Online Payment Method Procedure

1. Go to my.byui.edu.

2. Log in with your BYU-I username and password. (If you are having trouble logging in, please contact the Online Support Center.)

3. Click on the Finances tab.
4. Under Personal Account Summary, look at Balance Due. To the right of the amount, click on Make a Payment.

5. Once you click on Make a Payment, it will direct you to a new page. On this page, click on Make Online Payment.

6. On this new page, click on Pay next to the Current Balance.
7. Click on Checkout for your total amount. You may edit or delete how you would like.

8. Select your method of payment and click Continue Checkout. Here are the options for Pathway students:
   - **U.S. & Canada Students**
     - Online with credit card or debit card. (Visa is not accepted.)
     - Online with electronic check.
     - Send check to BYU-Idaho Bursar's Office 525 S Center St, Rexburg, ID 83460-1625.
   - **International Students**
     - Online with credit card or debit card. (Visa is accepted.)
     - Online with wire transfer.
9. If you selected Enter new credit card information, you will be directed to this page. Check the box then click Continue Checkout.

10. Complete the credit card information and click Continue Checkout.
11. You will have to type in your Email Address. Click Continue Checkout.

12. If you have already saved your bank information, choose the option with your saved bank information on the Select Method of Payment screen and select Continue Checkout.

13. You can enter new bank information by choosing that option and filling out the next screen with your bank information including account number and routing number.
14. A Western Union wire transfer can be done for international students/currency by selecting that option.

15. First you will fill out the screen with the country you are sending the money from and what currency you are using. Remitter Name is just the name of the person making the payment.
16. You will then have the opportunity to review your order. Also, instructions are given telling you to print the sheet that they give you after you click “Submit Payment” and take it to your bank within 72 hours.
17. Confirm the information and dollar amount you are paying.

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

<table>
<thead>
<tr>
<th>Items Selected</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Permits and Fines (PARKING PERMITS/FINES)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Bookstore Charges (BOOKSTORE)</td>
<td>$391.89</td>
</tr>
<tr>
<td>Fall Semester Tuition (FALL TUITION/FEES)</td>
<td>$1,325.00</td>
</tr>
<tr>
<td><strong>Total Amount</strong></td>
<td><strong>$1,736.89</strong></td>
</tr>
</tbody>
</table>

If the amount listed above is not the amount you want to pay, DO NOT SUBMIT PAYMENT. Return to 'Student Account' and edit or delete any individual items from your shopping cart you do not want to pay for at this time.

18. On the bottom, click on Submit Payment.

If the amount listed above is not the amount you want to pay, DO NOT SUBMIT PAYMENT. Return to 'Student Account' and edit or delete any individual items from your shopping cart you do not want to pay for at this time.
19. Once you submit your payment, you will receive a summary page.

Transaction Approved

RECEIPT NUMBER: 291247
CUSTOMER: VENTURA, VANESSA
CURRENT DATE: 04/12/2013

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester Tuition (Anticipated SP Tuition)</td>
</tr>
</tbody>
</table>

Questions?
If you have any questions, please contact the Online Support Center at onlinelearning@byui.edu or the BYU-Idaho Accounting Office.