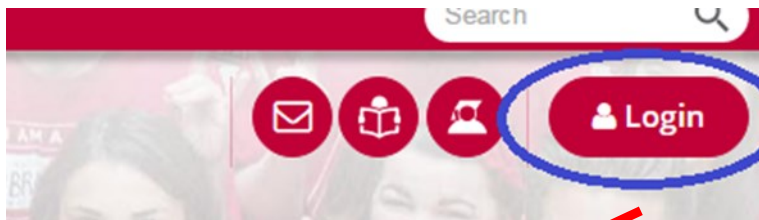# How to Pay Tuition with a Credit Card

Your tuition will have an extra 2.75% charge added if you pay with a credit card

1) Login to your MyUNM account. Remember you can only login to your MyUNM account after it has been active for 24 hours.

UNM Central Authentication Service

Enter your Username and Password

Username:

Password:

☐ Warn me before logging me into other sites.

LOGIN   CLEAR

For security reasons, quit your web browser when you are done accessing services that require authentication!

Be wary of any program or web page that asks you for your NetID and password. Secure UNM web pages that ask you for your NetID and password will generally have URLs that begin with "https://login.unm.edu" In addition, your browser should visually indicate that you are accessing a secure page.

Need help with your NetID?:
- Create a UNM NetID
- Reset Password
- Change Password

Sensitive and Protected Information Statement:

My Bill

VIEW YOUR BILL

Use the bursar account suite to make payments or setup direct deposit for financial aid refunds.

2) On the right side of your home page you will click on bursar account suite.

3) After clicking "bursar account suite" you will be taken to another page where you will need to click "BURSAR ACCOUNT SUITE" again.

Student   Financial Aid   Employee   **Payment**

Search [   ] Go

The University of New Mexico
LoboWeb

Make a Payment

ⓘ By clicking below, you will launch the Bursar Account Suite in a **new browser window**. When you are finished with your transactions on that site, **MAKE SURE TO LOGOUT** and close that browser window.

ⓘ To change your **UNM PIN**, Click Here
Getting an invalid login ID and/or password message?, Click Here
If your **Authorized User** has forgotten their logon info **(password/email address)** for the Bursar Account Suite, Click Here
For more information on all features available within the Bursar Account Suite, Click Here

BURSAR ACCOUNT SUITE

[**View Account Summary by Term** | **View Enrollment**]

RELEASE: 1.1

4) You will be redirected to the Bursar Account page which may take a moment to load because it is a secured website. Check your "Amount Due" to be sure the amount on your account is correct. Then, you will click "Make a Payment".

5) You will click "Make a Payment" again.

6) You will need to click the bubble next to "Amount Due", and then you will type your full amount you need to pay (this is given to you right next to the box you need to type in). Then, you will click "Continue".

Account Payment

Amount	Payment Method	Confirmation	Payment Receipt

Select Payment

○ Current account balance:		$0.00	$ [ ]
○ Amount due:		$0.00	$ [ ]

Payment date: 10/15/15

Continue

Amount	**Payment Method**

Select Payment Method

Payment amount: $3,800.00

Payment Method: Select Payment Method ▼

Select   **Back**   **Cancel**

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Debit and Credit Card - We accept the following credit and debit cards.

VISA   MasterCard   DISCOVER   BCcard   DinaCard   AMERICAN EXPRESS

Diners Club International   JCB   UnionPay

ATM Debit Card - The following networks are supported. Debit

7) You will need to click the dropdown box that says "Select Payment Method", and choose "Credit Card via PayPath*". Then, you will click "Select".

8) After confirming the payment amount is correct, you will click "Continue to PayPath"

Select Payment Method

Payment amount: $2,817.52

Payment Method: Credit Card via PayPath * ▼

Select   **Back**   **Cancel**

Account Payment

Amount	Payment Method	**Confirmation**	Payment Receipt

Review Details

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment amount: $2,817.52

Payment type: Credit Card through PayPath®, a tuition payment service.

Continue to PayPath   **Back**   **Cancel**

THE UNIVERSITY of NEW MEXICO

Welcome to the PayPath Payment Service!

This service allows you to make credit or debit card payments for University of New Mexico Student, staff, or retiree accounts. A separate non-refundable PayPath Payment Service fee of 2.75% (no less than a minimum $3.00 service fee, EX: a $5 payment will be assessed a $3 fee for a total charge of $8) will be added to your payment. Note: The PayPath Service Fee is assessed and paid in full to UNMs payment processing provider, TouchNet. The University does not receive any proceeds from this service fee.

Transaction Details		
Term:	**Fall 2016**	
Student Id		**Amount**
101662065 - UNM Account		**$2817.52**

PayPath Payment Service accepts:

VISA   MasterCard   AMERICAN EXPRESS   Discover   BCcard   DinaCard

Continue   **Cancel**

9) You will be redirected to another website to complete your credit card payment. Check to make sure the "Transaction Details" are all correct (your student ID is the one shown, and the amount you are going to pay is correct).

10) You will click "Continue", and then you will need to click "Continue" again.

1. Amount	2. Card Information	3. Submit	4. Receipt

Payment Amount Information

In addition to the amount paid to University of New Mexico, a non-refundable PayPath Payment Service fee of 2.75% will be added to your payment with a Minimum charge of $3.00.

Payment amount:	$2,817.52

Continue   **Cancel**

11) You will then enter all the circled information below and then click "Continue".

| 1. Amount | 2. Card Information | 3. Submit | 4. Receipt |

Payment Card Information

PayPath Payment Service accepts:

VISA   MasterCard   AMERICAN EXPRESS   Discover CARD   BCcard   DinaCard

*Indicates required fields

*Name on card:

*Card account number:

*Card expiration date: MM   YY

*Card security code: What is this?

Billing Address

Check if address is outside of the United States:

*Billing address:

*City:

*State: New Mexico (NM)

*Zip code:

*Email address:

*Confirm email address:

Phone number:

Continue   Cancel

12) You will now need to review all your payment details to make sure everything is correct. Remember that the service fee is 2.75% of your "Payment to the University of New Mexico". This service fee is because UNM uses another company to process all credit card payments. Check to make sure all your other information is correct.

13) You will click the box next to "I agree to the terms and conditions." and then you will click "Submit Payment". ONLY CLICK SUBMIT PAYMENT ONCE.

14) Once your payment has been processed in the system you will be taken to a confirmation page. Please print out this page and bring it to the GEO Resource Center for CELAC.

1. Amount	2. Card Information	3. Submit	4. Receipt

Review Payment Details

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to University of New Mexico:	$2,817.52
PayPath Payment Service Fee:	$77.48
Total payment amount:	$2,895.00
School name:	University of New Mexico
Payer name:	Cassidy Gardner
Email address:	celac@unm.edu
Phone number:	Not supplied
Card number:	xxxxxxxxxxxx2159
Browser internet address:	129.24.159.60

Terms and Conditions

I hereby authorize charges totaling $2,895.00 via my credit card. I understand that a PayPath Payment Service fee of $77.48 will be charged to my credit card and is not refundable under any circumstances.

☐ I agree to the terms and conditions.

[Submit Payment] [Change Information] [Cancel]