

How to Submit a Payment on SU Pay

Students: Login to SU Pay portal via Workday

➡ Go to the **Financials Hub** under Menu

➡ Under Suggested Links select **SU Pay- Make a Payment**

The screenshot shows the SU Pay portal interface. On the left, there is a 'Menu' section with 'Apps' and 'Shortcuts' tabs. Under 'Your Saved Order', there are two icons: 'Academics Hub' and 'Financials Hub'. On the right, there is a 'My Student Finance Hub' section with a 'Suggested Links' list. The link 'SU Pay - Make a ...' is highlighted with a red box. To the right of this, there is a 'Financials Overview' section with a 'Due Now' notification.

Once on the homepage of SU Pay

➡ Select **Make Payment**

The screenshot shows the SU Pay homepage. At the top, there is a navigation bar with 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', and 'Help'. The 'Make Payment' link is highlighted with a red box. Below the navigation bar, there is an 'Announcement' section with a 'Welcome to Workday Student SU Pay!' message. To the right, there is a 'Student Account' section with a 'Make Payment' button highlighted with a red box. Further right, there is a 'My Profile Setup' section with various options like 'Authorized Users', 'Personal Profile', 'Security Settings', and 'Consents and Agreements'.

This is located in the middle of the page under Student Account or on the top banner

➔ Select **Add** then **Continue**

Account Payment

Amount Method Confirmation Receipt

Payment Date: 7/22/24

Current Account Balance
Enter payment amount and click 'Add' to include in the payment total.

Student Account | \$13,605.00 \$ 13,605.00 Add

Payment Total \$0.00

Continue

➔ Select the payment method you would like to use

Account Payment

Amount Method Confirmation Receipt

Amount: \$13,605.00

Method*

*Indicates required information

Back Cancel Continue

*Card payments are handled by Convera. A non-refundable service fee will be added to your payment.

Electronic Check - Payment method for your checking or savings account.

Bank Wire - We accept payments in your local currency or US \$ through Convera.

convera

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

TransferMate

Credit Card via PayPath:

- Suffolk University accepts VISA, MasterCard, American Express, and Discover
- A 3% convenience fee is assessed on domestic credit card payments

Electronic Check

International Wire via TransferMate

➔ Input your Account Information

Account Payment

Amount: \$4,000.00

Method:

Account Information

* Indicates required fields

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

Option to Save

Save this payment method for future use

Save payment method as:

* Indicates required information

Once you click **continue** the next page will provide you with an overview of the payment

➔ Accept and Submit the payment

You now successfully submitted a payment and will receive an email confirmation

