

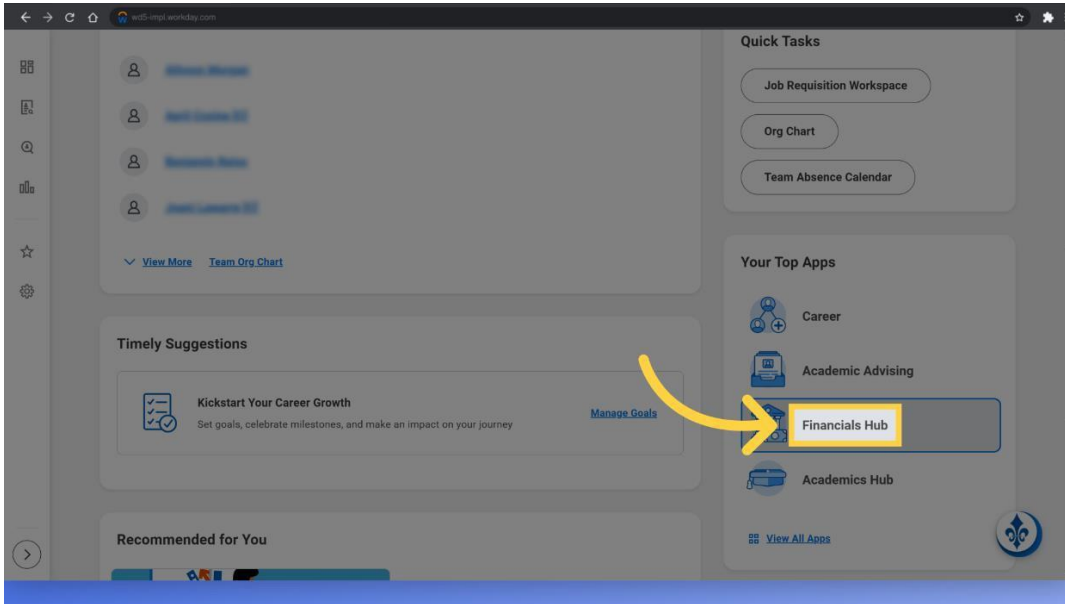
How to make a payment on a student account in Workday



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.

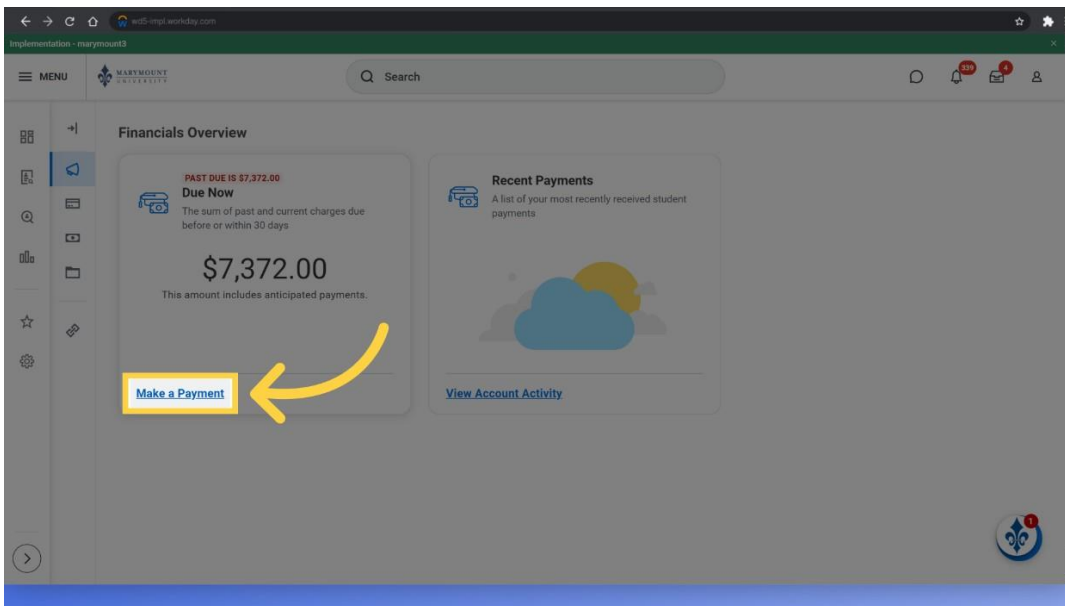
1. Financials Hub

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



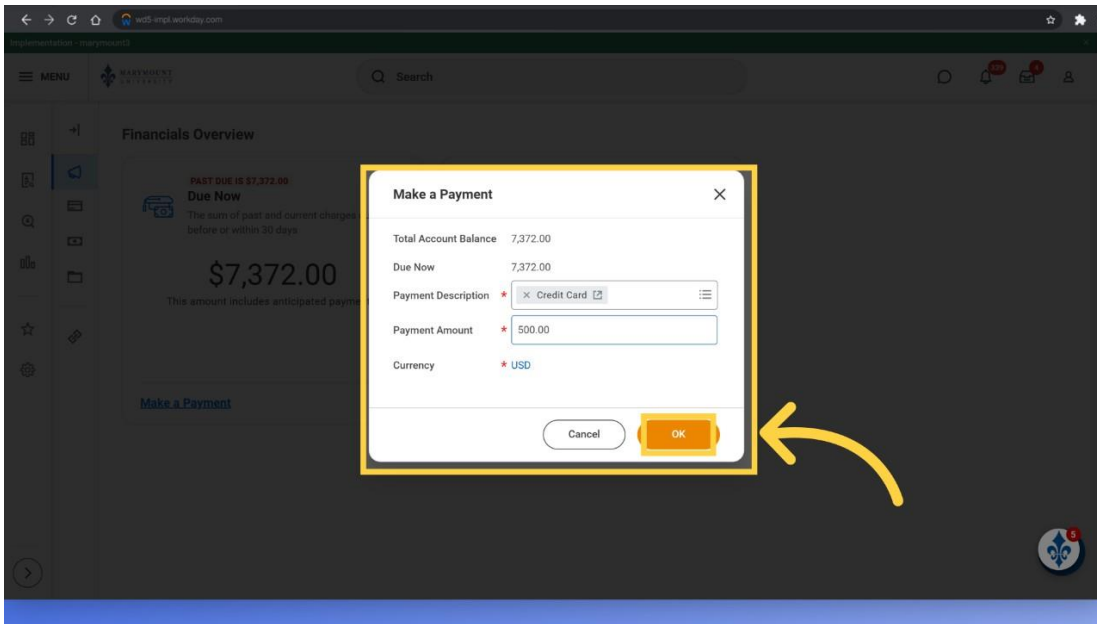
2. Make a Payment

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



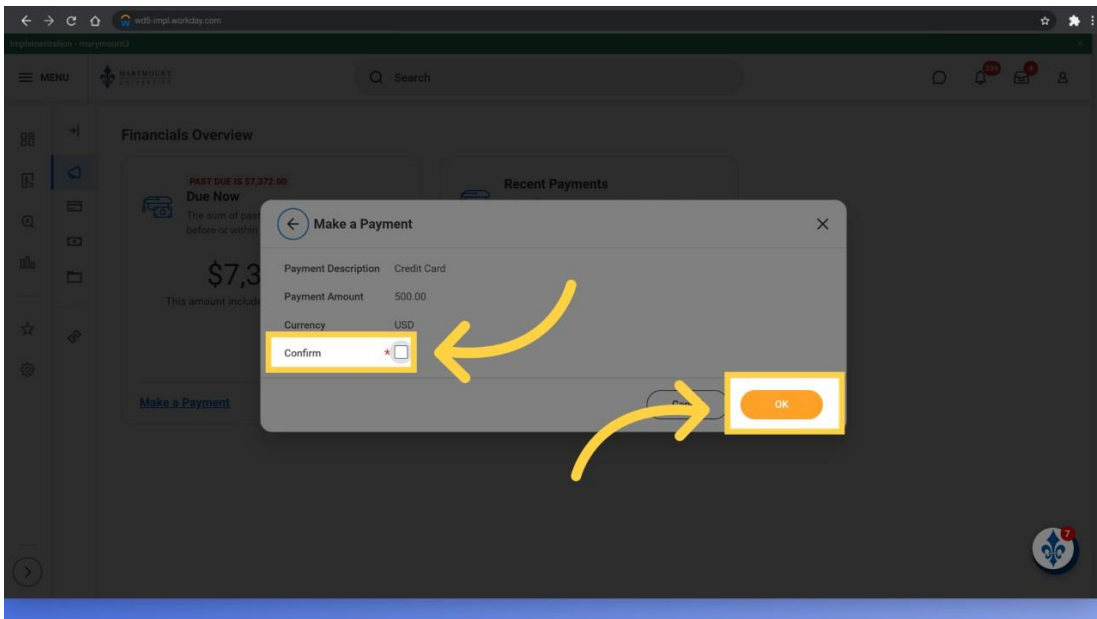
3. Payment Details

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.

MARYMOUNT UNIVERSITY | ARLINGTON, VIRGINIA | Powered by ACI PAYMENTS, INC.

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Make A Payment

Marymount University
Tuition and Fees Workday

Select a Payment Option, then click "Continue" to proceed with the payment process.

- Your convenience fee will be calculated and presented on the next page, if applicable.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

*Payment Amount \$ 500.00

Payment Options:

- Debit Card
- Debit Card
- E-Check
- Credit Card

Cancel Continue

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6. Accept

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

Tuition and Fees Workday

This payment service is offered by ACI Payments, Inc. as authorized by the entity to which you are making a payment. Please confirm your payment amount, convenience fee and total (if applicable). Review the Terms and Conditions below and click "Accept" to proceed with your payment. Click "Back" button to change any of the information fields. Click "Decline" button to return to the beginning of the payment process.

- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payment Type:	Tuition and Fees Workday
Payment Amount:	\$500.00
Service Fee:	\$12.50
Total Payment:	\$512.50

ACI Payments, Inc. Terms and Conditions:

THIS PAYMENT SERVICE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

Do not use or access this Website or Service if you do not agree to be bound by these Terms and Conditions.

These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2018, and apply to and govern Your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to You on behalf of your Biller ("Service").

It is important to carefully review all Terms and Conditions below, including the provision concerning REFUNDS. These Terms and Conditions may be amended at any time. All amended terms shall be effective immediately after they are posted to the Website. By using this Website after such modifications are posted, You are agreeing to accept and comply with the Terms and Conditions as

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Back Decline Accept

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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.

Tuition and Fees Workday

To continue this payment, please fill out the form below.

- Note that the [*] fields are required.
- All information is kept confidential.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information
(Please enter the card or bank account holder information.)

*Country: United States

*First Name:

Middle Name:

*Last Name:

Suffix: (Jr., Sr. etc.)

*Street Address:

*Town/City:

*State:

*Zip Code:

(Use this field for APO, FPO, AA, AE or AP codes.)

*Daytime Phone: () -

*E-mail Address:

(Required for an e-mail confirmation and online verification.)

*Re-enter E-mail Address:

Student ID:

Payment Option
(May differ from the person owing the tax, bill, or fee.)

*Card Type: VISA

*Card Number:

*Expiration Date: / (mm/yy)

*Card Verification Number:

8. Review and Continue

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

*Town/City: Arlington

*State: VA

*Zip Code: 22207

(Use this field for APO, FPO, AA, AE or AP codes.)

*Daytime Phone: (703) 526-6832

*E-mail Address: berniesaint@marymount.edu

(Required for an e-mail confirmation and online verification.)

*Re-enter E-mail Address: berniesaint@marymount.edu

Student ID:

Payment Option
(May differ from the person owing the tax, bill, or fee.)

*Card Type: VISA

*Card Number: 4111111111111111

*Expiration Date: 04 / 26 (mm/yy)

*Card Verification Number: 123

(To determine the location of your Card Verification Number, click here.)

Payment Information

Payment Type:	Tuition and Fees Workday
Payment Amount:	\$500.00
Convenience Fee:	\$12.50
Total Payment:	\$512.50

I'm not a robot

Back Cancel Continue

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9. Submit

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

The screenshot shows a web browser window with the URL 'staging.acipayonline.com'. The page displays a payment form with the following information:

First Name:	Bernie
Middle Name:	
Last Name:	Saint
Suffix:	
Street Address:	2807 North Glebe Road
Town/City:	Arlington
State:	VA
Zip Code:	22207
Country:	United States
Daytime Phone Number:	(703) 526 - 6932
E-mail Address:	berniesaint@marymount.edu
Student ID:	2569539

Payment Option

Card Type:	Visa
Card Number:	*****1111
Expiration Date:	04/2026
Card Verification Number:	****

Payment Information

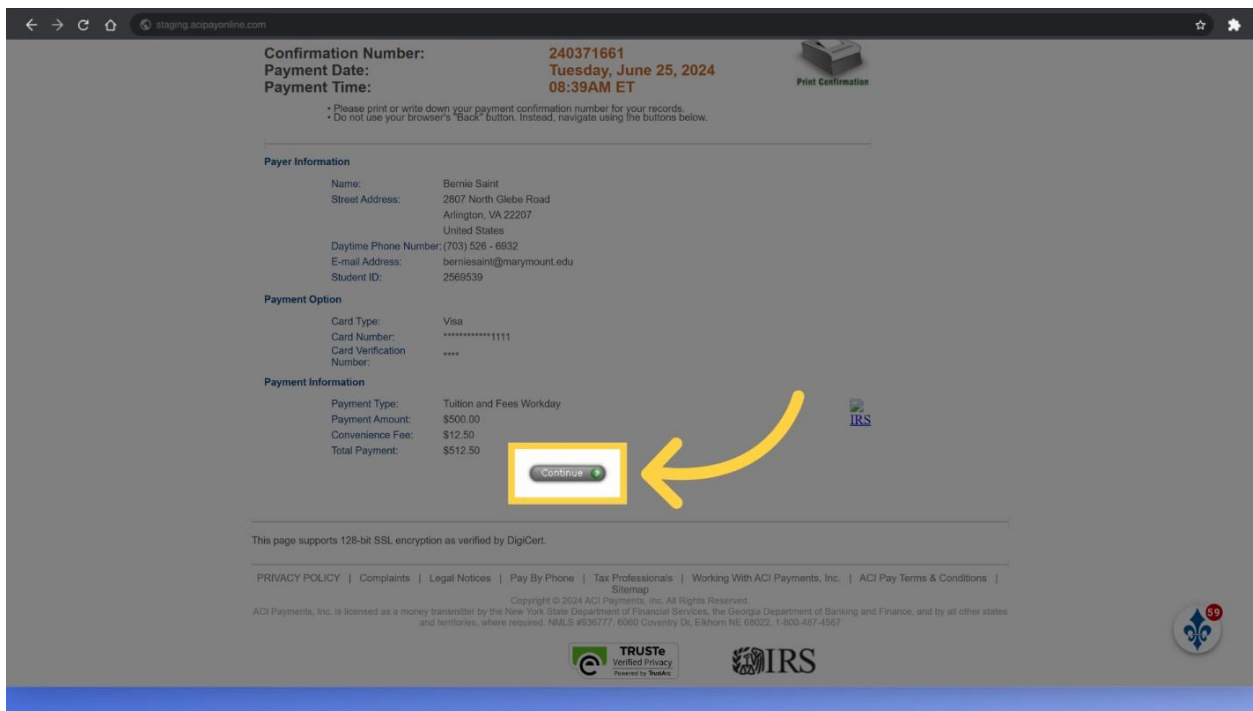
Payment Type:	Tuition and Fees Workday
Payment Amount:	\$500.00
Convenience Fee:	\$12.50
Total Payment:	\$512.50

At the bottom of the form, there are three buttons: 'Edit', 'Cancel', and 'Submit'. The 'Submit' button is highlighted with a yellow box, and a yellow arrow points to it from the right. Below the buttons, a note states: 'It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.'

At the bottom of the page, there is a footer with the following text: 'This page supports 128-bit SSL encryption as verified by DigiCert. PRIVACY POLICY | Complants | Legal Notices | Pay By Phone | Tax Professionals | Working With ACI Payments, Inc. | ACI Pay Terms & Conditions | Sitemap. Copyright © 2024 ACI Payments, Inc. All Rights Reserved. ACI Payments, Inc. is licensed as a money transmitter by the New York State Department of Financial Services, the Georgia Department of Banking and Finance, and by all other states and territories, where required. NMLS #636777; 6560 Coventry Dr, Eakon NE 65022; 1-800-487-4367'. Logos for TRUSTe, IRS, and a university crest are also present.

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>