

Purpose: Make an e-payment on behalf of a student, if that student has granted you proxy access in Workday.

- 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, 529 Savings Plan, or international payment. Credit card transactions have a service fee.

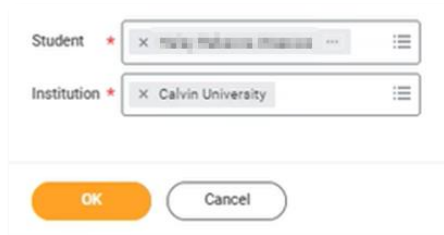
MAKE AN E-PAYMENT

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.

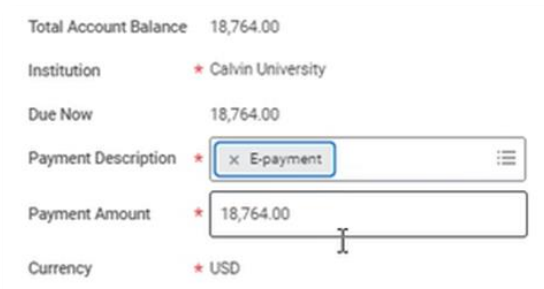
1. Log into the **Workday** using your proxy username and password. Parents and other third parties log into Workday at calvin.edu/go/proxylogin/ (*Please note: This is a separate login page from what students use. Parents/proxy users must use the proxy login page.*)
2. From your Workday homepage, click **View All Apps**. Then click **Finances for Third Party** and select **Make A Payment**.



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



4. 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.

5. 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

6. Wait for the payment portal (Transact Cashnet) to open; this may take a few moments. Before Workday transfers you to the payment portal, you may see a box that says the session is “processing.” Please do *not* click anything; you will be transferred to the payment portal automatically, but it may take 10-20 seconds to load.

Make a Payment ×

Student Payment Session - 10/10/2023, 8:04:27.866 AM (Processing)

Done

7. Once you have been transferred to the payment portal, select your method of payment: credit or debit card; bank account; or 529 savings plan.
- 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="margin-bottom: 5px;"><input type="text" value="New credit or debit card"/></div> <div style="margin-bottom: 5px;"><input type="text" value="New bank account"/></div> <div style="margin-bottom: 5px;"><input type="text" value="New 529 Savings Plan"/></div> <div style="margin-bottom: 5px;"><input type="text" value="International payment"/></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>Balance Payment</td> <td style="text-align: right;">\$5,000.00</td> </tr> <tr> <td>Subtotal</td> <td style="text-align: right;">\$5,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$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								

1 payment

Cancel
Continue

- c. Review payment information, then click **Pay** to complete the transaction.
8. 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.