The University of New Orleans
Web-STAR (PeopleSoft Campus Solutions v 9.0):
Make a Payment

Training Group
Make a Payment

Participate

Objectives

1. Make a Payment

at the end of this aid, you will be able to………
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Navigation to Web-STAR

Step 1. Navigate to the UNO Home Page: http://www.uno.edu/
Step 2. Select the Current Students link.
Step 4. Select the **Students** link.

Step 5. Enter your UNO username and password. **Note:** Your user name and password is the same username and password used to login to your email, or blackboard class.
Make a Payment

Step 1. Select the **make a payment** link under the **Finances** section.
Make a Payment

Step 2. Select one of the two methods available and follow the prompts.

Step 3. If paying by credit card enter the requested account information. **Note:** You may save the credit card information for future use.

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Select Payment Method

Select to pay by Credit Card or pay by Electronic Check. If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

- Pay by Credit Card
- Pay by Electronic Check

Enroll in a Payment Plan
Step 4. Enter the payment amount and select next.

Make a Payment

1. Specify Payment Amount

All fees for Fall 2010 are now past due. If you still owe for the Fall 2010 semester, these fees must be paid before you can receive your grades for the semester and before you can register for Spring 2011. The deadline to pay your fees for Spring 2011 is January 14, 2011 4:30 p.m. to avoid the late fee. Please contact the Bursar’s Office at (504) 280-5500 for account inquiries.

<table>
<thead>
<tr>
<th>Description</th>
<th>Outstanding Charges</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of New Orleans</td>
<td>1,370.00</td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

PAY BY ELECTRONIC CHECK  CANCEL  NEXT
**Step 5.** Enter the account information and select **Next. Note:** Saving your credit card information for future use is optional.

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**Make a Payment**

2. **Specify Payment Details**

You may specify your payment amount after providing your account information.

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**Do you wish to save your credit card information to a payment profile for future use?**

- Yes, save my information
- No, do not save my information

Payment Profile: [example: My Credit Card]

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**Credit Card Details**

Enter the information requested exactly as it appears on your credit card.

- First Name
- Last Name
- Credit Card Type: [select Credit Card Type]
- Card Number
- Expiration Date: [select Month] / [select Year]

The billing address you specify must match your credit card company’s records.

- Phone
- Email Address
- Country: United States
- Address

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[Buttons: CANCEL, PREVIOUS, NEXT]
**Step 3.** To pay by check repeat **Steps 1-2**.

**Step 4.** Enter information and select continue.

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### E-Check Entry Form

![Sample Check]

- **Date:** 01/30/2011
- **Name as appears on Check:** [Input field]
- **Current Balance:** $1270.00
- **Payment Amount:** $0.00
- **Bank Routing Number:** [Input field]
- **Account Number:** [Input field]
- **Phone Nbr:** [Input field]

*Check Type:*  
○ Business  ○ Personal

*Account Type:*  
○ Checking  ○ Savings

We are only accepting personal checks at this time.

[Return to Account Summary] [Continue]