# How to make a payment on a student account in Workday

Workday@Marymount

This guide will walk you through the process of making a payment on a student account in Workday, including navigating financials, entering payment details, and finalizing the transaction.
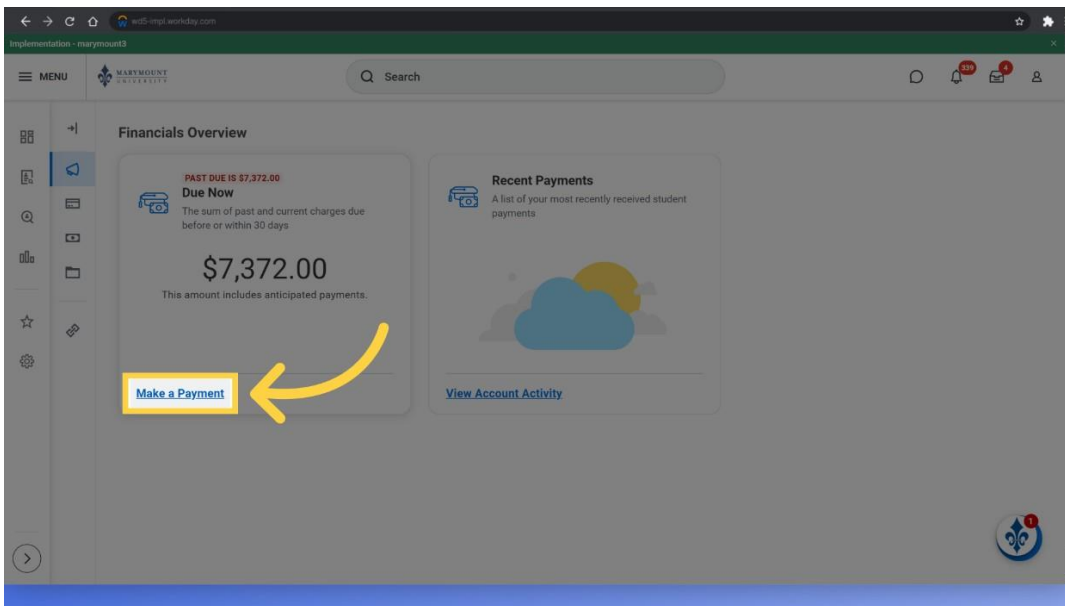
1. Financials Hub

Click on the Financials Hub icon on the main Workday page, within the Your Top Apps tile.
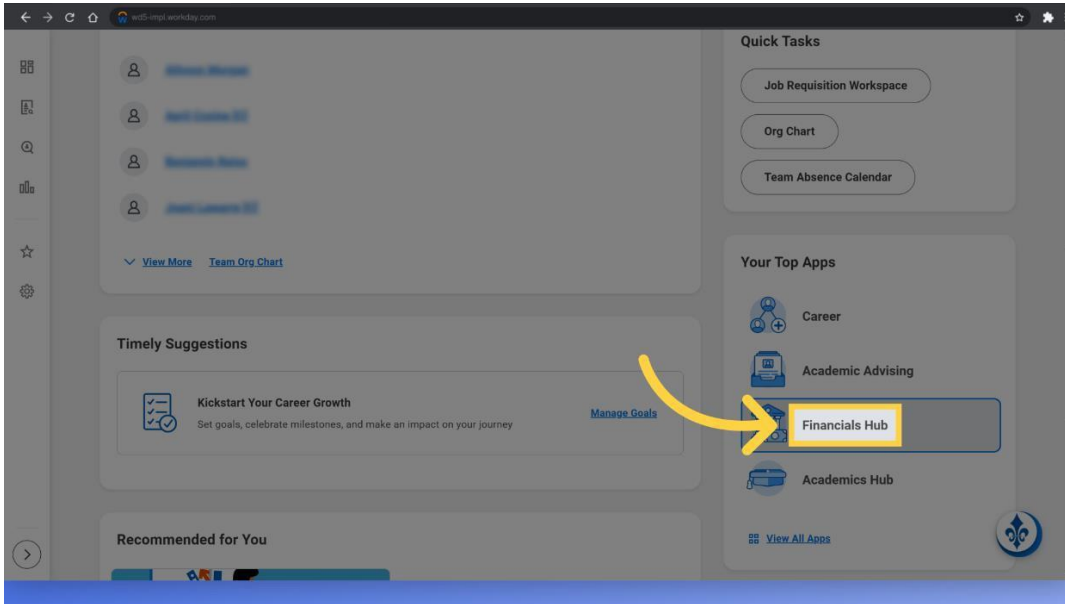
2. Make a Payment

From the financials overview dashboard, click the Make a Payment link.

3. Payment Details

The make a payment screen will pop up. Here, you can choose your Payment Description, from the types of Credit Card, Direct Debit or E-Check. In this example, we have chosen to pay by credit card. Next, look at the Payment amount field. The system will default to the full amount owed, or you can modify the amount to be paid. In this example, we are choosing to make a payment of $500.00. Click OK to confirm the payment. Confirm the payment and continue to the next screen.
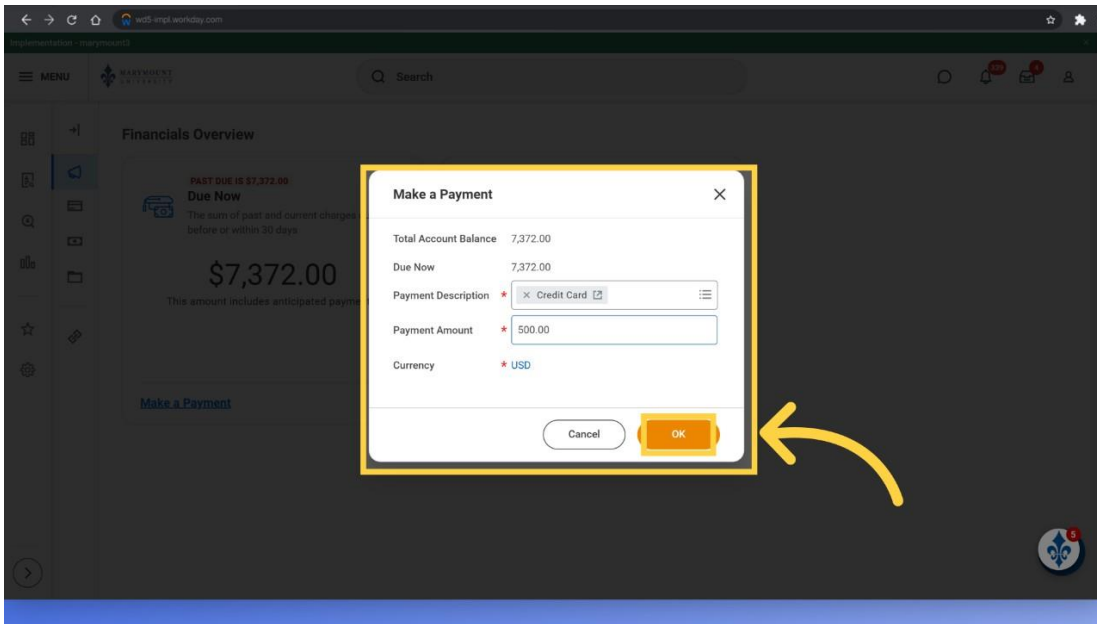
4. Click here

On the next screen, review your payment selections and click on the Confirm box. Then click the OK button. This will open an external payment processing site.
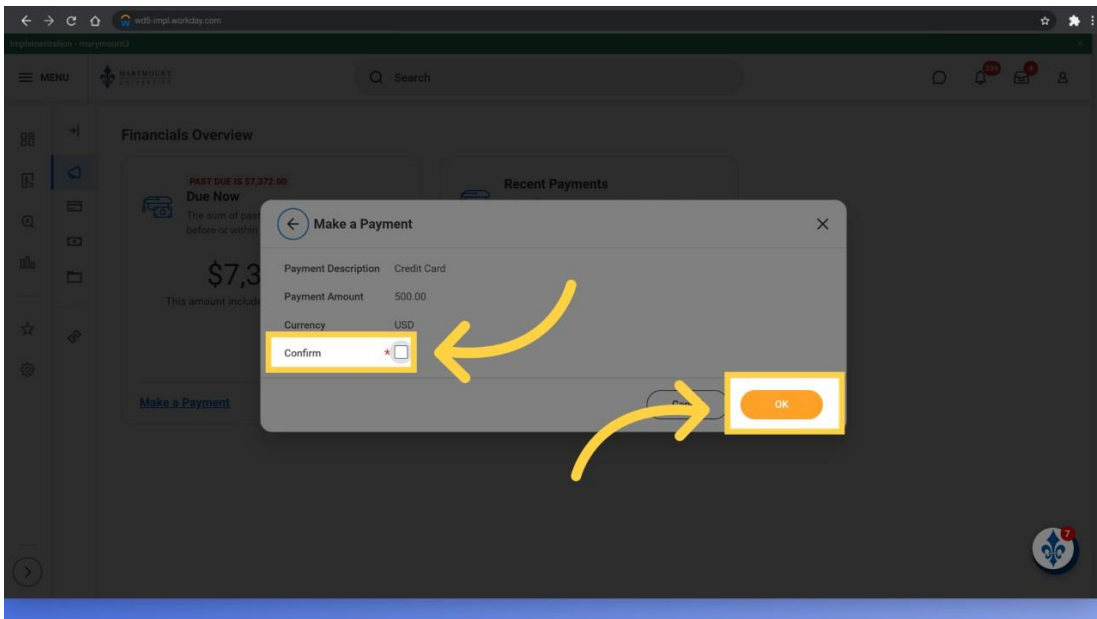
5. Payment Processor

The payment processor screen will default with the dollar amount and payment type you choose earlier. You will not be allowed to change the dollar amount for processing on this screen and will need to cancel this transaction and return to the Workday System. Click on the Continue button to proceed.

6. Accept

Review the ACI Payments Terms and Conditions and click on the Accept Button to proceed.

7. Payer and Payment Information

Next, fill in all the payer information, including Name, Address, Phone Number, email address and banking or credit card information.

8. Review and Continue

When complete, click on I'm not a robot box and then click continue to proceed with the payment.

9. Submit

Click on the submit button to finalize your payment for processing.

10. Return to Workday

Click on the continue button to be returned to Workday. Your payment will be visible against your account within 20 minutes of processing your payment.
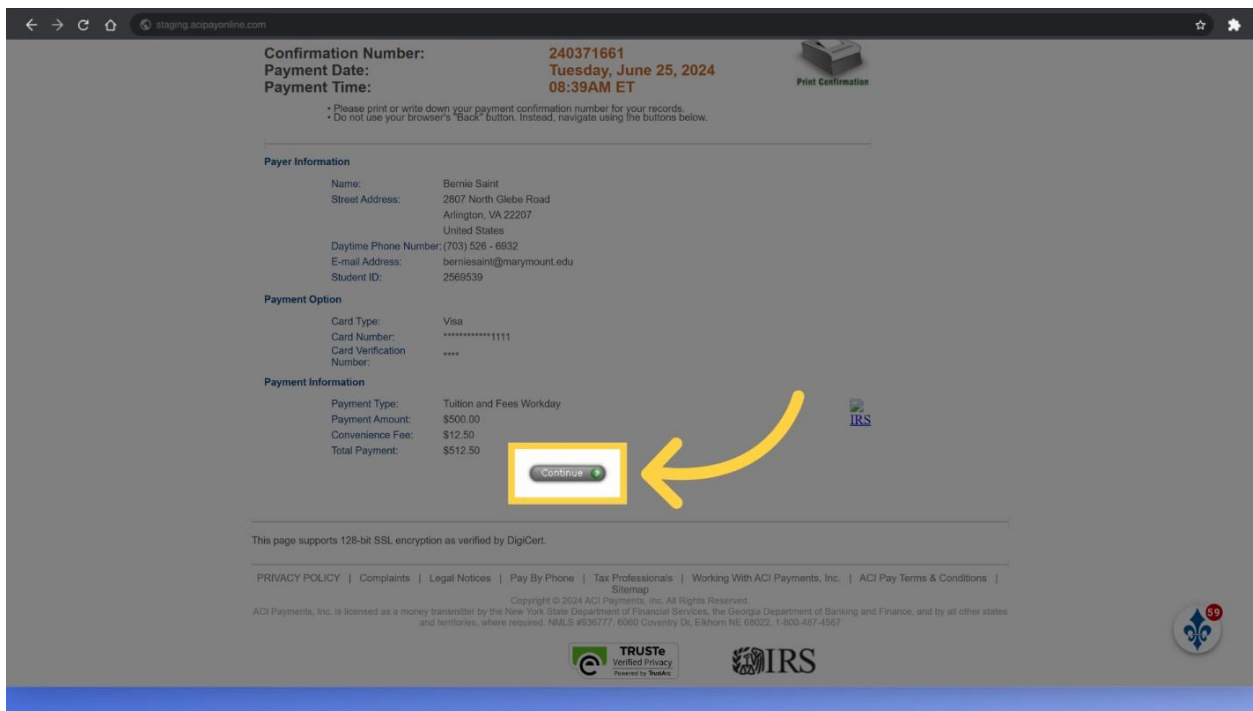
The guide covered steps to make a payment on a student account in Workday, including accessing financials, selecting payment methods, and confirming the transaction.

For additional training materials and videos, please go to:

https://ebtly.com/B2228AC9