

## How do I make an online payment?

**Note:** Only credit card payments may be made using the Purdue University Accounts Receivable Online Payment System.

**Important:** Please be sure to have your invoice and/or dunning statement available, you will need your customer number and invoice number in order to make an online payment.

1. Launch the Purdue University Online Payment System using <https://purdue.university/onlinepay> to go to the Welcome to the Electronic Payment System screen
2. From the Welcome to the Electronic Payment System select either (a) User Log In or (b) Pay Without Registering to access the Make a Payment – Invoice screen
  - a. Enter User ID/Password to log in
  - b. Select Pay without Registering

Welcome to the Electronic Payment System

Bold fields with \* are required.

**User Log In**  
Enter your User ID and Password, then click **Log In**.  
[Forgot Password](#)

User ID\*:

Password\*:

**Log In**

**Register** If you have not yet registered with the payment system, you may do so now. Registering lets you make payments, view payment history, and securely store your account information. Registration is easy and secure and you only need to do it once. To get started, click **Register**.

**Payment Inquiry** Click **Payment Inquiry** to view information on a previously submitted payment, or Log In above if you're a Registered User.

**Pay Without Registering** If you wish to pay without registering, you may click **Pay Without Registering** to continue.

### 3. Make a Payment – Invoice

#### a. Special Instructions

ACCOUNTS RECEIVABLE On-Line Payments

If you have questions regarding your invoice/statement of account, please refer to the Contact us information listed in the upper right hand corner of the document.

PURDUE UNIVERSITY

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[Privacy](#) [Customer Service](#) [Exit](#)

**Make a Payment - Invoice**

Bold fields with \* are required.

FAQs about making a payment can be found [here](#).

Please enter your payment account information.

All Customer Numbers are either 7 or 9 numeric digits. The 9 digit invoice number is located at the top right corner of the invoice.

No more than 5(five) invoice numbers and payment amounts may be entered at one time. All invoice numbers listed must have a corresponding payment amount listed. Partial payments are allowed. If you wish to pay more than 5 invoices, please submit additional payment(s) via another payment session.

- 1) Bold Fields marked with an \* are required fields
- 2) Maximum payment amount is \$300,000 in total
- 3) Click on the FAQ link for assistance

**Registered User proceed to step 4**

**Pay Without Registering Users proceed to Step 5**

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4. Make a Payment: **Registered Users**

a. Payment Information

- 1) Only one Customer Number per total payment
- 2) Five (5) invoices and corresponding invoice numbers may be entered per customer number

b. Payment Details

- 1) Select Payment type: Single Payment or Recurring Payment

- Click **Calculate** to confirm payment amount
- Payment Date will default to current payment date or select a future payment date by opening the calendar
- Recurring Payments complete the required fields  
**Note:** The online system does not allow adjustments for rounding. Please make an initial payment then set up equal installment payments.

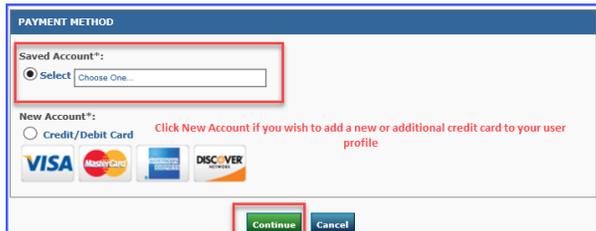
Example: \$2,355.67 invoice total  
Initial payment: \$355.67  
4 installments @ \$500/each = \$2,000.00

**Note:** You will receive email confirmation when the installment payment is made

## How do I make an online payment?

### c. Payment Method

- 1) Select a Saved Account card
- 2) Check New account to enter another payment card
- 3) Click Continue to move to Card Account Information

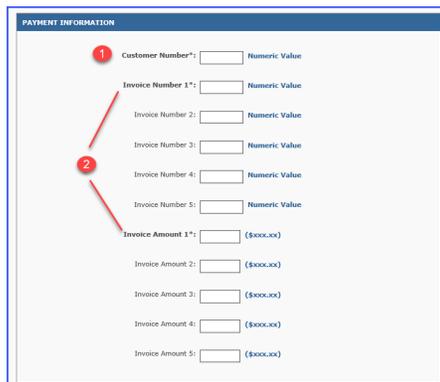


### Proceed to Step 6

### 5. Make a Payment: **Pay Without Registering** users

#### a. Payment Information

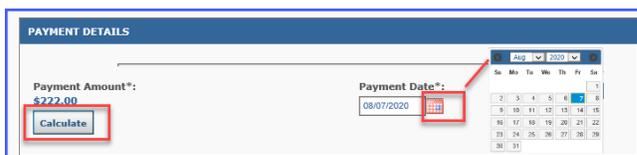
- 1) Only one Customer Number per total payment
- 2) Five (5) invoices and corresponding invoice numbers may be entered per customer number



#### b. Payment Details

- Click **Calculate** to confirm payment amount
- Payment Date will default to current payment date or select a future payment date by opening the calendar

**Note:** You will receive email confirmation when the installment payment is mad



### c.

#### Payment Method

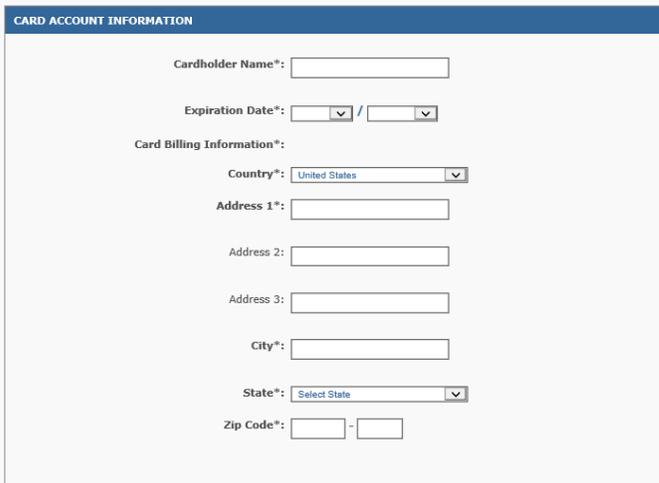
- 1) Click New Card
- 2) Enter 16 digits card number
- 3) Click Continue to move to Card Account Information

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**Proceed to Step 6**

- 6. Card Account Information
  - a. Complete \* (required) fields



- 7. Contact Information
  - a. Complete \* (required) fields
  - b. Select the correct Contact Information
- 8. Become a Registered User - **If you are a registered user, disregard this section**  
If you are not a registered user and want to register, please complete this section.  
Be sure to click Save Registration when you are finished
  - a. User Identification
  - b. Web Password  
Create web password
  - c. Validation Question and Answer  
Select question and enter answer  
Re-enter Answer
  - d. First Shared Secret Question and Answer  
Select question and enter answer  
Re-enter Answer

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- e. Second Shared Secret Question and Answer  
Select question and enter answer  
Re-enter Answer

Be sure to click in the box to **Save Registration** before clicking **Continue** to Verify Payment-Invoice

**USER IDENTIFICATION**

**User ID must:**

- Be 6 to 12 characters long

User ID:

**WEB PASSWORD**

[Guidelines for creating a strong password:](#)

**Password must:**

- Be 8 to 20 characters long
- Contain at least 1 upper case letter, 1 lower case letter and 1 number
- Contain at least one of the following special characters  
! @ # \$ % ^ & \* ( )

Password:

Re-Enter Password:

**VALIDATION QUESTION AND ANSWER**

Validation Question:

Validation Answer:

Re-Enter Validation Answer:

**FIRST SHARED SECRET QUESTION AND ANSWER**

Shared Secret Question:

Shared Secret Answer:

Re-Enter Shared Secret Answer:

**SECOND SHARED SECRET QUESTION AND ANSWER**

Shared Secret Question:

Shared Secret Answer:

Re-Enter Shared Secret Answer:

Save Registration?:

9. Verify Payment – Invoice

Note:

- The payment(s) will **post** to your Purdue University Accounts Receivable account in **2-3 business days.**
- If you make multiple payments in the same day or have a pending payment, this message, while says it is a warning, is alerting you
- Verify payment information before selecting **Confirm**

- a. Enter or confirm **email address**
- b. **Check** Send me email confirmation, if you wish to receive a receipt
- c. **Enter 3 digits (CCV)** code from the back of your card
- d. Click **Confirm**

**Note:** Errors with data entered will be shown once you click **Confirm**

10. Once you click Confirm you will receive **Thank you for your payment!**

- a. If you need to make additional payments or set up an installment plan, click on **Accounts Receivable OnLine Payments** to return to the **Welcome**



11. You will receive a Payment Confirmation for invoice. This is your receipt, please retain for your records

