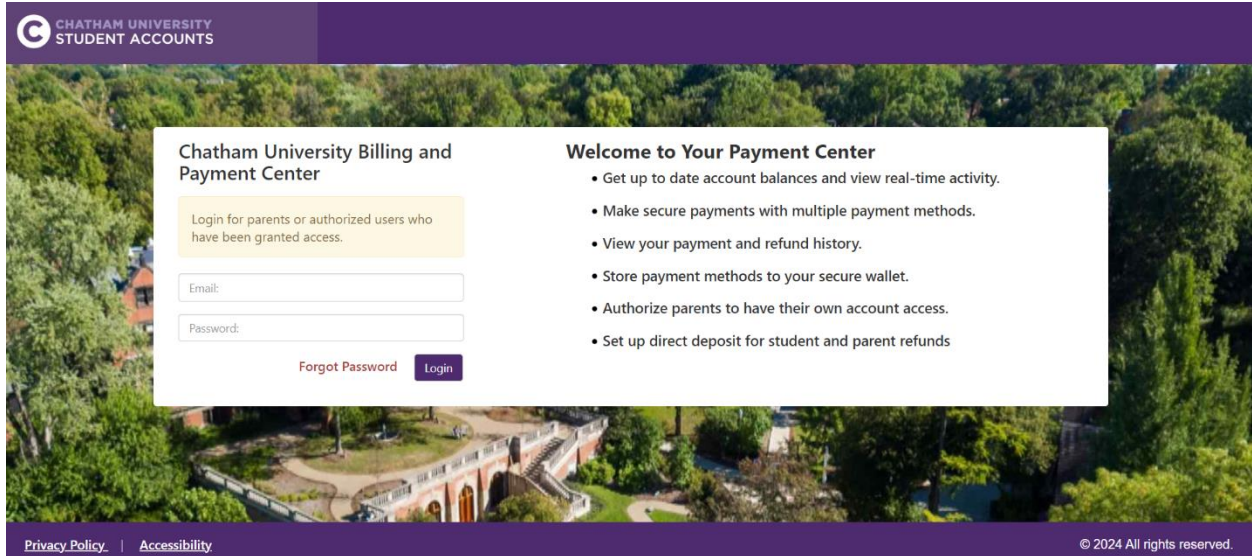# Student Account Center – Payment Instructions

1. You will need to log in with your Chatham credentials, or the created credentials if you are an authorized user.

2. The home page allows you to view all of your important account information. You can see a snapshot of your account balance and estimated financial aid. Important announcements will appear on the left, with your profile options and term balances on the right. Scroll down for payment plan information, and the ability to generate real time statements.
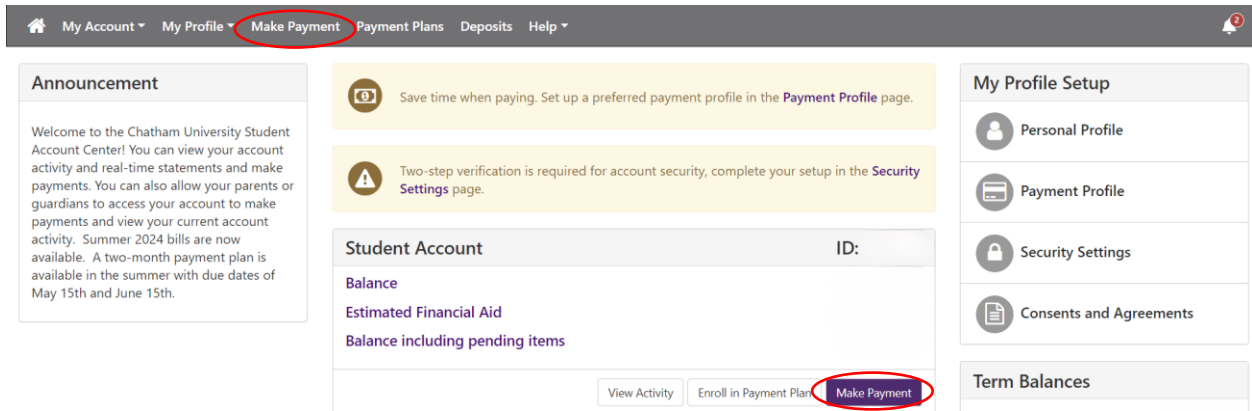
3. To make a payment, you can click "*Make Payment*" on the top menu bar or in the Student Account summary.

4. There are 3 options to make a payment:
    a. Current Account Balance: Total account balance
    b. Pay By Term: Payment can be designated to a specific term with a balance
    c. Charges Not Included in the Plan: Will include any charges that are not included if you are enrolled in a payment plan
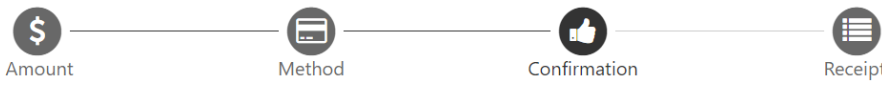
The 3rd option will not be visible if you are not enrolled in a payment plan.

5. After selecting how you want the payment applied to the account, you can select your payment method:
    a. Credit/debit card via PayPath
        i. This option will require an additional, non-refundable service fee.
    b. Electronic check (checking/savings)
    c. TransferMate INTL
        i. This option is for international account payments.

Credit/Debit Card (via PayPath)

1. Under "*Make a Payment*", select "*Credit Card via PayPath*". To proceed, click "*Continue to PayPath*".

Account Payment

2. A new window will open. It details the credit/debit cards accepted, as well as the non-refundable service fee. Click "*Continue*".

3. The next screen will detail the service fee information again. If you wish to proceed with the payment, click "*Continue*" again.
4. Input your credit/debit card information.

5. You will have a chance to review the payment information before submitting the payment. If everything is correct, please agree to the terms and conditions, and click "*Submit Payment*".
6. After the payment is submitted, the window can be closed when prompted.

Electronic Check (Checking/Savings)

1. Under "*Make a Payment*", select "*Electronic Check (checking/savings)*".

2. Input your account details, and click "*Continue*".

3. A pop-up window will appear. You will need to agree to the terms and conditions to continue submitting a payment.
4. You will be able to review payment information one more time, with the new bank account listed under Selected Payment Method. If you wish to proceed, click "*Submit Payment*".