

Guest Payer Payments

Go to Bursar WebPay Page <http://smu.edu/bursar/webpay.asp>

Click on Guest Payer (Parents & Others)



Please enter the student's SMU ID number (8 digit number),
select the account you want to pay toward and click Verify.

SMU ID#:

Pay Toward:

Enter Student SMU ID number (check to insure correct SMU ID has been entered)

In Pay Toward drop down box select Student Account (tuition & fees) or Miscellaneous Account (miscellaneous charges, bookstore, library, traffic, etc)

Click on Verify



Please verify that your information is correct and click the Submit button.

- ID number should be an 8-digit number.

SMU ID#: 00015846

Pay Toward: Student Account

Click Submit after you have verified the information entered is correct. The student's name and SMU ID number may appear below SMU pay. If it does please check that it is the correct student you are wanting to make a payment on.



Bursar Guest [Charles Harper - 00015846]

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Enter Payment Amount

Please enter in the amount you want to pay and click "Continue" button.

| | |
|----------------------------|--|
| SMU ID: | 00015846 |
| Student's name: | <input type="text"/> |
| Account: | Student Accounts |
| Actual payer's first name: | <input type="text"/> |
| Actual payer's last name: | <input type="text"/> |
| Payment Amount: | <input type="text"/> |
| Payment Method: | Select One... <input type="button" value="v"/> |

Enter Student's name

Enter Actual Payer's First & Last name

Enter Payment Amount

Select Payment Method from drop down box (eCheck or Credit Card)

Click on Continue

eCheck Payment



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[Make Payment](#)

Provide eCheck Information

Please enter your check information in the following fields, and then click the "Continue" button.
NOTE: All fields are required. Please be aware that not all payments from brokerage accounts can be made online. Please check with your brokerage account representative.

For help, please click on the question mark next to a field.

| Current Payment | | | | | |
|-----------------------------|--|-----------------|--------|-----------------|------------|
| Student Accounts | <table border="1"><tr><td>Payment Amount:</td><td>\$1.00</td></tr><tr><td>Effective Date:</td><td>09/30/2010</td></tr></table> | Payment Amount: | \$1.00 | Effective Date: | 09/30/2010 |
| Payment Amount: | \$1.00 | | | | |
| Effective Date: | 09/30/2010 | | | | |
| Account Information | | | | | |
| Holder's Name: | <input type="text"/> | | | | |
| Account Type: | CHECKING <input type="button" value="v"/> | | | | |
| Routing Number: | <input type="text"/> ? | | | | |
| Account Number: | <input type="text"/> ? | | | | |
| Reenter Account Number: | <input type="text"/> | | | | |
| Billing Address Information | | | | | |
| Address 1: | <input type="text"/> | | | | |
| (optional) Address 2: | <input type="text"/> | | | | |
| City: | <input type="text"/> | | | | |
| State: | Select One... <input type="button" value="v"/> | | | | |
| Zip: | <input type="text"/> | | | | |
| Contact Information | | | | | |
| Daytime Phone: | <input type="text"/> e.g. (555) 555-1212x123 OR +31 42 123 4567 | | | | |
| Email Address: | <input type="text"/> | | | | |

Enter Account Information (required)

Enter Billing Address Information (required)

Enter Contact Information (required)

Click Continue



[Make Payment](#)

Is this eCheck information correct?

Please confirm that your eCheck information is entered correctly.

- To submit a payment, please click the "Confirm" button.
- To make changes, please click the "Edit" button.
- To cancel a payment, please click the "Cancel" button.

| Current Payment | |
|--------------------------------|-----------------------------------|
| Student Accounts | Payment Amount: \$1.00 |
| | Effective Date: 09/30/2010 |
| Account Information | |
| Holder's Name: Jane Doe | |
| Account Type: CHECKING | |
| Routing Number: 071000013 | |
| Account Number: ****5678 | |
| Billing Address Information | |
| Address 1: 123 James | |
| City: Dallas | |
| State: TX | |
| Zip: 75218 | |
| Contact Information | |
| Daytime Phone: (555)555-1212 | |
| Email Address: charper@smu.edu | |

I hereby authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above at the depository financial institution named above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.

NOTE: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.

Non-Sufficient Funds Statement: Should any check be returned from the bank due to insufficient funds, the face value of the check and a NSF fee will be charged to your account.

[Confirm](#) [Edit](#) [Cancel](#)

Click Confirm

Print your Payment Receipt

Credit Card Payment

payment to which it relates is cancelled, refunded, credited or charged back.

BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE CHARGE.

Please enter your credit card information in the following fields and then click "Continue" button.
NOTE: All fields are required. For help, please click on the question mark next to a field.

| Current Payment | |
|-------------------------|-----------------------------|
| Student Accounts | Payment Amount: \$1.00 |
| | Service Charge*: \$0.03 |
| | Total Amount: \$1.03 |
| | Effective Date: 09/30/2010 |

| Credit Card Information | |
|-------------------------|---|
| Cardholder's Name: | <input type="text"/> |
| Card Type: | MASTERCARD <input type="button" value="v"/> |
| Credit Card Number: | <input type="text"/> |
| Reenter Card Number: | <input type="text"/> |
| Expiration Date: | -- MONTH -- / -- YEAR -- <input type="button" value="v"/> |

| Billing Address Information | |
|----------------------------------|--|
| Address 1: | <input type="text"/> |
| (optional) Address 2: | <input type="text"/> |
| City: | <input type="text"/> |
| <hr/> | |
| For U.S. Address | |
| State: | Select One... <input type="button" value="v"/> |
| Zip: | <input type="text"/> |
| <hr/> | |
| For International Address | |
| Region / Province: | <input type="text"/> |
| Postal Code: | <input type="text"/> |
| <hr/> | |
| Country: | UNITED STATES <input type="button" value="v"/> |

| Contact Information | |
|---------------------|---|
| Daytime Phone: | <input type="text"/> <small>e.g. (555) 555-1212x123 OR +31 42 123 4567</small> |
| Email Address: | <input type="text"/> |

Credit Card Processing

Done

Enter Credit Card Information (select credit card type from drop down box)

Enter Billing Address Information

Enter Contact Information

Click Continue

[Make Payment](#)

Service Charge Notice

Credit card payments are processed by Nelnet Business Solutions through NTS. Nelnet Business Solutions provides third-party transaction processing services, operating under an agreement with your institution to process credit card payments on your behalf.



You will be charged a 2.75% Service Charge* for processing your payment. This means that the Service Charge amount is calculated based on 2.75% of your payment amount. The 2.75% Service Charge is added to your payment and will appear as a separate item on your credit card statement. The Service Charge is not a fee assessed by your institution. The Service Charge is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back.

BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE CHARGE.

VERIFY CREDIT CARD INFORMATION

| Current Payment | | |
|------------------|----------------------|---------------|
| Student Accounts | Payment Amount: | \$1.00 |
| | Service Charge*: | \$0.03 |
| | Total Amount: | \$1.03 |
| | Effective Date: | 09/30/2010 |

| Credit Card Information | |
|-------------------------|------------|
| Cardholder's Name: | Jane Doe |
| Card Type: | MASTERCARD |
| Credit Card Number: | *****5454 |
| Expiration Date: | 11 / 2011 |

| Billing Address Information | |
|-----------------------------|-----------|
| Address 1: | 123 James |
| City: | Dallas |
| State: | TX |
| Zip: | 75218 |

| Contact Information | |
|---------------------|-----------------|
| Daytime Phone: | (555)555-1212 |
| Email Address: | charper@smu.edu |

Confirm **Edit** **Cancel**

Credit Card Processing

Click Confirm

Print your Payment Receipt