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.
   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.

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**.
   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](mailto:studentaccounts@calvin.edu).*