

Purpose: Parents and other third-party users may use Workday to make e-payments on behalf of a student, if that student authorized them to do so.

- Helpful Hints:**
- *The student* decides who to give access to their information, and what access they grant. Students can add, change, and remove third-party proxy access at any time. See [here](#) for instructions for students.
 - You may pay using credit/debit card, bank account, 520 Savings Plan, or international payment. Credit card transactions have a service fee.

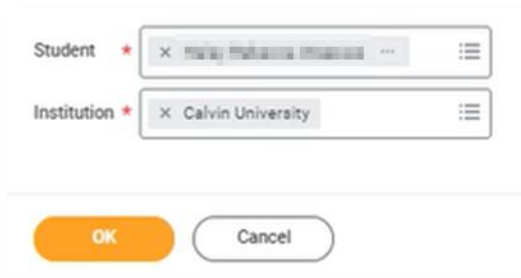
MAKE AN E-PAYMENT

Before you can make a payment, you must first be granted access and permission by your student and set up your Workday proxy account. For instructions, see [here](#). The instructions below assume you already have the required access to make a payment on behalf of your student.

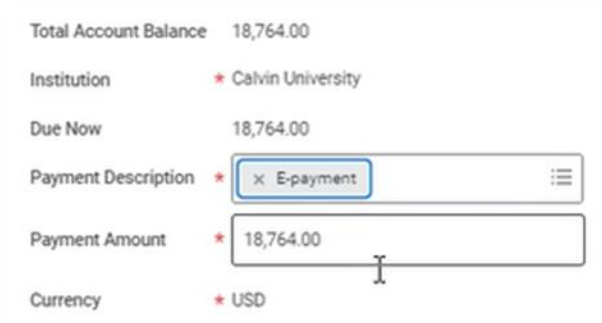
1. Log into **Workday** using your proxy username and password.
 - a. From your Workday homepage, click **View All Apps**. Then click **Finances for Third Party**, and select **Make A Payment**.



2. Select/confirm the student's name and the institution, then click **OK**.



3. On the next screen, review the account balance and complete the required fields, which are marked with a red * asterisk.



- a. **Payment Description:** select "E-payment"
- b. **Payment Amount:** defaults to the amount due, but you can type a different dollar amount for this payment, if desired.
- c. Click **OK** to continue.

4. On the next screen, review the payment amount and confirm.

Payment Description	E-payment
Payment Amount	5,000.00
Currency	USD
Confirm	<input checked="" type="checkbox"/>

- a. Check the **Confirm** box.
- b. Click **OK** to continue

5. Workday takes you to Transact, Calvin's payment portal, to enter payment details.
 - a. Select a **Payment** method: credit or debit card, bank account, 529 savings plan, or international payment.
 - *Note: Credit card transactions have a service fee.*
 - b. Click **Continue**.

How would you like to pay?

<p>Payment amount \$5,000</p> <p>* Payment method</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">New credit or debit card</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">New bank account</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">New 529 Savings Plan</div> <div style="border: 1px solid #ccc; padding: 5px;">International payment</div>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid #ccc;">Description</th> <th style="text-align: right; border-bottom: 1px solid #ccc;">Amount</th> </tr> </thead> <tbody> <tr> <td>Balance Payment</td> <td style="text-align: right;">\$5,000.00</td> </tr> <tr> <td style="border-top: 1px solid #ccc;">Subtotal</td> <td style="text-align: right; border-top: 1px solid #ccc;">\$5,000.00</td> </tr> <tr> <td style="border-top: 1px solid #ccc;">Total</td> <td style="text-align: right; border-top: 1px solid #ccc;">\$5,000.00</td> </tr> </tbody> </table>	Description	Amount	Balance Payment	\$5,000.00	Subtotal	\$5,000.00	Total	\$5,000.00
Description	Amount								
Balance Payment	\$5,000.00								
Subtotal	\$5,000.00								
Total	\$5,000.00								

I payment

Cancel
Continue

6. Review payment information, then click **Pay** to complete the transaction.
7. Your transaction is now complete.
 - a. You will receive an email confirmation shortly after submitting the payment.
 - b. The payment will also appear on the student's **Account Activity**, but it may take a few minutes to post. If you do not see it immediately, refresh and try again.

If you have questions or concerns about a student's statement, balance, or payments, please contact Financial Services at studentaccounts@calvin.edu.