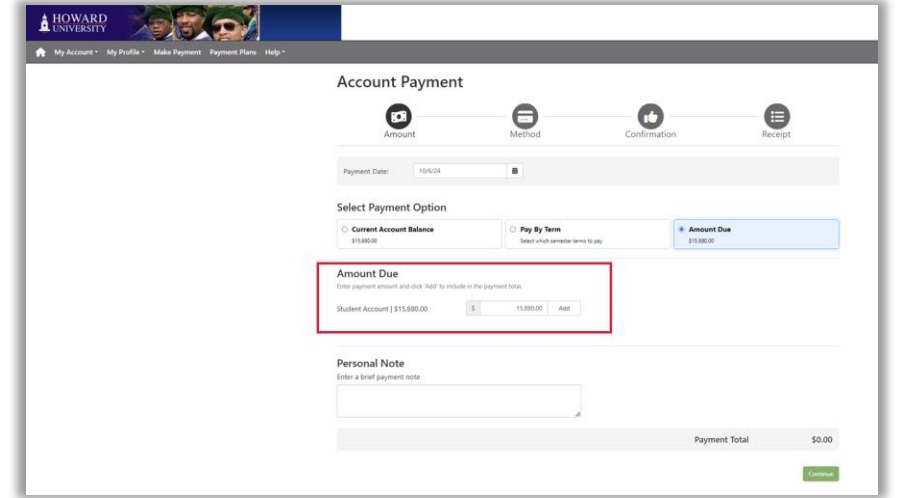
1. Enter login credentials. The ePay Home page displays.
2. Click **Make Payment**.



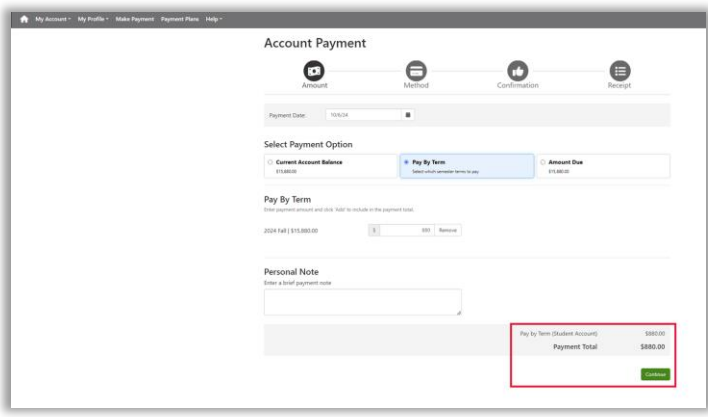
3. The **Account Payment** steps display. Select the desired **Amount to Pay** option. The options include the current account balance, pay by term, or the amount due.



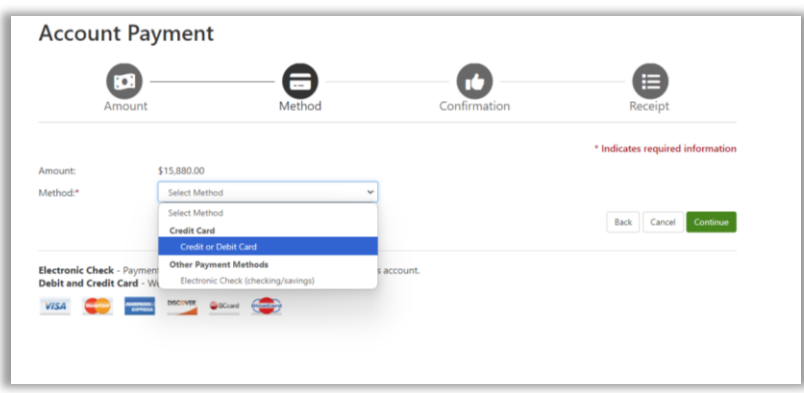
4. The **Amount Due** section displays and auto populates based on the **Payment Option** selection. If you need to edit the amount displayed, enter a new amount and click **Add**.



5. Review the **Payment Total** displayed and click **Continue**.

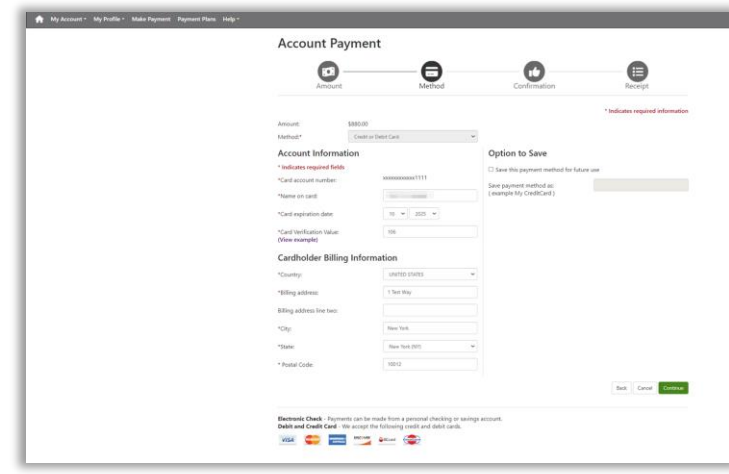


6. The **Payment Method** page displays. Click the **Method** drop-down to select a payment method option.

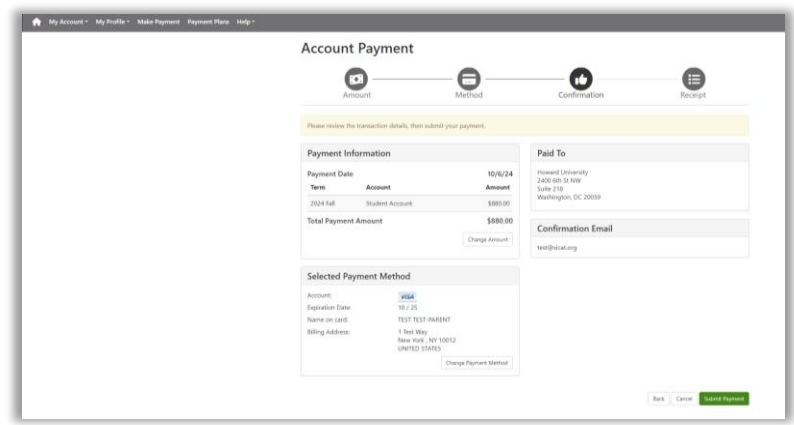


7. After selecting the payment method, enter details for the method selected. *Note: Select the Option to Save checkbox to save the payment method for future use on this account.*

8. Review details and click **Continue**.

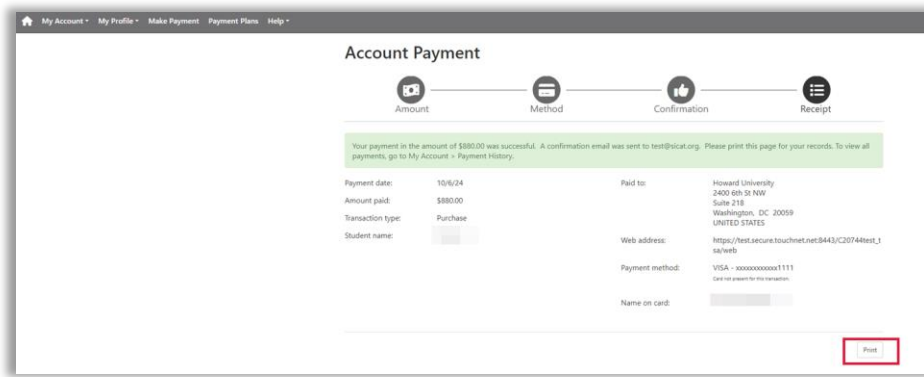


9. The **Confirmation** page displays. Review Payment Information, Total Amount, Payment Method, and Confirmation Email details.



10. After reviewing details, click **Submit Payment**.

11. The **Successful Payment** confirmation page displays. Click **Print** to print the page for your records.



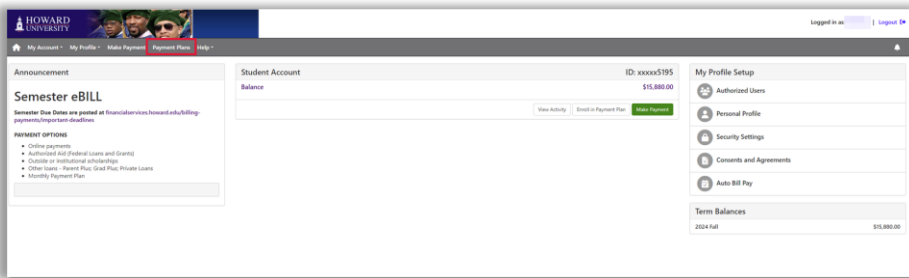
12. The payment is complete.

Student, Third Party

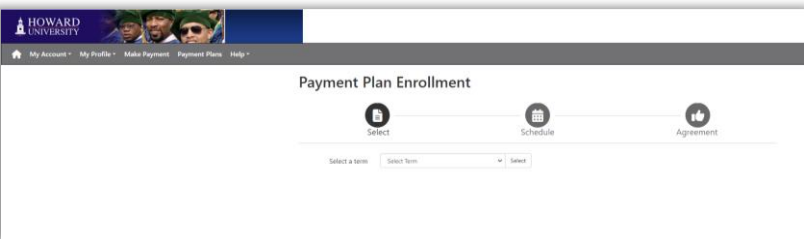
ENROLL IN PAYMENT PLAN

Users can enroll in Payment Plans from the ePay Home page.

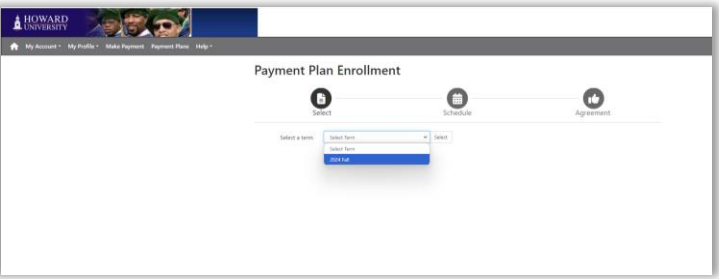
1. Click **Payment Plan**.



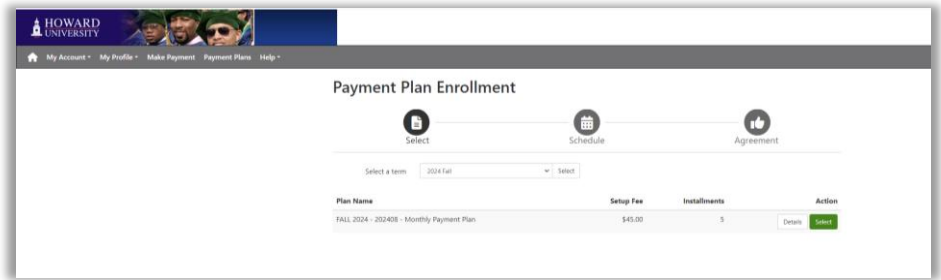
2. The Payment Plan Enrollment page displays.



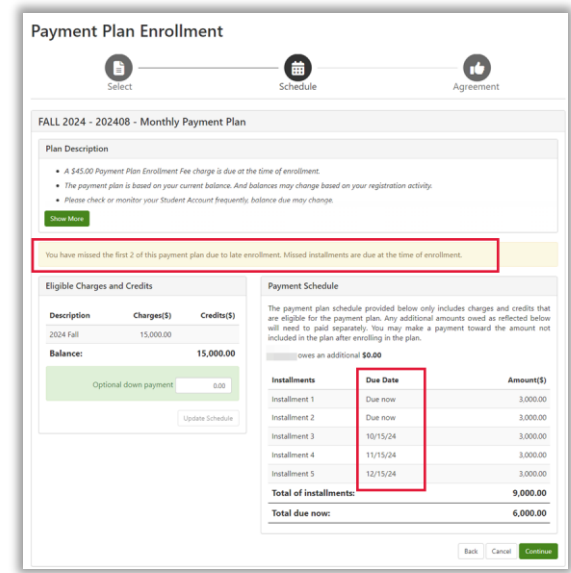
3. Click the **Select Term** drop-down to select the term required for your balance.



4. A list of available payment plans displays. Click **Select** for the plan you would like to choose.



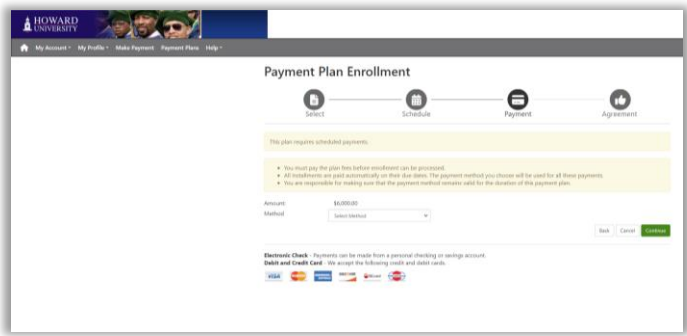
5. The Payment Schedule page displays. **Important:** Missed installments are due upon enrollment. Review the yellow callout and Due Date column to review any missed installments.



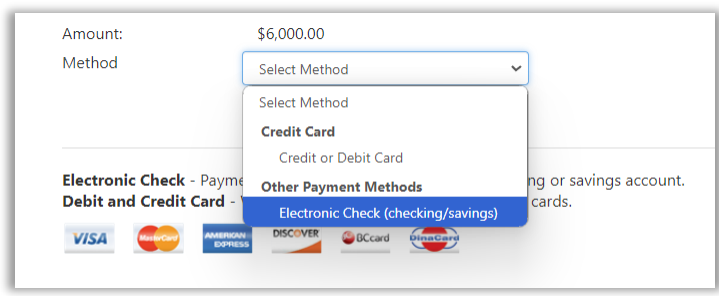
6. Review **Total due now** amount and click **Continue**.



7. The Payment Plan Enrollment page displays.

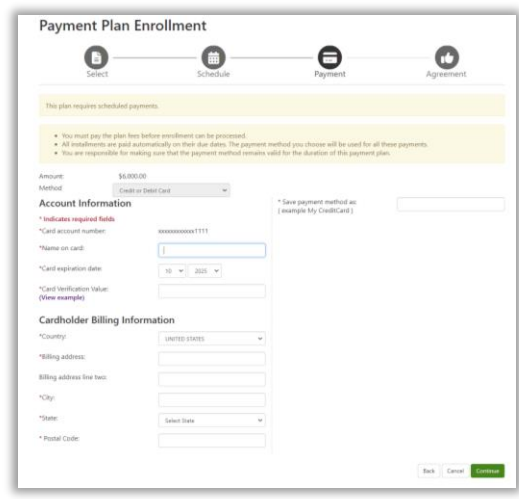


8. Click the Method drop-down to select a payment method option.

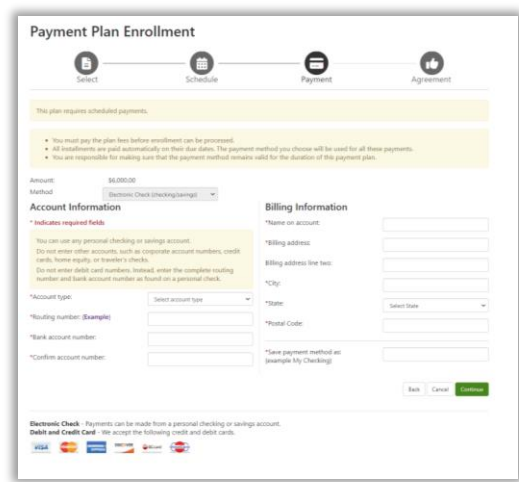


9. Enter selected payment method details.

a. Credit Card



b. Electronic Check





- 10. After entering payment method details, click **Continue**.
- 11. The **Payment Plan Agreement** page displays. This is the final verification before the payment authorization is processed.

- 12. Review details and when ready, mark the **I agree** checkbox.
- 13. Click **Continue**.
- 14. The **Payment Receipt** page displays. Click **Print** to print the page for your records.

Payment Plan Agreement

- Your card information has been saved.
- You are submitting a payment today of \$6,000.00 as a part of your enrollment.
- You must accept this agreement to enroll in this payment plan.

Please read the following agreement carefully before you continue.

School Name: ("School") Howard University
 School Address: 2400 6th St NW, Suite 218, Washington, DC 20059

FEDERAL TRUTH IN LENDING ACT DISCLOSURES			
ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
0.00%	\$0.00	\$9,000.00	\$9,000.00

Payment Schedule

Installment	Due Date	Amount
Installment 3	10/15/24	\$3,000.00
Installment 4	11/15/24	\$3,000.00
Installment 5	12/15/24	\$3,000.00
Total of installments:		\$9,000.00

PREPAYMENT: If I prepay in full or part, I will not have to pay a penalty. I will not be entitled to a refund of the prepaid finance charge.

CONTRACT REFERENCE: I should look to my Payment Plan Agreement for additional information about non-payment, default, any required repayment in full before the scheduled date, and prepayment refunds.

Itemization of Amount Financed

I agree to the payment plan agreement.
 Scroll through the agreement and select the checkbox to continue.

Print Agreement Change Payment Method Cancel Continue

HOWARD UNIVERSITY

My Account My Profile Make Payment Payment Plans Help

Payment Receipt

You have successfully enrolled in FALL 2024 - 202408 - Monthly Payment Plan and your payment has been received. Thank you.

Payment Confirmation

Payment date: 10/6/24
 Payment time: 22:02:26

Card type: VISA
 Name on card: [REDACTED]
 Account number: 4000000000000111
 Description: Student Account Payment
 Student name: [REDACTED]
 Payment method: 4000000000000111

Name of Payee: Howard University
 2400 6th St NW
 Suite 218
 Washington, DC 20059

Installments paid: \$6,000.00
 Amount paid: \$6,000.00
 Confirmation number: 20241006000002
 Authorization code: 210214

Card not present for this transaction. Please print this page for your records.

Print