HOW TO MAKE AN ONLINE PAYMENT

• Once you begin the payment process you will have only 10 minutes to complete your payment process. Please have your account information or credit card ready.

• The following are instructions for
  1. Making an electronic check/savings payment and
  2. Making a credit card payment via PayPath

• Please print receipt for your records
LOG INTO ULINK
Go to the Tuition and Aid Tab
Go to the Tuition & Statement of Account tab. Click on View your statement or pay your bill.
Click on the **Payments** tab or the **Make a Payment** button.
The Payments tab will show you your entire balance. If you have financial aid and have not completed the process yet, your aid will appear as Estimated Financial Aid. The only amount that’s due is the balance after your estimated aid. From this screen you can either make a payment or view your account details. If you are ready to make a payment on the balance after the estimated aid, select the **Make a Payment** button to make a payment.
From the Account Payment tab you can either pay for a specific term or pay for a specific line item.

Select which term you would like to pay and click Continue.

OR

Select Pay by line item then click Continue.
From the Payment Methods screen you will have to select a payment method. Click the arrow next to Add New Payment Method. If you have already setup a payment method it will appear in the list. Select which payment method you would like to use and then click the green button.
How to pay with a Checking or Savings account

If your check does not clear for any reason, you will be charged a $30 NSF fee and a hold will be placed on your account.
You can choose your account type by clicking the arrow. Choose either checking or savings account.

Enter your routing and account numbers in the fields designated by an asterisk *. Your account number must be entered twice to proceed.

Then enter the name as it appears on your checking account.

By clicking the box next to Option to save, your account information will be saved in the program to be used at a later time.

Make sure you name your payment method.

Click the Continue button to proceed.
Review the details of your payment and click the Schedule Payment button to proceed. You have 10 minutes to complete the payment.
The Terms and Conditions agreement page will pop up. You must agree to the Terms and Conditions by clicking on the box at the bottom of the page, then clicking the Submit Payment button.

You can print a copy of the Terms and Conditions agreement by clicking (Print Agreement).
Print your Payment Receipt for your records.

You will receive a confirmation e-mail with payment details.

---

### Account Payment

Your new ACH payment method has been saved. Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment Method</th>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Payment Receipt

Your payment in the amount of $4,539.95 was successful. Please print this page for your records.

- **Payment date:** 6/16/16
- **Amount Paid:** $4,539.95
- **Student Name:** Taylor L
- **Paid to:** University of Louisiana at Lafayette
  - 104 University Circle
  - P.O. Box 4444
  - Lafayette, LA 70503
  - UNITED STATES
- **Account number:** x0006789
- **Name on account:** Christie Boute
- **Account Type:** Checking
Thank you for your payment

From: touchnet@louisiana.edu
To: christieboutte@louisiana.edu

This is an automated message to confirm that your payment has been submitted.

Please note that this payment is subject to approval and final verification.

========= PAYMENT DETAILS =========
Student Name --- [Charlene [REDACTED]]
Student Account --- [xxxxx4598]
Term --- [Fall 2016]
Payment Method --- [John's checking]
Amount --- [$4,749.00]

If you have any questions regarding your statement, please contact the Student Cashier Center at (337)482-6385 or email bursar@louisiana.edu. For financial aid questions, call (337)482-6506 or email at finaid@louisiana.edu. For Housing questions, call (337)482-6471 or email at oncampusliving@louisiana.edu.
Once your payment is made, you can click on your **Account Activity** tab to verify that your payment has posted to your account.

Click on **Account Activity**

Click on the arrow next to **PAYMENTS** to view the detail of all your payments.
How to make a Credit Card payment.
If you would like to pay with a credit card, go to the Payments tab. Click on the arrow next to Payment Method and choose Credit Card via PayPath*. Click the green Select button.
Your **Confirmation** will appear. Click the **Continue to PayPath** button.
All credit cards are processed through the **PayPath Payment Service**. To continue click the **Continue** button.
PayPath Payment Service will assess an additional 2.75% convenience fee. The minimum charge is $3.00. Click the green Continue button to continue.
Enter information in all areas designated by an asterisk *.

Review then click **Continue**.
Please review once more all of your payment information, you can still make changes by clicking the purple **Change Information** button.

Make sure to read **Terms and Conditions**. If you agree, check the I agree box, then click the **Submit Payment** button. 
Read the Terms and Conditions

Print your PayPath receipt for your records by clicking the Print button

Click the Close button
You are no longer in **PayPath**, you have entered the processing screen where you can view your **Payment Receipt** again. Your payment process is now complete.
By clicking **Account Activity**, you can view your account again.

To verify that your payment has posted to your account, click the arrow next to **PAYMENTS**.

### Account Activity

To sort, click on the desired column header.

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Date</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSING PAYMENT - CASH</td>
<td>HH01</td>
<td>20-JUN-2016</td>
<td>-$76.00</td>
</tr>
<tr>
<td>TUITION</td>
<td></td>
<td></td>
<td>$901.16</td>
</tr>
<tr>
<td>FEES</td>
<td></td>
<td></td>
<td>$552.04</td>
</tr>
<tr>
<td>HOUSING</td>
<td></td>
<td></td>
<td>$25,315.00</td>
</tr>
<tr>
<td>MEAL PLAN</td>
<td></td>
<td></td>
<td>$5,572.00</td>
</tr>
<tr>
<td>REFUNDS</td>
<td></td>
<td></td>
<td>$6,502.55</td>
</tr>
<tr>
<td>COURSE FEES</td>
<td></td>
<td></td>
<td>$750.00</td>
</tr>
<tr>
<td>PAYMENTS</td>
<td></td>
<td></td>
<td>-$21,169.55</td>
</tr>
</tbody>
</table>

**Term Balance:** $13,145.00

**Term Balance Including Estimated Aid:** $13,145.00
You will receive an email confirming your payment.

---

**Thank you for using PayPath Payment Service!**

A payment was processed and posted successfully to your University of Louisiana at Lafayette account.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PayPath University of Louisiana at Lafayette</td>
<td>$5,283.00</td>
</tr>
<tr>
<td>PayPath Conv Fee</td>
<td>$145.28</td>
</tr>
</tbody>
</table>

Your credit card statement will reflect two transactions with the following information:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment to University of Louisiana at Lafayette</td>
<td>$5,283.00</td>
</tr>
<tr>
<td>PayPath Payment Service Fee</td>
<td>$145.28</td>
</tr>
<tr>
<td><strong>Total payment amount:</strong></td>
<td><strong>$5,428.28</strong></td>
</tr>
</tbody>
</table>

**School name:** University of Louisiana at Lafayette  
**Student ID:** xxxxxxx1351  
**Payer name:** Christie  
**Billing address:** 100 Main Street, Lafayette  
**Billing city:** Lafayette  
**Billing state:** LA  
**Billing postal code:** 70529  
**Email address:** christieboutte@louisiana.edu  
**Phone number:** 337-482-5023  
**Card:** Visa  
**Card number:** xxxxxxxxxxxxxx1111  
**Date and time:** 2016-06-28 11:28:00  
**Browser Internet address:** 130.70.241.42  
**Reference number:** 20160628000000  

---

**University of Louisiana at Lafayette Contact Information**

If you have any questions, please contact University of Louisiana at Lafayette at:  

You have completed your payment process. Thank you for your payment. You may now log out of the system, by clicking the log out button in the upper right hand corner.