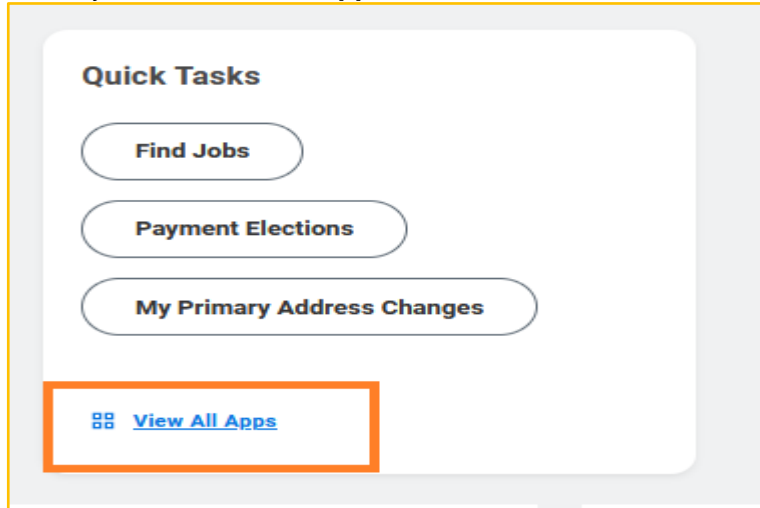


Workday is an evolving product. Each week large and small features are released. If you find this documentation different from the experience you have for this process, please email [workdaystudent@bentley.edu](mailto:workdaystudent@bentley.edu).

After logging into Workday, select **View All Apps** in the Quick Tasks section.



## PAYING MY BILL ONLINE

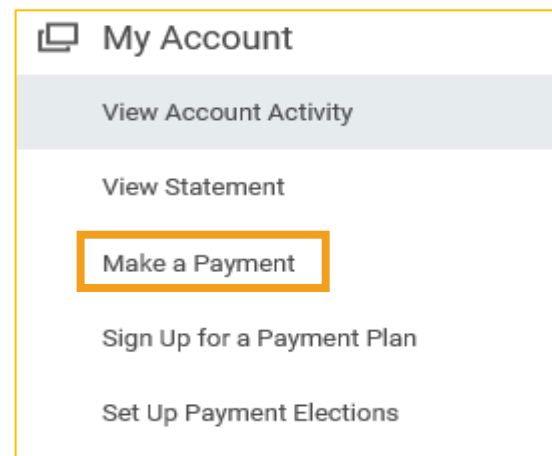
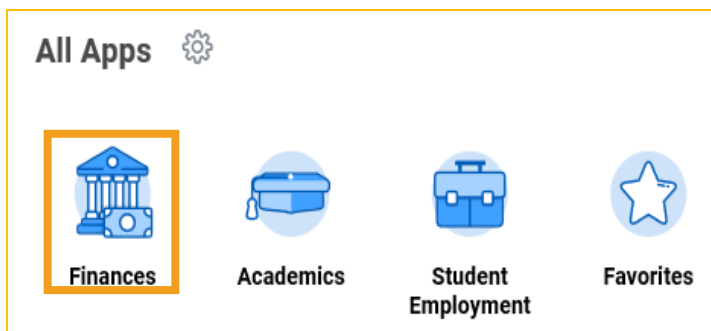
Here's how to make an e-check or credit card payment.

### HOW TO MAKE AN E-CHECK PAYMENT

Please note: Before making an e-check payment, be sure to confirm that your bank information is correct. See the **Setting Up Payment & Refund Elections** job aid for step-by-step instructions.

#### STEP 1

After logging in to Workday and selecting **View All Apps**, click on the **Finances** icon, then click **Make a Payment**



**STEP 2**

This will bring you to the Make a Payment screen where you should complete the following fields:

- Payment Description – Select eCheck Payment
- Payment Type – Select Direct Debit
- Confirm the Payment Amount
- Click OK

**Make a Payment**

---

Student

Total Account Balance 17,463.50

Institution \* Bentley University

Due Now 17,463.50

Payment Description \*  ⋮

Payment Type \*  ⋮

Payment Amount \*

Currency \* USD

Payment Election Test Bank

---

**STEP 3**

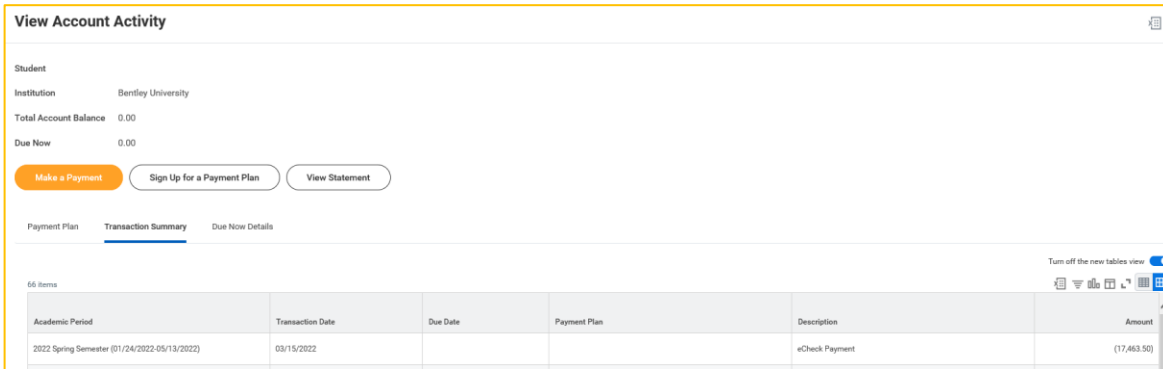
On the next screen, confirm the information is correct and click the **Confirm** checkbox and click **OK**. A payment receipt screen will appear.

If the payment elections are not correct, please refer to the **Set Up Payment and Refund Elections** job aid to edit the banking information.



**STEP 4**

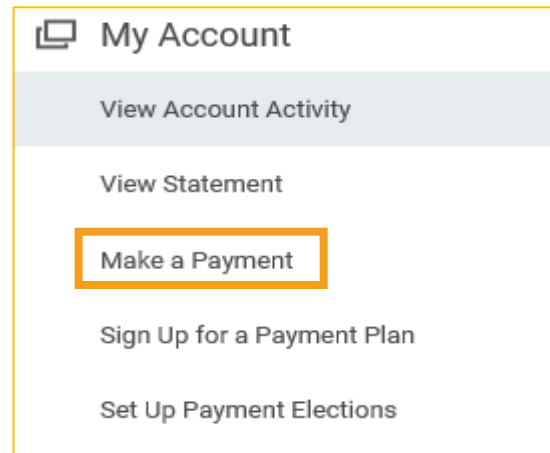
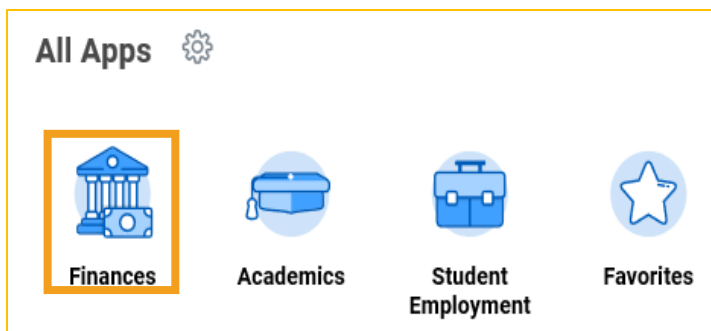
To verify that the payment has been posted to your account, go back to the Workday home page, select the **Finances** icon and **View Account Activity**.

**HOW TO MAKE A CREDIT CARD PAYMENT**

Note: A 2.85% convenience fee is added to domestic credit card payments and a 4.25% fee is added to international credit card payments.

**STEP 1**

After logging in to Workday and selecting **View All Apps**, click on the **Finances** icon, then click **Make a Payment**



**STEP 2**

This will bring you to the Make a Payment screen where you should complete the following fields:

- Payment Description – Select Credit Card Payment
- Payment Type – Select Credit Card
- Confirm the Payment Amount
- Click OK

### Make a Payment

---

Student

Total Account Balance 0.00

Institution \* Bentley University

Due Now 0.00

Payment Description \*

Payment Type \*

Payment Amount \*

Currency \* USD

**STEP 3**

On the next screen, confirm the information is correct and click the **Confirm** checkbox and click **OK**.



**STEP 4**

Confirm your Payment Method as Credit Card and click **Continue Checkout**.

checkout sign out

**BENTLEY UNIVERSITY**

**Student Online Payment**

Select Method of Payment

New Payment Methods

Credit Card

BUY WITH **MasterPass**

Continue Checkout

**STEP 5**

Provide your credit card information, including your billing address and click **Continue Checkout**.

**BENTLEY UNIVERSITY**

**Student Online Payment**

Enter credit card information Total Amount: \$5.00

Credit Card Number: 5454545454545454 \*

Expiration Month: 04 \*

Expiration Year: 2020 \*

Cardholder Name: Daniel Student \*

Address: 175 Forest Street \* Enter the address where you receive the bill for this card.

City: Waltham \*

State/Province/Region: MA \*

Zip/Postal Code: 02451 \*

Country: United States

Email Address: student\_dani@bentley.edu \*

We accept: American Express, Discover, MasterCard, VISA, JCB

(You'll have a chance to review this order before it's final.)

Continue Checkout



**STEP 6**

The next page will display the associated payment service charge. If you wish to proceed, click **Continue Checkout**. You can also choose to **Cancel My Transaction** if you prefer.

**BENTLEY UNIVERSITY** Student Online Payment

As part of your payment, you will be charged a service charge of \$0.14.

\* I understand that my transaction includes a non-refundable service charge of \$0.14.

[Cancel My Transaction](#) [Continue Checkout](#)

**STEP 7**

Review and confirm your payment information and click **Submit Payment**. A receipt will be sent to the email address you provided. Please note, there may be a short delay before payments are posted to your Workday account.

checkout sign out

**BENTLEY UNIVERSITY** Student Online Payment

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
Convenience Fee	\$5.00
	\$0.14
<b>Total Amount</b>	<b>\$5.14</b>

**Payment Information**

Credit Card Number: MasterCard XXXXXXXXXXXX5454  
Expiration Date: 0420  
Cardholder Name: Daniel Student  
Address: 175 Forest Street  
City: Waltham  
State/Province/Region: MA  
Zip/Postal Code: 02451  
Country: United States  
Email Address: student\_dani@bentley.edu

[Submit Payment](#)

