**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.
   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.

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.