

**EMBRY-RIDDLE**  
Aeronautical University  
*Student Financial Services*

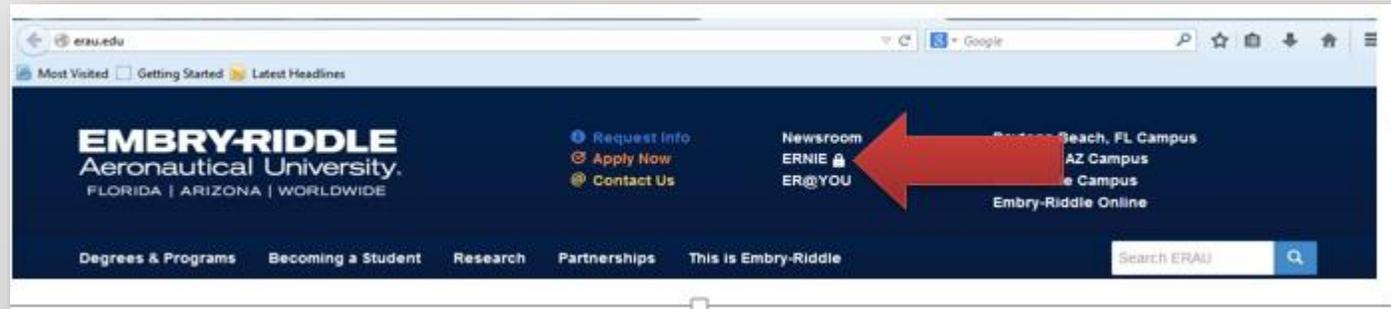
# How-to Guide

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## How to Make a Payment



# Step 1: Sign into ERNIE

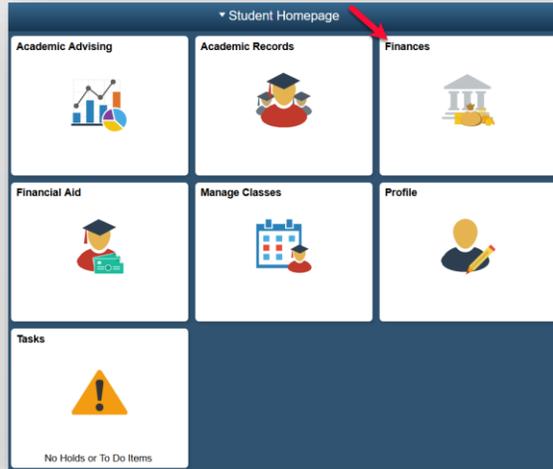


Navigate to ERNIE

Sign in using your ERNIE account ID and password

A screenshot of the ERNIE login page. The page features the Embry-Riddle Aeronautical University logo at the top. Below the logo, there is a heading "Enter your ERNIE Account ID and Password". There are two input fields: the first has a person icon and the second has a lock icon. Below the input fields are links for "Forgot Password?" and "Forgot Account ID?". A large gold button labeled "LOG IN" is centered below the input fields. Below the button is a link that says "or Activate Your Account". At the bottom of the page, there are links for "Need Help?" and "Alumni / Past Attendee".

# Step 2: Navigate to Your Student Account



## Launch Campus Solutions Student Homepage

*Note: If not already located under ERAU Tools, you can add it by personalizing the section.*

## Click the “Finances” file

My Student Account

## Select “My Student Account” on the left-hand menu.

### Make A Payment - Account Access - Open 24/7:

Click on **"Make a Payment - Access Account"** to easily:

- Check your balance
- Make a payment
- View your payment history
- Store your payment methods for quick and easy payment
- Payment Plan Sign Up
- e-Refunds

If the page does not load after your selection is made, please check to be sure your pop-up blocker is disabled.

Make a Payment - Access Account

## Under ERAU Account Access, click “Make a Payment—Access Account”

*Note: If your student account page does not load after clicking, check to be sure your pop-up blocker is disabled.*

# Step 3: Selecting Make a Payment



A screenshot of the Embry-Riddle Aeronautical University student portal. The top navigation bar includes "My Account", "Make Payment", "Payment Plans", "Refunds", and "Help". The "Make Payment" tab is highlighted with a red arrow. Below the navigation bar, there are three main sections: "Announcement" (with a red arrow pointing to its header), "Student Account" (showing a balance of \$0.00 and a green "Make Payment" button with a red arrow pointing to it), and "My Profile Setup" (with options like "Authorized Users", "Personal Profile", "Security Settings", and "Electronic Refunds").

Select "Make Payment" tab

-or-

Select the green "Make Payment" button

# Step 4: Input Amount



Whether paying your Current Balance or a Future Due Amount, select “Current Account Balance” and type the AMOUNT in the blank box.

The screenshot shows the 'Account Payment' page on the Embry-Riddle Aeronautical University website. The page has a blue header with the university's name and navigation links. Below the header, there is a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' step is currently active. The form includes a 'Payment Date' field set to 3/15/21, two radio button options for 'Current account balance' and 'Pay by term', a 'Personal Note' text area, and a 'Payment Total' field showing \$0.00. A red arrow points to the 'Current account balance' radio button, and another red arrow points to the empty input box next to the \$0.00 payment total. A green 'Continue' button is located at the bottom right of the form.

EMBRY-RIDDLE  
Aeronautical University  
FLORIDA | ARIZONA | WORLDWIDE

Logged in as: | Logout

My Account Make Payment Payment Plans Refunds Help My Profile

## Account Payment

Amount Method Confirmation Receipt

Payment Date 3/15/21

Current account balance

Pay by term

Personal Note

\$0.00

Payment Total: \$0.00

Continue

# Step 5: Select Payment Method



\* Indicates required information

Amount: \$1.00

Method:\*

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

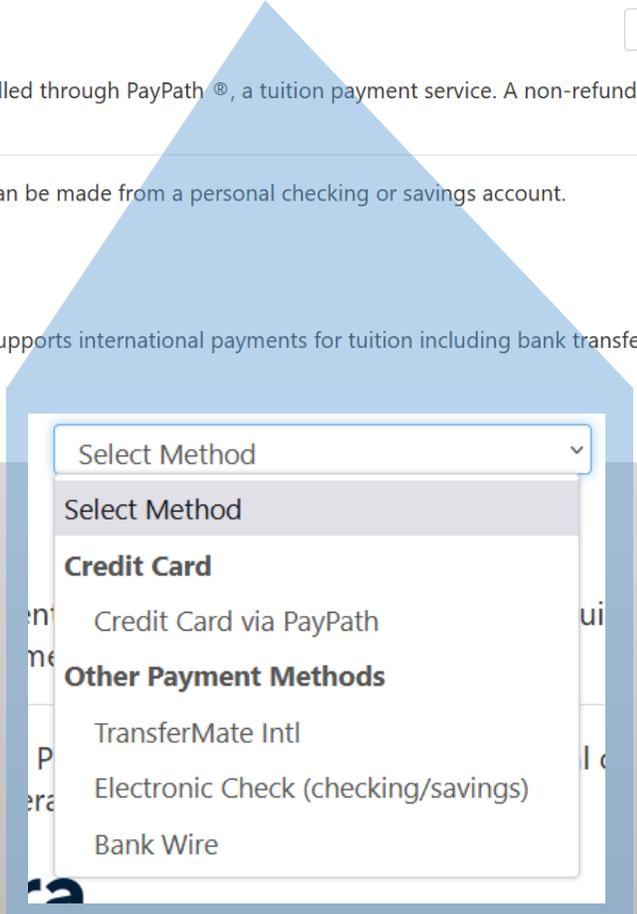
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**Electronic Check** - Payments can be made from a personal checking or savings account.  
**Bank Wire** - Convera

**convera**

**TransferMate** - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.

**TransferMate**



Select Method

Select Method

**Credit Card**

Credit Card via PayPath

**Other Payment Methods**

TransferMate Intl

Electronic Check (checking/savings)

Bank Wire

**Use the drop down menu to select your payment method.**

**Click “Select”**

**Follow the prompts to complete your transaction.**

- Credit Card payments are handled through PayPath. A non-refundable service fee of 2.95% or \$3.00 minimum will be added to your payment.
- Payments made via ACH (Online Check) will not have a service fee.

# Step 6: Review and Submit Payment



Account Payment

Amount      Method      Confirmation      Receipt

Please review the transaction details, then submit your payment.

<b>Payment Information</b>	<b>Business Correspondence Address</b>
Payment Amount: \$1.00 <input type="button" value="Change Amount"/>	EMBRY-RIDDLE AERONAUTICAL UNIVERSITY 1 AEROSPACE BLVD. DAYTONA BEACH, FL 32114-3900 USA
Payment Date: 6/11/18	
<b>Selected Payment Method</b>	<b>Confirmation Email</b>
VISA Account xxx      Exp Billing Address <input type="button" value="Change Payment Method"/>	Primary

By selecting the Submit Payment button, you are agreeing to the Embry Riddle Payment Terms and Conditions .

**Review the information provided and click “Submit Payment”**

Account Payment

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.

Amount      Method      Confirmation      Receipt

Payment Receipt

Your payment in the amount of \$1.00 was successful. A confirmation email was sent to      Please print this page for your records.

Payment date:	6/11/18
Amount paid:	\$1.00
Transaction type:	Purchase
Student name:	
Paid to:	Embry Riddle Aeronautical University UNITED STATES
Web address:	https://secure.touchnet.net/C20722_tsa/web
Account number:	
Card type:	VISA
Name on card:	
Card not present for this transaction.	

**You will be emailed a receipt once the payment is complete.**

For questions or concerns, please contact email [askErnie@erau.edu](mailto:askErnie@erau.edu) or call 386-226-6285