

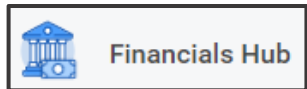
Student Financials: How to Check My Account Balance and Make a Payment (Transact) Student Financials

This quick reference guide (QRG) supports students in checking their account balance and making payments.

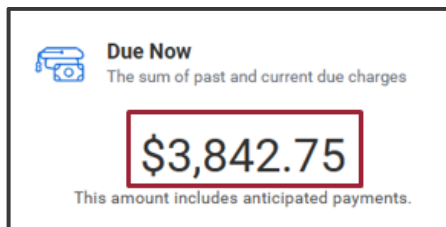
CHECK MY STUDENT ACCOUNT BALANCE

To view your student account balance, complete the following steps from the Workday Home page:

1. Click the global navigation menu in the top left corner of your screen.
2. Select **Financials Hub**.



3. Within the 'Financials Overview' screen, note the 'Due Now' box.



The number displayed below 'Due Now' indicates the current amount that is owed to the institution.

MAKE A PAYMENT

To make a payment, complete the steps below from the 'Financials Overview' screen:

1. Click **Make a Payment**.

2. Select the **Institution** to which you will make the payment.



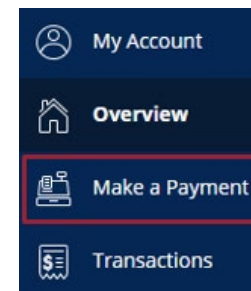
Note: If you only have an account with one institution, this screen will not display.

3. Click **OK**.

Your institution's login screen displays.

4. Log in with your institutional credentials.

5. Click **Make a Payment** from the left menu.



6. Click to select one or more academic periods for which you will make payments.

7. Enter the amount(s) you will pay today in the **Amount** field(s) for the academic period(s) you selected.

Description	Balance	Amount
☒ FALL_2023	\$3,464.75	\$500.00 x v
☐ FALL_2024	\$378.00	\$0.00 v

8. Click **Checkout** in the bottom right corner of the screen.
9. Select the **Payment method**, then enter the information in the corresponding fields, saving the account information for future use if desired.

*** Payment method**

New credit or debit card

(Additional 2.85% fee for domestic cards, 4.25% for international cards)

New bank account

(Additional \$0.50 fee per transaction)

New 529 Savings Plan

(Additional \$10 fee per transaction, excluding auto-pay payment plan payments)

10. Click **Continue** in the bottom right corner of the screen.

The *Service Fee* screen displays.



Note: Service fee amounts vary by payment method.

Service fee

\$21.25

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service fee of **\$21.25**, so your total amount is \$521.25. This charge is assessed by Transact Campus, Inc. Service fees are included in your transaction and are paid directly to Transact Campus, Inc. Service fees are non-refundable.

☐ I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service fee of **\$21.25** for the use of Transact Campus SmartPay.

11. Check the box for the service fee acknowledgment.

12. Click **Continue** in the bottom right corner of the screen.

The *Review* screen displays.

13. Verify that all payment details are accurate. You must ensure that a valid **email address** has populated to proceed.

14. Click **Pay** in the bottom right corner of the screen.

Pay \$500.50

The *Thank You* screen displays your total payment amount and remaining balance.

The receipt is emailed automatically to the email address you provided.



\$500.50

Thank you for your payment

You have a remaining balance of **\$3,342.75**

The payment receipt [#652](#) was sent to:
cashier@uafs.edu

15. Click **Go to overview** in the bottom right corner of the screen.
16. Notice that your balance has been reduced by the payment amount (not counting service fees).