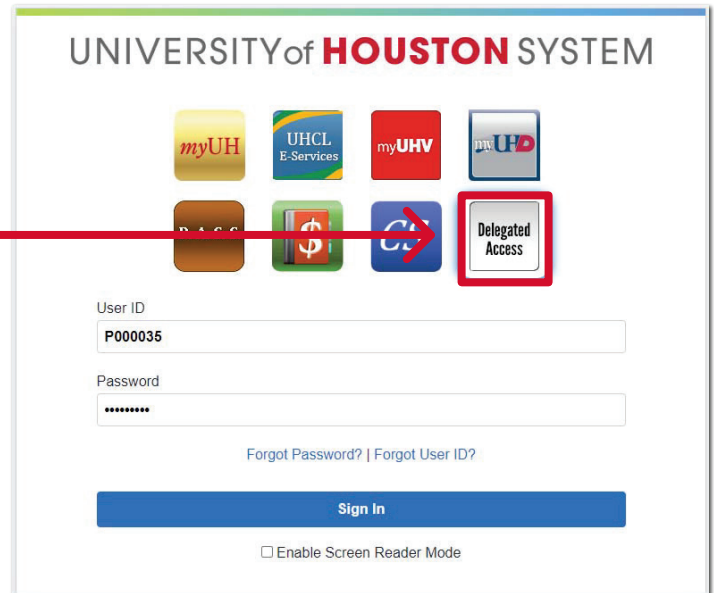


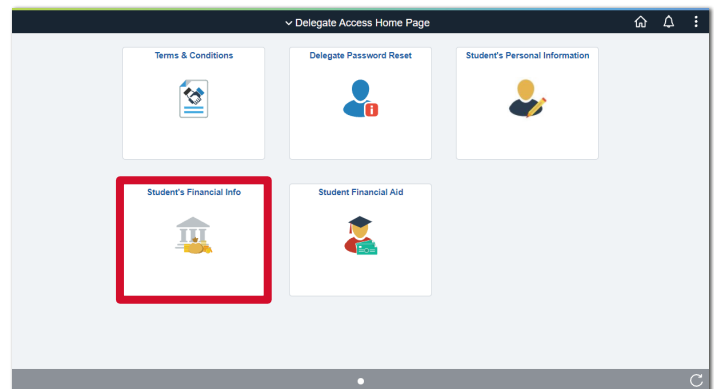
DELEGATED ACCESS

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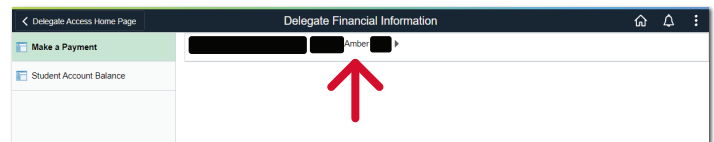
STEP 1: The delegate will click on the **Delegated Access** tile using their login.



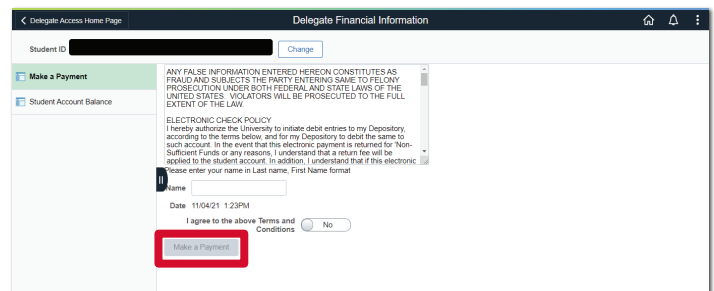
STEP 2: The delegate will click on the **Student's Financial Info** tile.



STEP 3: The delegate will click on the student's name.



STEP 4: The delegate will fill out the digital signature box, agree to the terms and conditions, and then click on **Make a Payment**. Please note, if the delegate has access to more than one student, the delegate can click **Change** to choose another student.



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STEP 5: Next, the delegate will fill in the payment amount, check the box to accept the terms and conditions, then click **Submit** button.

The screenshot shows the 'Make a Payment' screen. At the top, it says 'Delegate Access Home Page' and 'Delegate Financial Information'. Below that, it says 'Make a Payment' and 'If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.' There is a table with columns 'Description', 'Outstanding Charges', and 'Payment Amount'. The first row is 'Online Payment' with '0.00' and '20.00'. Below the table, there is a 'How to Pay' section with a dropdown menu set to 'Credit Card / Debit Card'. A note states: 'A non-refundable Processing Fee of 1.54% (\$0.31) is added for credit/debit card payments. Your credit/debit Card will be charged \$ 20.31. The University of Houston system charges a processing fee on all credit/debit card transactions. The processing fee is assessed on all credit/debit card brands. The processing fee imposed is not greater than the University's applicable merchant rate for credit/debit card transactions.' There is a 'Terms and Conditions' section with a scrollable area containing text about fraud, electronic check policy, and refund policy. A checkbox is checked and labeled 'I accept the above Terms and Conditions'. At the bottom, there are 'Return to Home' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

STEP 6: Then, enter payment information and click **Continue**.

The screenshot shows the payment information entry screen. It has a header 'Delegate Access Home Page' and 'Delegate Financial Information'. A note says 'Required fields are highlighted with an asterisk.' There are sections for 'Payment Information' (Amount: \$20.31, Campus: 00765, Emplid, Cashier), 'Please enter the following information about your payment method:' (Cardholder's Name: Marissa Camargo, Cards Accepted: American Express, Discover, MasterCard, VISA, Card Number, Card Security Code, Expiration Date), 'Billing Information:' (Address Line 1, Address Line 2, Country, ZIP Code, City, State), and 'Receipt Information:' (Email Address). At the bottom, there are 'Continue' and 'Exit' buttons. The 'Continue' button is highlighted with a red box.

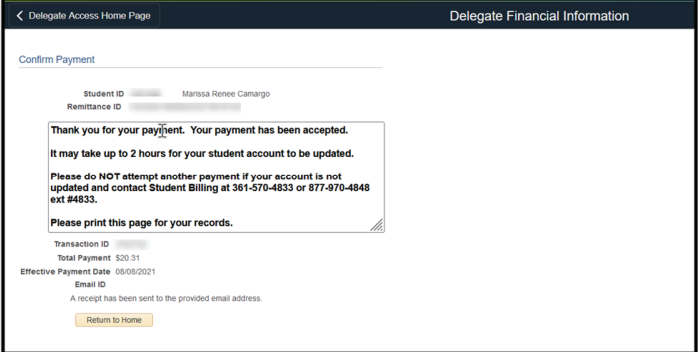
STEP 7: Verify all information is correct and then click **Confirm**.

The screenshot shows the confirmation screen. It has a header 'Delegate Access Home Page' and 'Delegate Financial Information'. It says 'Please verify the following information:' and lists the payment details: Amount: \$20.31, Campus: 00765, Emplid, Card Information (Cardholder's Name: Marissa Camargo, Card Type: MasterCard Debit, Card Number, Card Security Code, Expiration Date: 1/2025), Billing Information (Address Line 1, Country, City, State, ZIP Code), and Email Address. At the bottom, it asks 'Is this information correct?' and has 'Confirm', 'Modify', and 'Exit' buttons. The 'Confirm' button is highlighted with a red box.

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STEP 8: The delegate will see the payment confirmation information for their records.



The screenshot shows a mobile application interface for a payment confirmation. At the top, there are navigation options: a back arrow and 'Delegate Access Home Page' on the left, and 'Delegate Financial Information' on the right. The main heading is 'Confirm Payment'. Below this, the user's name 'Marissa Renee Camargo' is displayed next to a redacted 'Student ID'. A redacted 'Remittance ID' is shown below. A central message box contains the following text: 'Thank you for your payment. Your payment has been accepted. It may take up to 2 hours for your student account to be updated. Please do NOT attempt another payment if your account is not updated and contact Student Billing at 361-570-4833 or 877-870-4848 ext #4833. Please print this page for your records.' Below the message box, the transaction details are listed: 'Transaction ID' (redacted), 'Total Payment \$20.31', 'Effective Payment Date 08/08/2021', and 'Email ID'. A note states 'A receipt has been sent to the provided email address.' At the bottom, there is a yellow button labeled 'Return to Home'.