

Transact: Making a Payment

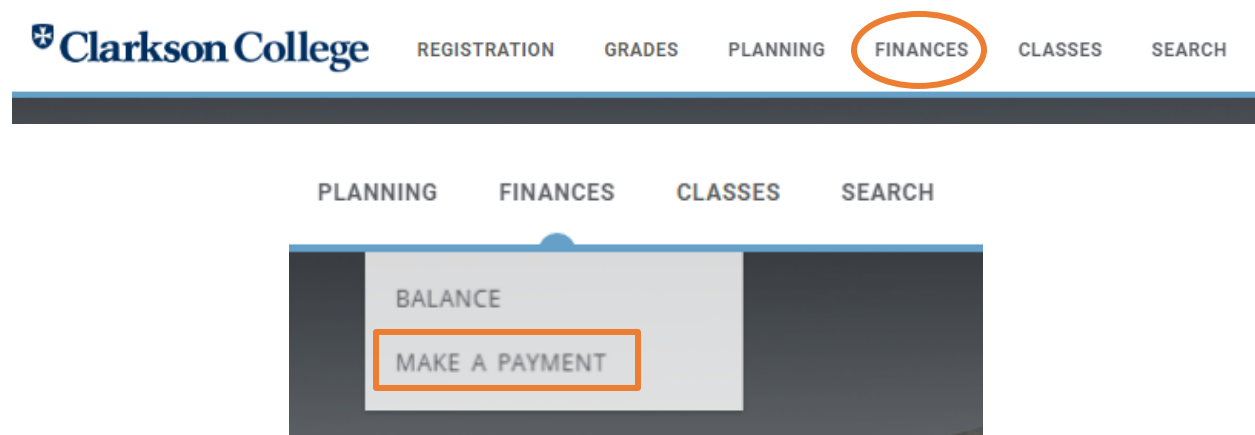
Throughout this document, you will be provided detailed instructions on the methods of payment that Transact (formerly known as CashNet) offers.

***If you have any questions about logging into either Self Service or Transact, please refer to the document titled, [Logging In and Viewing Important Account Information](#).*

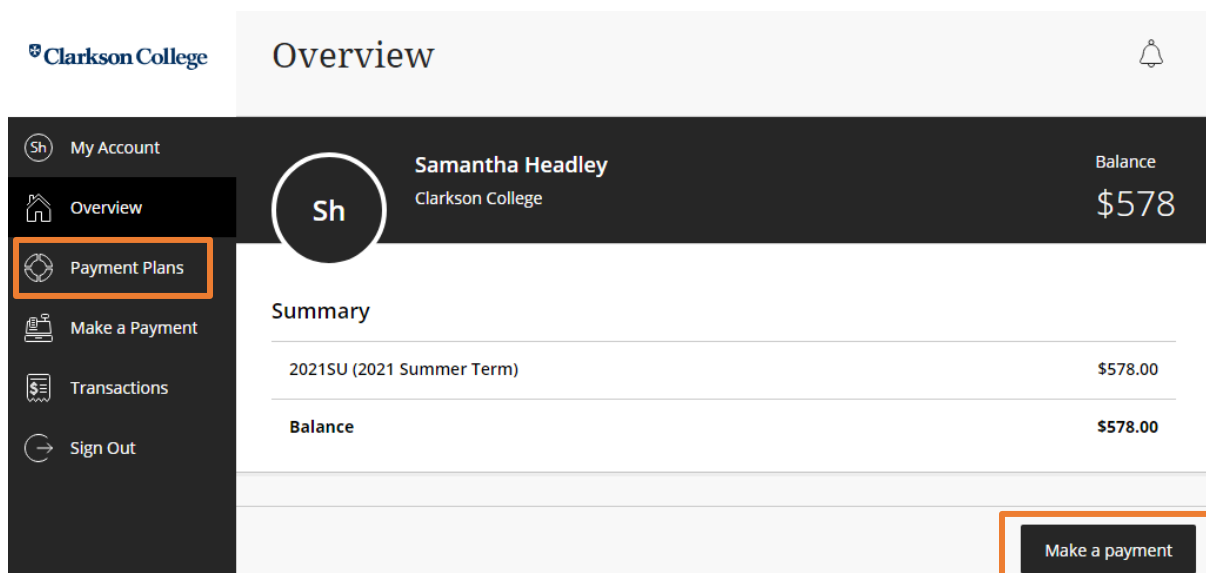
****Please keep in mind, Transact charges a \$15.00 fee for all nonsufficient fund payments. This fee cannot be refunded by Clarkson College.**

Step 1) Log into Self Service

Step 2) Hover over the Finances tab, located in the horizontal navigation bar and Click **Make a Payment** to log into Transact.



Step 4) Make your payment by selecting the “Make a Payment” tab in the left vertical menu or with the “Make a Payment” button in the bottom right-hand corner of your screen.



Step 5) Click “Continue” in the bottom right-hand corner to pay the full balance shown.

***If you wish to pay a different amount, click within the amount field (illustrated by the arrow below) and adjust to the amount you wish to pay now. Once the dollar amount is adjusted, click “Continue.”*

Pay amount

1 item \$578 | Remaining due \$0

How much would you like to pay?

2021SU (2021 Summer Term)

Amount

\$578.00

Maximum \$1,000,000

Balance \$578

* Indicates required field

Cancel Continue

Step 6) Select your method of payment (examples displayed below). Enter in required information and click “Continue” in the bottom right-hand corner of your screen.

How would you like to pay?

Payment amount

\$578

* Payment method

New credit or debit card

New bank account

Secure encrypted payment

Cancel Continue

- a. **Credit/Debit Card: 2.75% processing fee for all domestic cards, 4.25% on international**

A screenshot of a credit/debit card payment form. At the top, logos for AMERICAN EXPRESS, DISCOVER, JCB, MasterCard, and VISA are displayed. The form contains the following fields and elements:

- * Card number**: A text input field with a red border and a red error message below it: *Card number required*.
- * Expiration date**: A text input field with the placeholder "MM / YY".
- * Security code**: A text input field with an information icon.
- * Zip/Postal code**: A text input field.
- Save card for future use
- At the bottom left: Secure encrypted payment
- At the bottom center: Cancel button
- At the bottom right: Continue button (circled in orange)

Orange annotations include a large rounded rectangle around the card number, expiration date, security code, and zip code fields, and a smaller circle around the Continue button.

- b. **Bank Account/ACH: No Fee – this method will require your bank's routing number and account number**

A screenshot of a bank account/ACH payment form. The form contains the following fields and elements:

- * Account holder name**: A text input field with a red border and a red error message below it: *Account holder name required*.
- * Account type**: Radio button options for Checking and Savings.
- * Routing transit number**: A text input field with an information icon.
- * Bank account number**: A text input field with an information icon.
- * Confirm bank account number**: A text input field.
- Save bank account for future use

Orange annotations include a large rounded rectangle around the account holder name, account type, routing transit number, bank account number, and confirm bank account number fields.

Terms and Conditions

Please read below and indicate your agreement to be bound by these terms and conditions by selecting the checkbox below.

By checking the box below, you authorize MetaBank to withdraw payment for the amount indicated from your account. You represent you have authority to withdraw funds from the deposit account selected. Because this is an electronic transaction (also called an ACH transaction), the payment funds may be withdrawn from your account on the payment date.

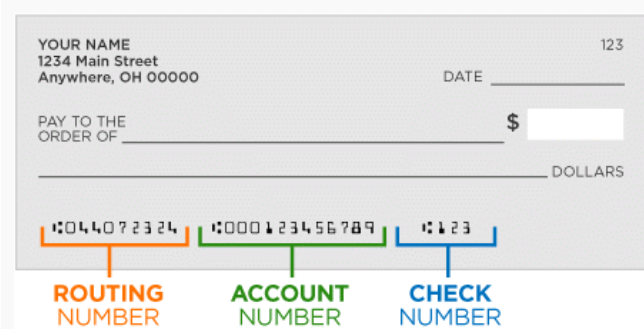
Except for disputes or claims in which the amount in controversy is within the jurisdictional limits of, and is filed in, a small claims court, you agree to arbitrate all disputes and claims between you and Higher One, Inc. before the American Arbitration Association ("AAA") under the Federal Arbitration Act, and not to sue in court in front of a judge or jury. You further agree that you may only be able to bring a claim against us in your individual capacity and not as a plaintiff or class member in any purported class or representative proceeding. The details of your agreement to binding individual arbitration can be found here: <http://www.blackboard.com/legal/arbitration-policy.html>

I agree

Secure encrypted payment

Cancel Continue

**Your personal account number and your bank's routing number can be found at the bottom of your check. *Image below to illustrate.*



<https://smartasset.com/checking-account/how-to-find-your-routing-and-account-numbers-on-a-check>

- c. **Saved Payment Method: If payment methods have been previously saved, they will be provided as an option within the "Payment Method" display options.**

**After your payment is completed, you will be provided the option to view, email, or print off a receipt of your transaction.

**Please note – if any payment is made exceeding the outstanding balance, a refund will be issued. The refund will be processed after fifteen business days to ensure payment has cleared. For a quick, timely refund, please sign up for [eRefunds](#).

FAQ's

**Some instances may occur where you see additional information under your Summary and Make Payment account description. These images have been included below as examples.

- a. This image may appear if you owe for multiple terms. The total dollar amount owed will appear automatically. If any adjustments are needed, correct the dollar amount in the "Amount" field provided. If applicable and you do not need to pay for a certain term, be sure to change the dollar amount to \$0.00.

Your homepage view:

Summary

Summer 2019 (2019 Summer Term)	\$4,572.00
(2019 Fall Term)	\$4,328.00
Balance	\$8,900.00
<i>Minimum due</i>	<i>\$8,900.00</i>

After selecting "Make a Payment:"

How much would you like to pay?

Summer 2019 (2019 Summer Term)

Amount

Maximum \$1,000,000

Balance \$4,572

(2019 Fall Term)

Amount

Maximum \$1,000,000

Balance \$4,328


Payment **\$8,900.00**
Remaining balance \$0

Cancel Continue

- b. This image below appears if you have an [installment plan](#). The installment plan evenly divides your outstanding balance into three payments throughout the semester. If an installment is due or past due, it will appear as illustrated below.

To make your payment, click "Make a Payment."

Your homepage view:





A dark grey header bar containing a circular profile picture placeholder, a redacted name, the text "Clarkson College", and the balance "\$520.66".

Summary

2019FA: Fall 2019	\$520.66
<i>Next payment due 11/13/19</i>	\$520.66
Balance	\$520.66

Payment plans

Plan	Paid	Remaining
 2019FA: Fall 2019	\$1,541.34	\$520.66



Set up auto pay
Make your payments on time and avoid late fees!

Make a payment