

Accessing your Student's payment and Financial Aid information

Here's how to access Workday to pay a bill and/or view financial aid information.

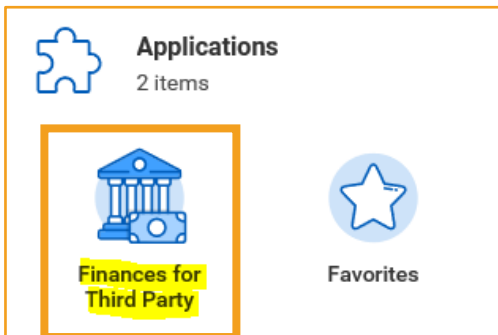
IMPORTANT NOTE: At this time, Workday is unable to process payments from different bank accounts in the same day. The system will only look at the bank account that is used for the first payment/transaction. Therefore, if you are paying the balance due using multiple bank accounts you must make the payments 1-2 business days apart. We apologize for this inconvenience and hope to have it resolved in the near future.

HOW TO ACCESS YOUR STUDENT'S ACCOUNT

Please note: you will not have access to your Student's account until they complete . See the **Setting Up Payment and Refund Elections** job aid for step-by-step instructions.

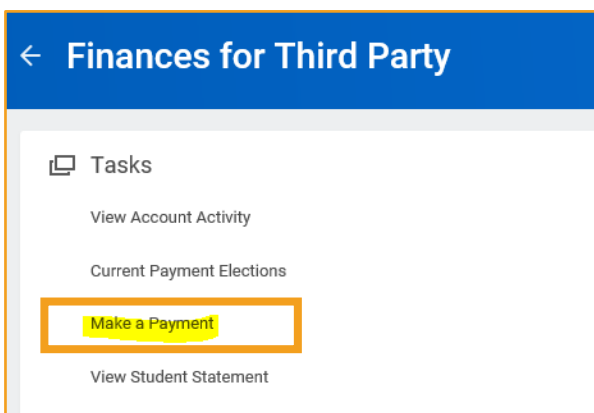
STEP 1

After logging in to Workday, select the **Finances for Third Party** icon.



STEP 2

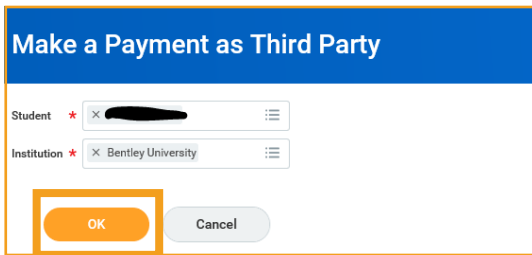
From menu options in the **Finances for Third Party** section, select **Make a Payment**.



STEP 3

In the **Make a Payment as Third party** screen:

- The **Student** and **Institution** fields will automatically populate.
- Click **OK**.

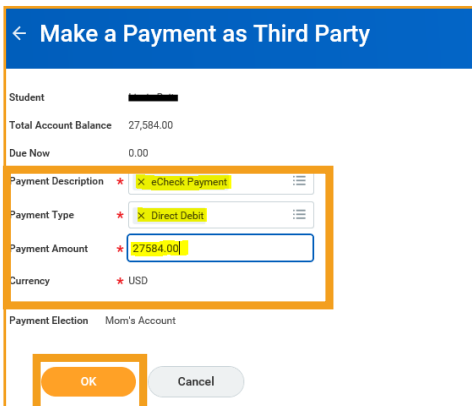


The screenshot shows the 'Make a Payment as Third Party' screen. The 'Student' field is populated with a redacted name, and the 'Institution' field is populated with 'Bentley University'. The 'OK' button is highlighted with an orange box.

STEP 4

In the **Make a Payment as Third Party** screen, complete the fields as follows:

1. **Payment Description:** Select eCheck Payment.
2. **Payment Type:** Select Direct Debit.
3. Confirm the **Payment Amount**.
4. Click **OK**.

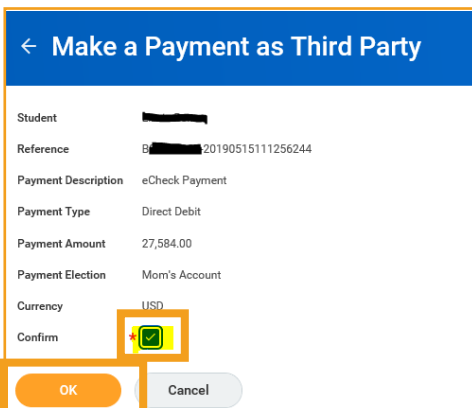


The screenshot shows the 'Make a Payment as Third Party' screen with the following fields populated: 'Payment Description' is 'eCheck Payment', 'Payment Type' is 'Direct Debit', and 'Payment Amount' is '27584.00'. The 'OK' button is highlighted with an orange box.

STEP 5

On the **Next Make a Payment** screen, follow these steps:

- Review bank name and last 4 digits of the bank account number. If this is not the correct account, edit information in the **Set Up Payment Elections** screen.
- Check the box to **Confirm**.
- Click **OK**.



The screenshot shows the 'Make a Payment as Third Party' screen with the following fields populated: 'Student' is redacted, 'Reference' is 'B 20190515111256244', 'Payment Description' is 'eCheck Payment', 'Payment Type' is 'Direct Debit', 'Payment Amount' is '27,584.00', and 'Payment Election' is 'Mom's Account'. The 'Confirm' checkbox is checked, and the 'OK' button is highlighted with an orange box.

STEP 6

The **Student Payment Receipt** screen will appear. Print this screen for your records and click **Done**.

Student Payment Receipt

Actions

Payment Description eCheck Payment

Payment Type Direct Debit

Currency USD

Payment Amount 27,584.00

Done

STEP 7

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

Student Account Activity

Student

Total Account Balance 0.00

Make a Payment

Transactions Due Now Details

7 Items

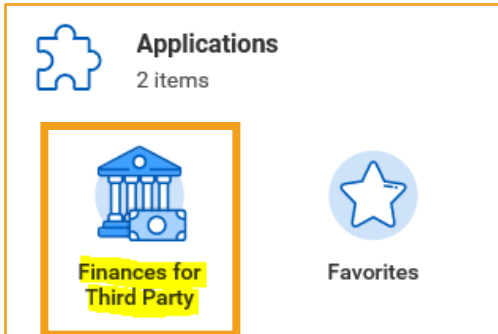
Academic Period	Transaction Date	Due Date	Description	Amount
2019 Fall Semester (08/26/2019-12/17/2019)	05/15/2019		eCheck Payment	27,584.00
2019 Fall Semester (08/26/2019-12/17/2019)	05/15/2019	08/01/2019	Student Activity Fee - Undergraduate	205.00
2019 Fall Semester (08/26/2019-12/17/2019)	05/15/2019	08/01/2019	Health Insurance	1,919.00
2019 Fall Semester (08/26/2019-12/17/2019)	05/15/2019	08/01/2019	Technology Fee - Undergraduate	680.00
2019 Fall Semester (08/26/2019-12/17/2019)	05/15/2019	08/01/2019	Fall Tuition - Undergraduate	25,030.00
2019 Fall Semester (08/26/2019-12/17/2019)	05/15/2019	08/01/2019	First Year/Transfer Student Enrollment Fee	250.00
2019 Fall Semester (08/26/2019-12/17/2019)	04/15/2019		Enrollment Deposit	(500.00)

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. The minimum service fee for card transactions over \$20 and less than \$106 will be \$3.

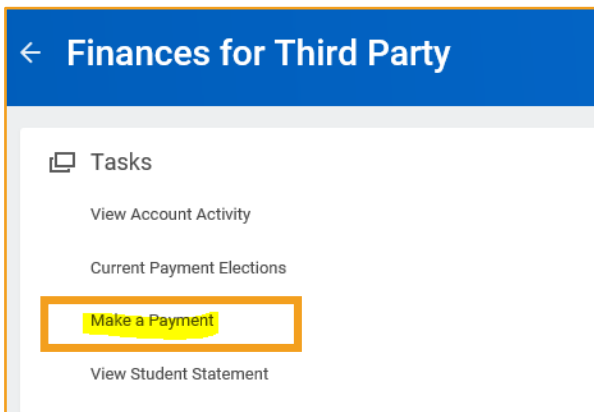
STEP 1

After logging in to Workday, select the **Finances for Third Party** icon.



STEP 2

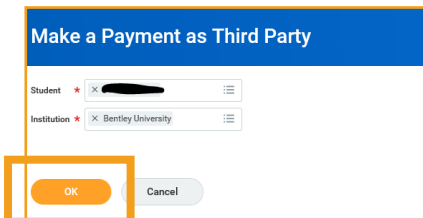
From menu options in the **Finances for Third Party** section, select **Make a Payment**.



STEP 3

In the first **Make a Payment as Third Party** screen:

- The **Student** and **Institution** fields will automatically populate.
- Click **OK**.



STEP 4

On the next **Make a Payment as Third Party** screen, complete the following fields:

- **Payment Description:** Select Credit Card Payment.
- **Payment Type:** Credit Card.
- Confirm **Payment Amount**.
- Click **OK**.

The screenshot shows the 'Make a Payment as Third Party' screen. At the top, there is a blue header with a back arrow and the text 'Make a Payment as Third Party'. Below the header, the screen displays the following information: Student (redacted), Total Account Balance: 10.00, and Due Now: 0.00. The main form area contains four fields: 'Payment Description' with a dropdown menu showing 'Credit Card Payment' selected; 'Payment Type' with a dropdown menu showing 'Credit Card' selected; 'Payment Amount' with a text input field containing '10.00'; and 'Currency' with a dropdown menu showing 'USD'. At the bottom of the form, there are two buttons: 'OK' (highlighted with an orange box) and 'Cancel'.

STEP 5

This will bring you to another **Make a Payment as Third Party** screen.

- Check the box to **Confirm**.
- Click **OK**.

The screenshot shows the 'Make a Payment as Third Party' screen after the previous step. The fields are now populated: Student (redacted), Payment Description: Credit Card Payment, Payment Amount: 10.00, and Currency: USD. A new 'Confirm' field has appeared with a checked checkbox (highlighted with an orange box). At the bottom, the 'OK' button is highlighted with an orange box, and the 'Cancel' button is visible.


STEP 6

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

The screenshot shows the 'Student Online Payment' screen. At the top, there is a blue header with the Bentley University logo and the text 'BENTLEY UNIVERSITY'. Below the header, there is a navigation bar with 'checkout' and 'sign out' links. The main content area is titled 'Student Online Payment' and contains the following information: 'Select Method of Payment', 'New Payment Methods', and a radio button selected for 'Credit Card'. Below the radio button, there is a 'BUY WITH MasterPass' logo. At the bottom right of the screen, the 'Continue Checkout' button is highlighted with an orange box.

STEP 7


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

 **BENTLEY UNIVERSITY**

Student Online Payment
██████████

Enter credit card information **Total Amount: \$10.00**


Credit Card Number	<input type="text" value="5454545454545454"/>	*
Expiration Month	<input type="text" value="04"/>	*
Expiration Year	<input type="text" value="2021"/>	*
Cardholder Name	<input type="text" value="John Smith"/>	*
Address	<input type="text" value="15 Test Street"/>	*
City	<input type="text" value="Waltham"/>	*
State/Province/Region	<input type="text" value="MA"/>	*
Zip/Postal Code	<input type="text" value="02451"/>	*
Country	<input type="text" value="United States"/>	▼
Email Address	<input type="text" value="test@bentley.edu"/>	*

We accept: 

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

STEP 8

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 \$0.28.**

* I understand that my transaction includes a non-refundable service charge of \$0.28.



STEP 9

Review and confirm your payment information and click **Submit Payment**.

 **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	\$10.00
		\$0.28
	Total Amount	\$10.28

Payment Information	
Credit Card Number:	MasterCard XXXXXXXXXXXX5454
Expiration Date:	0421
Cardholder Name:	John Smith
Address:	15 Test Street
City:	Waltham
State/Province/Region:	MA
Zip/Postal Code:	02451
Country:	United States
Email Address:	test@bentley.edu

A receipt for the payment will be sent to the email address you provided.

Please note: There may be a short delay before payments are posted to your account.

