UNIVERSITY OF MIAMI

OFFICE OF STUDENT ACCOUNTS: ONLINE PAYMENT GUIDE

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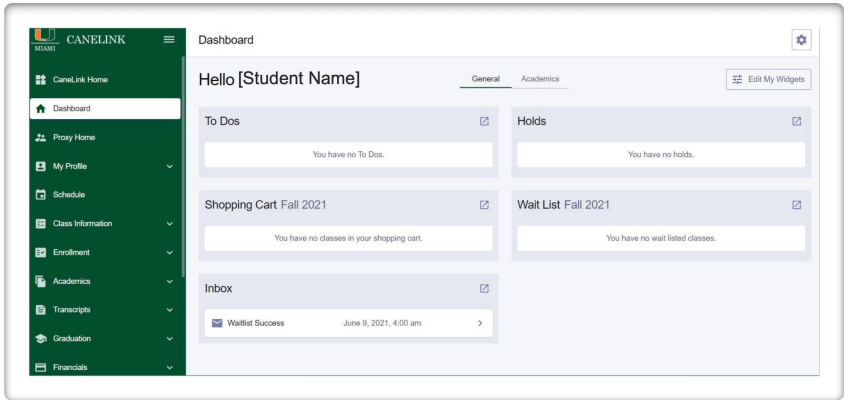
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HOW TO ACCESS STUDENT FINANCIALS VIA CANELINK

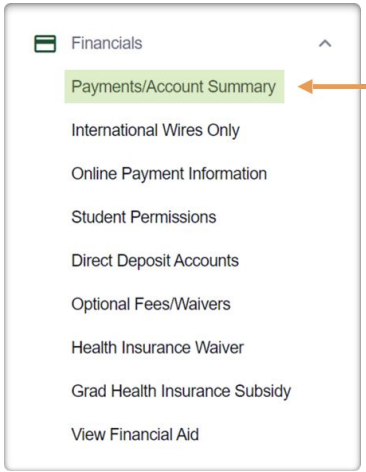
Step 1:

Log into **CaneLink** (canelink.miami.edu)



Step 2:

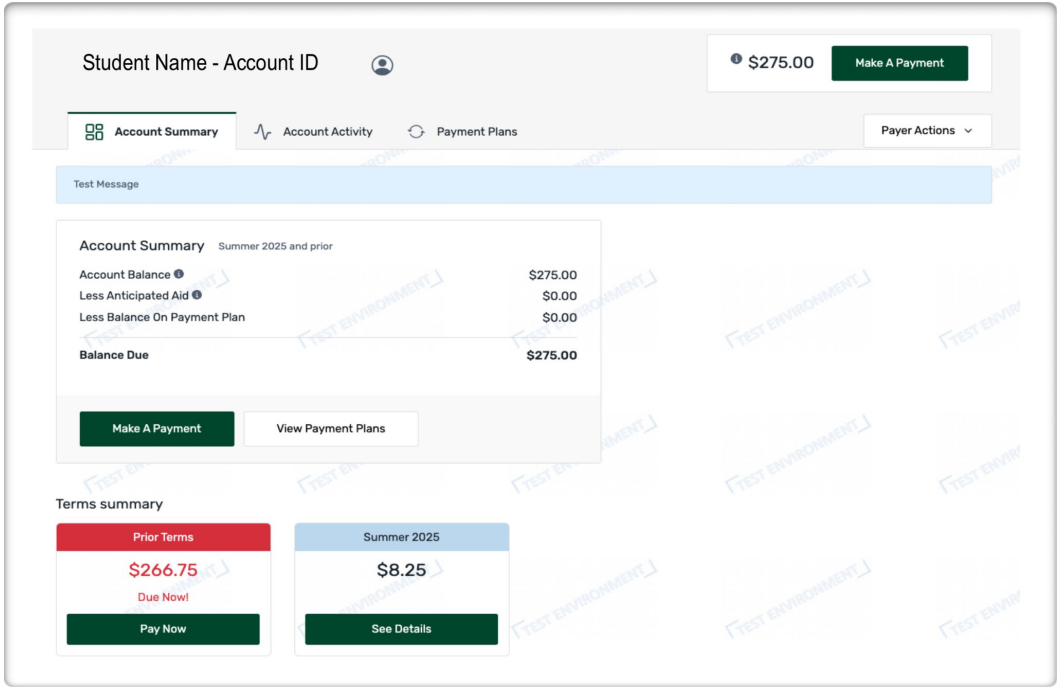
Under the **Financials** dropdown menu, select **Payments/Account Summary**.



HOW TO ACCESS STUDENT FINANCIALS VIA CANELINK

Step 3:

You will be directed to the **Account Summary** page.

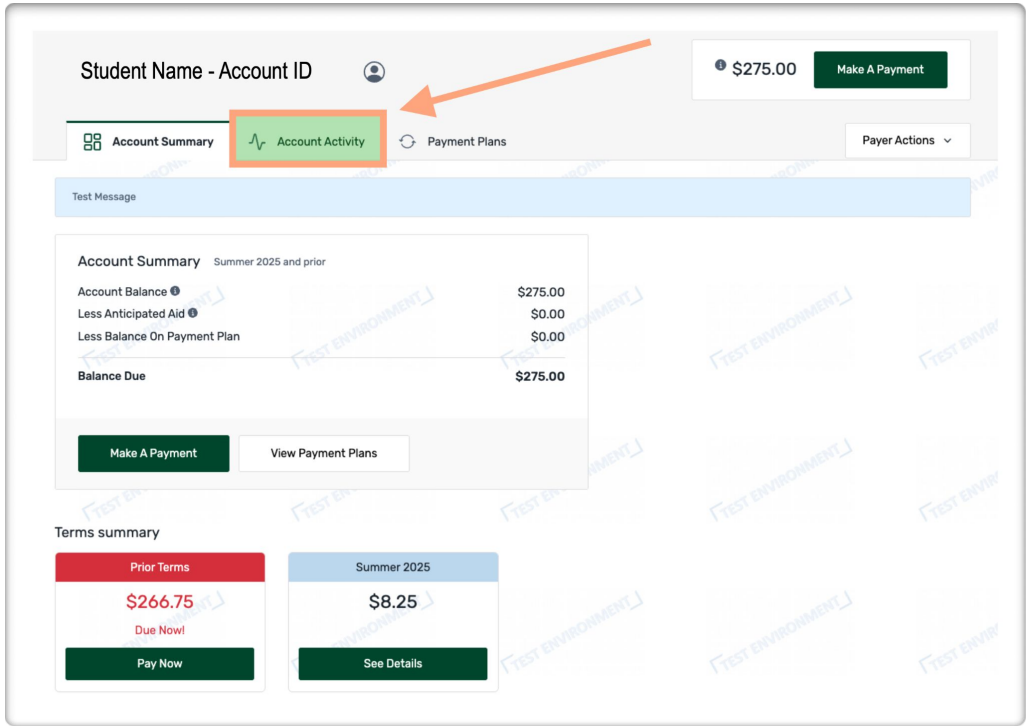


HOW TO RETRIEVE YOUR ACCOUNT ACTIVITY

The **Account Activity** page contains your student account's history at the University of Miami. You can generate, print, and/or save an '*Activity Report*' on a term base or per date range.

Step 1:

From the **Account Summary** page select the **Account Activity** tab.



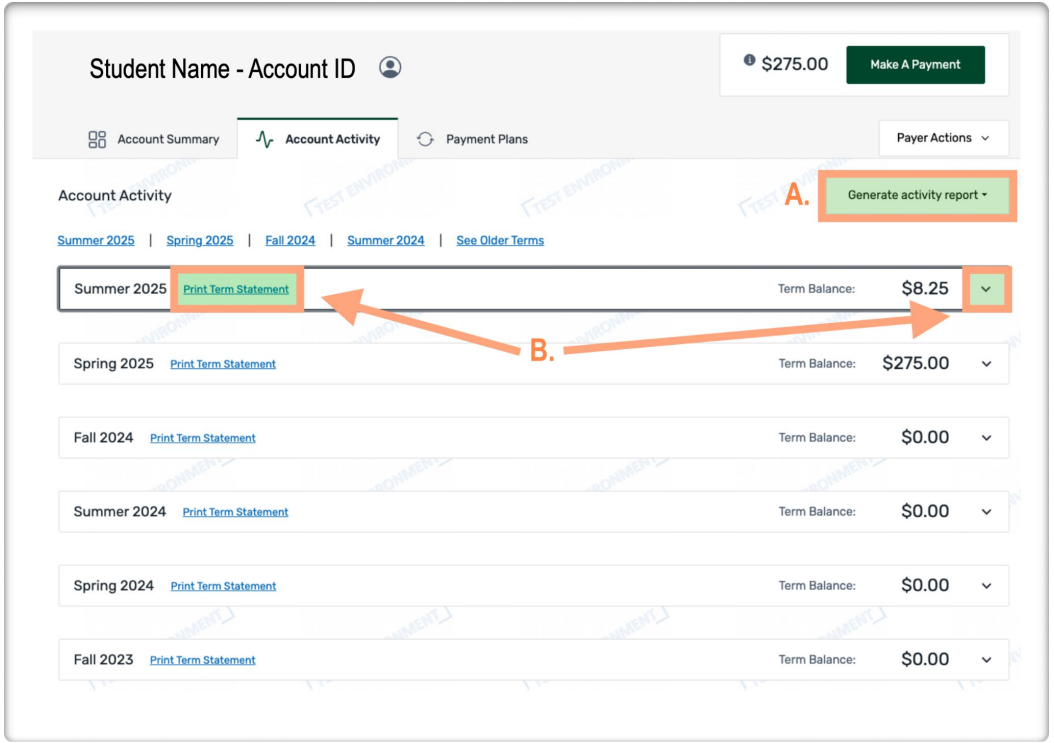
HOW TO RETRIEVE YOUR ACCOUNT ACTIVITY

Step 2:

On the Account Activity page:

A. **Generate Activity Report Box:** Used to obtain a report of transactions by selecting a date range or a term(s).

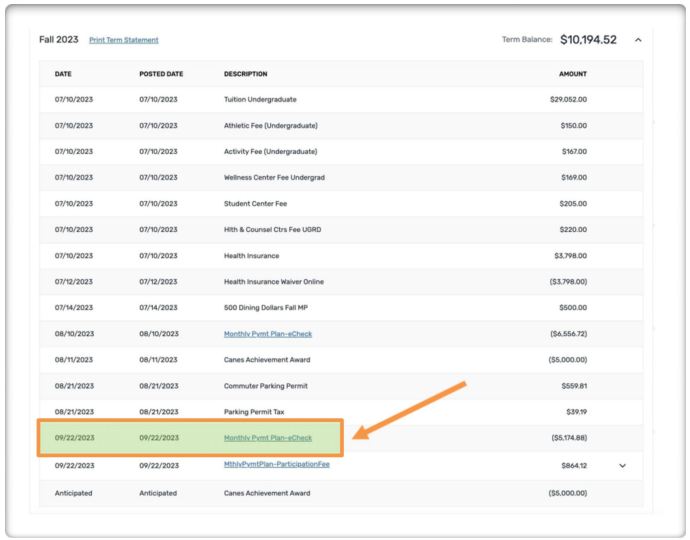
B. **Print Term Statement:** Used to generate a statement for a specific term. To see the transactions, click on the dropdown arrow to the right of the term balance.

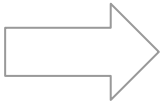


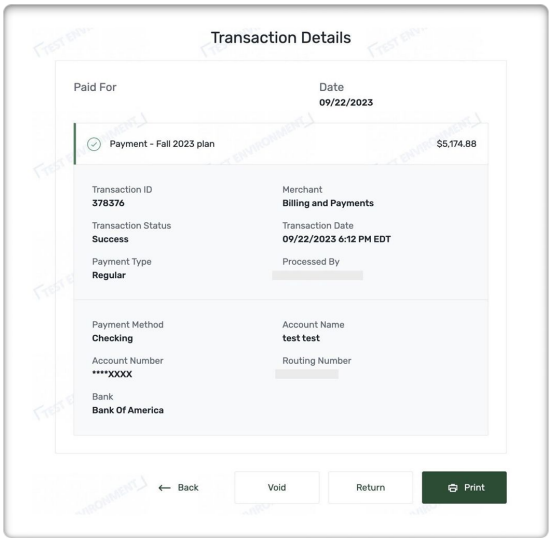
HOW TO RETRIEVE YOUR ACCOUNT ACTIVITY

Step 3:

Transaction details can be obtained on the term statements by selecting a specific transaction/payment. You can also **Print** or **Save** the selected transaction details.







MAKE AN ONLINE PAYMENT

You can pay the total balance due, or select a partial amount.

Saved payment information will populate under **Payment Methods**.

IMPORTANT:

There is a **5 business-day waiting period for *all* check payments** (*mailed to the cashier's office or submitted online*) to become financially cleared for registration.

Financial holds will be automatically released when the balance is paid in full. Please note that there is a 5 business-day waiting period for check/e-check payments. Financial holds will be automatically released after the 5 business-day waiting period for check/e-check payments.

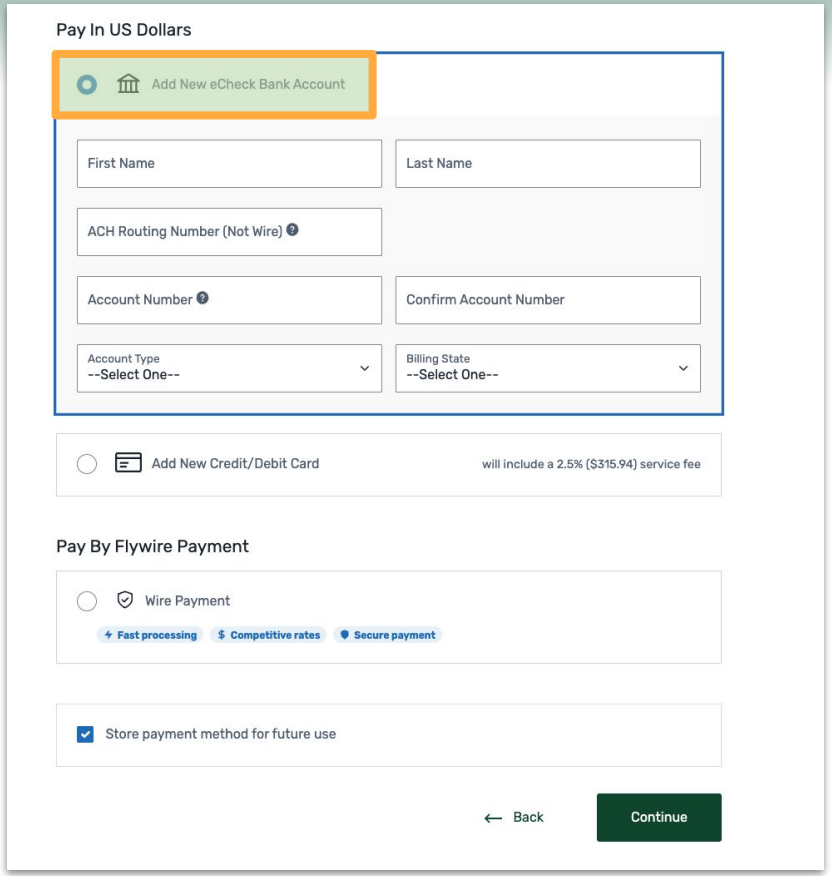
More information on Online Payments can be found on the University of Miami's Office of Student Accounts website.

MAKE AN ONLINE PAYMENT: E-CHECK

Step 1:

To pay with electronic Check, Select **Add New eCheck Bank Account**.

**No service fees*

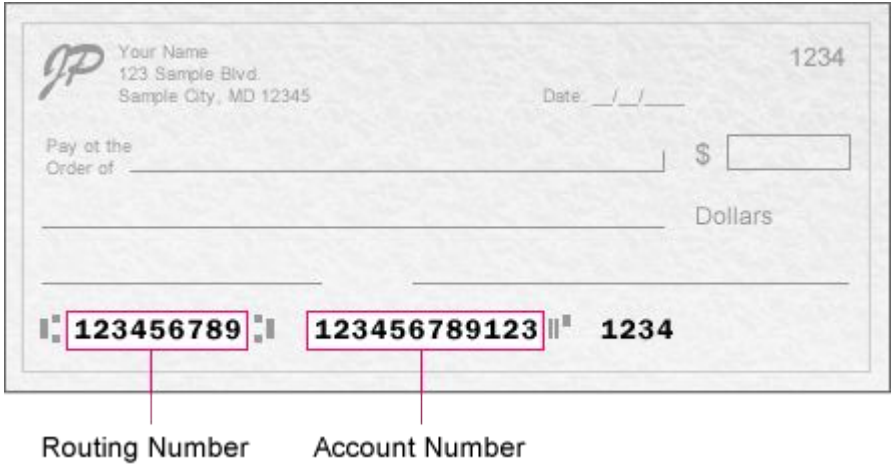


MAKE AN ONLINE PAYMENT: E-CHECK

How to find your Routing/Account Number:

Check your banking app, online bank account, or bank account statement. Please **use the routing number marked for electronic transfers/payments (ACH) and direct debit**. Do NOT use the routing number for wire transfers.

Or, if you have a paper check, refer to the image for guidance.



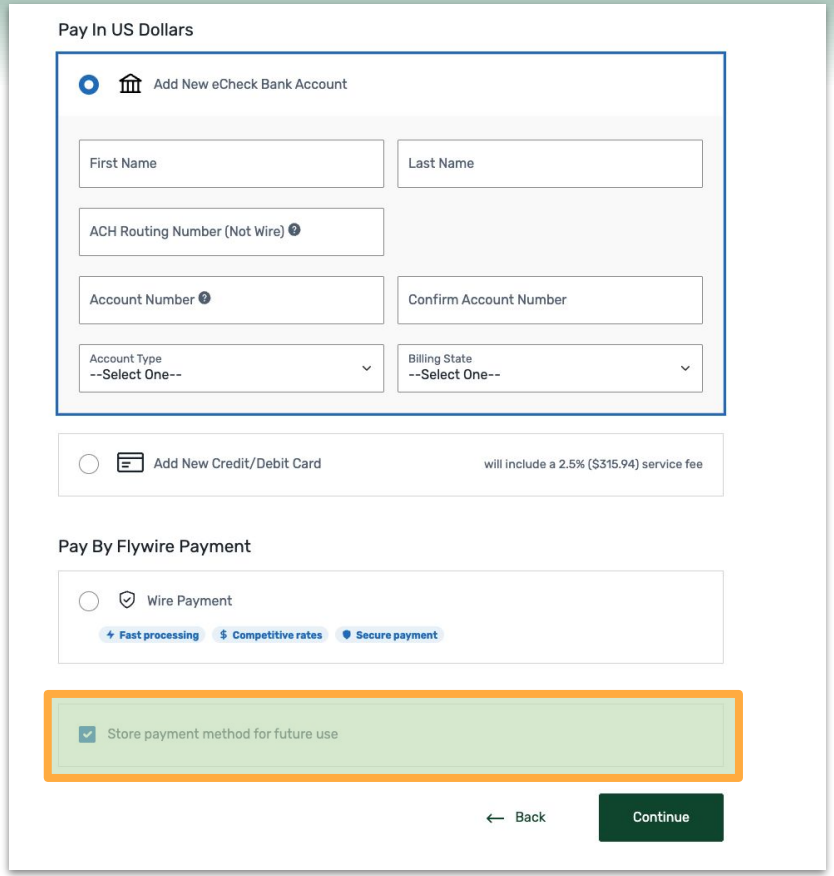
MAKE AN ONLINE PAYMENT: E-CHECK

Step 2:

Fill out the required information and select **Continue**.

You can use a domestic/US checking or savings account.

To save your payment information select **Store payment method for future use**.

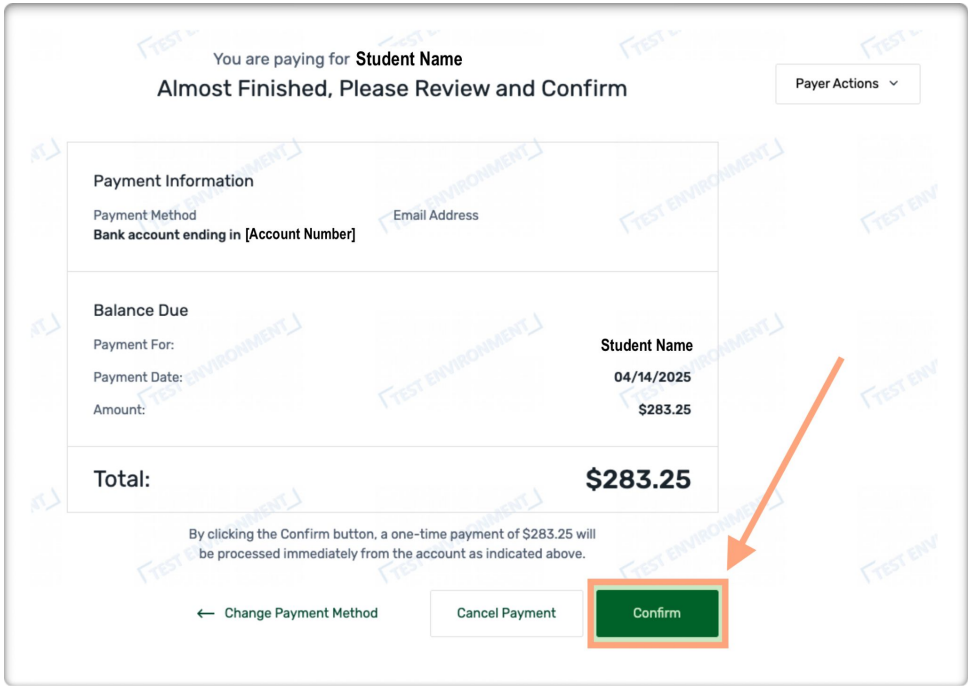


MAKE AN ONLINE PAYMENT: E-CHECK

Step 3:

Confirm the payment information before completing the transaction.

The payment receipt will be provided.

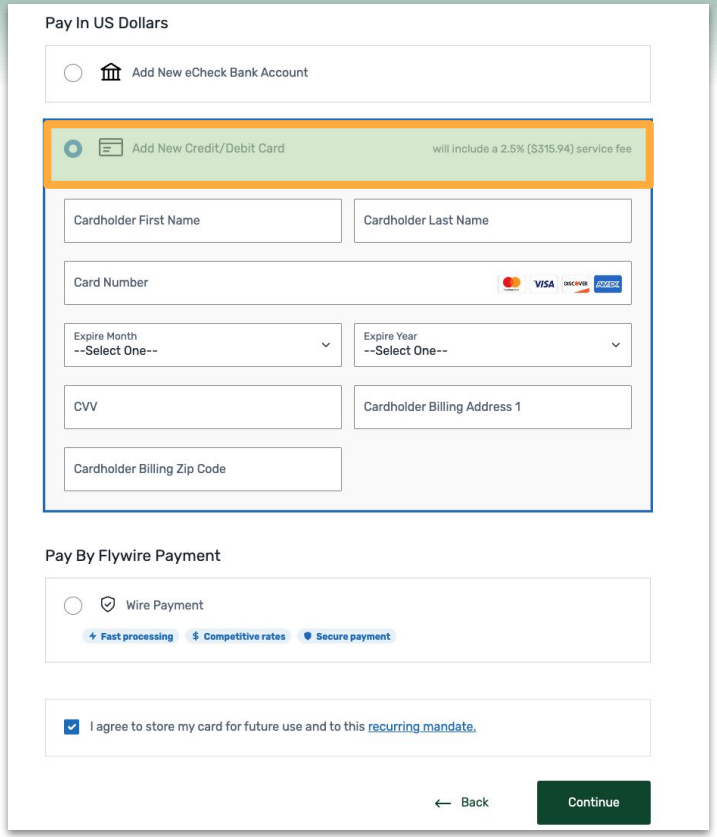


MAKE AN ONLINE PAYMENT: CREDIT / DEBIT CARD

Step 1:

Select the **Add New Credit/Debit Card** payment option.

**Will include a 2.5% Service Fee*

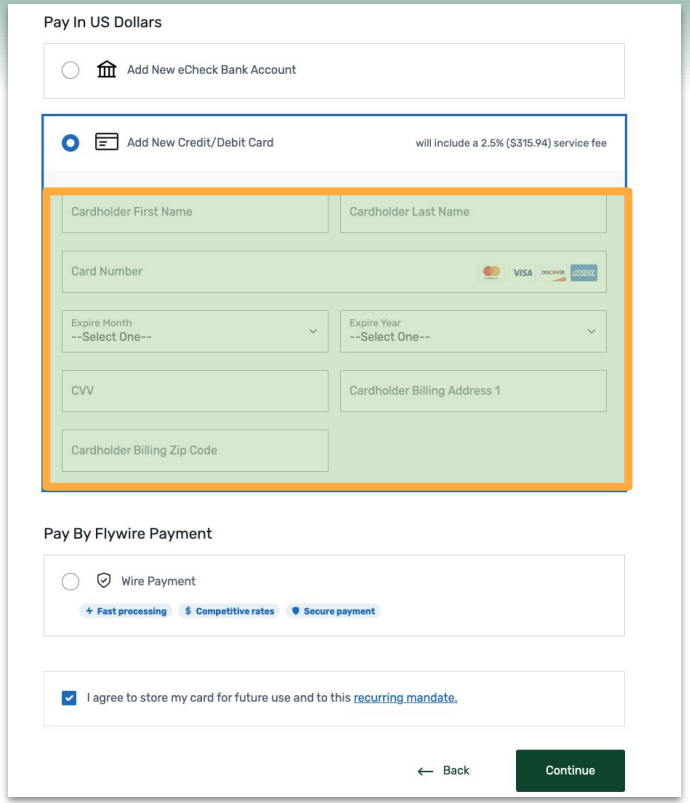


MAKE AN ONLINE PAYMENT: CREDIT / DEBIT CARD

Step 2:

Fill out the required information and select **Continue**.

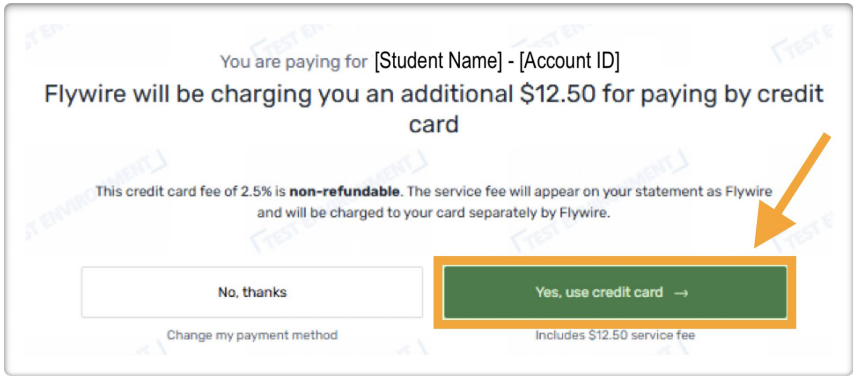
Before submitting a payment, please confirm with your credit card institution that **your billing address and zip code are current**.



MAKE AN ONLINE PAYMENT: CREDIT / DEBIT CARD

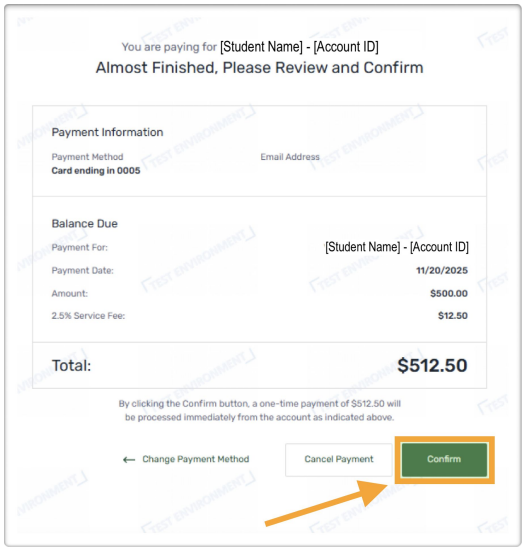
Step 3:

To confirm this payment method and the 2.5% service fee charge, select **Yes, use credit/debit card**.



Step 4:

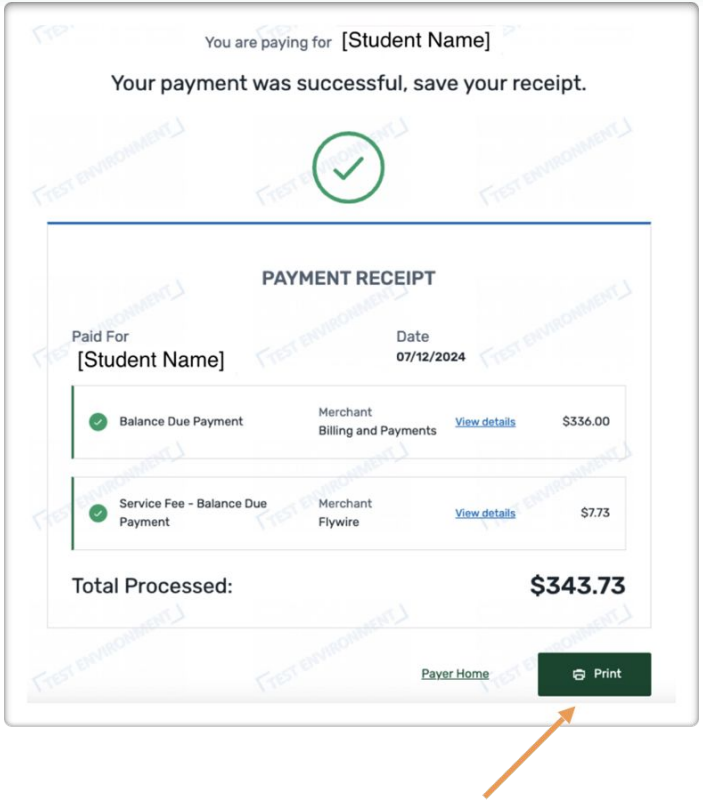
Confirm the payment information before completing the transaction.



MAKE AN ONLINE PAYMENT: CREDIT / DEBIT CARD

Step 5:

The payment receipt will be provided.

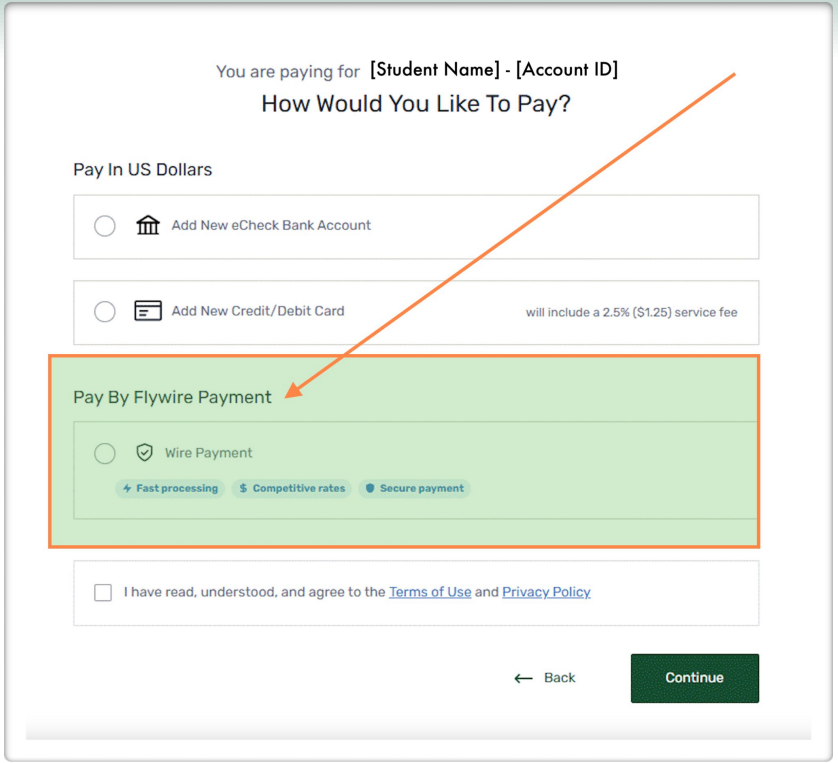


MAKE AN ONLINE PAYMENT: WIRE PAYMENT

Step 1:

Select the **Wire Payment** option.

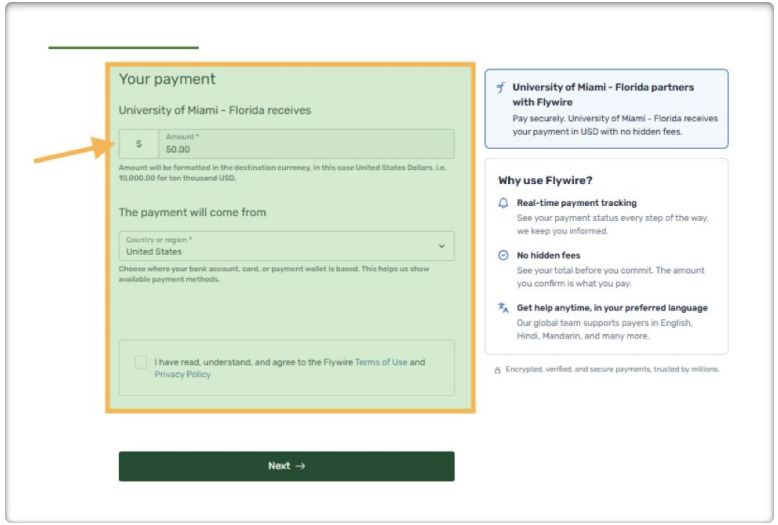
(*This option is compatible for **both** International and Domestic Wire payments*).



MAKE AN ONLINE PAYMENT: WIRE PAYMENT

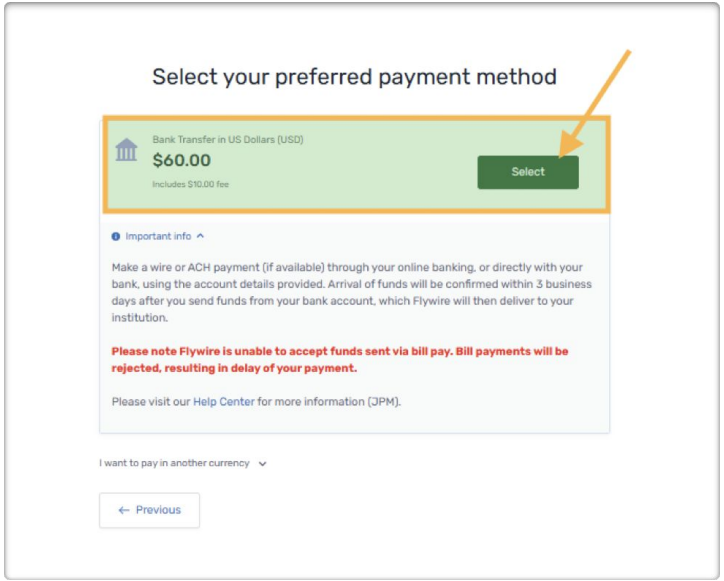
Step 2:

Input the country or region and confirm the dollar amount.



Step 3:

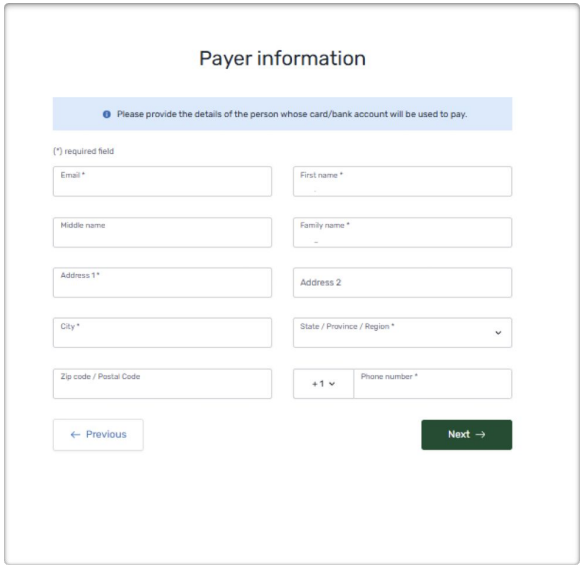
Select your preferred form of payment.

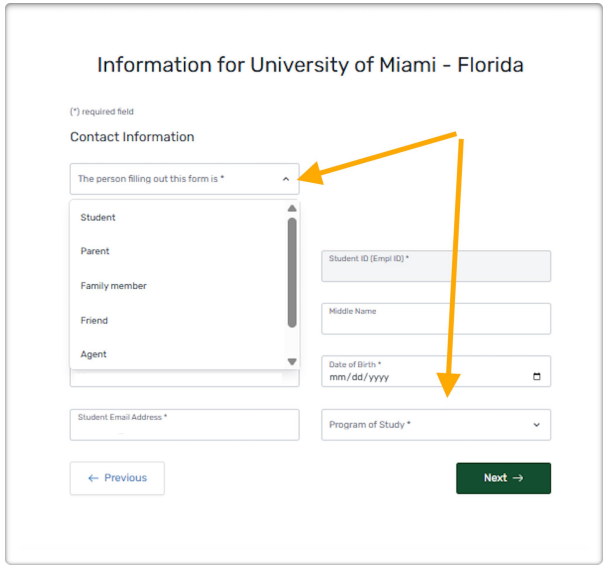


MAKE AN ONLINE PAYMENT: WIRE PAYMENT

Step 4:

Fill out the **Payer Information** to initiate the wire. Then, please continue to the next step.





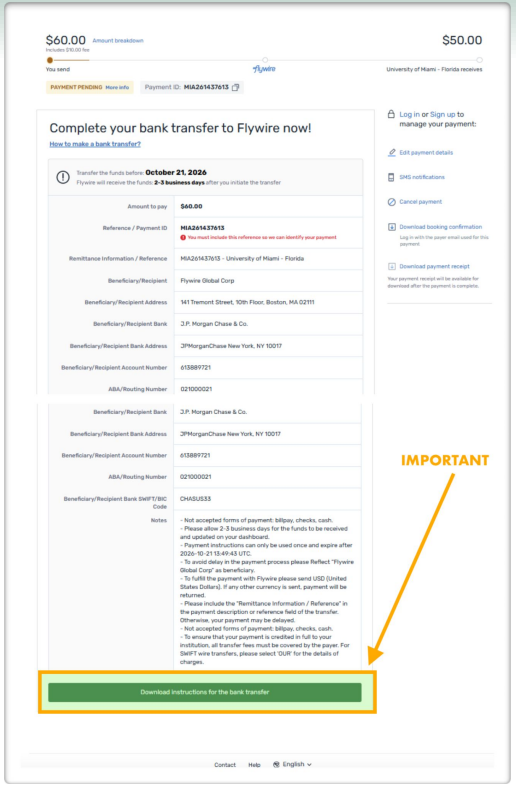
MAKE AN ONLINE PAYMENT: WIRE PAYMENT

Step 5:

Download your payment instructions.

Your payment instructions (including the payment processor's bank account details) will be automatically displayed on your tracking page upon creating a payment request.

You can **download a copy of these instructions in a PDF document**. Please note that the payment processor will not ask for your bank account details.



(*This screenshot example is the Payment Processor's Tracking Page*)

MAKE AN ONLINE PAYMENT: WIRE PAYMENT

Step 6:

Make your payment.

Once the wire has been initiated there will be a set of payment instructions that will appear on screen. **These payment instructions MUST be forwarded to your bank to complete the wire transfer.** If these instructions are not provided to your bank the wire will be cancelled and returned after 3 days. These instructions can be downloaded and forwarded, or the information can be given by phone to your bank.

Please note, it **usually takes 2-3 business days to receive your payment, but can sometimes take longer**. Once your funds have been received, the payment processor will send a confirmation email to the payer. You can check your payment status at any time using the tracking link that was emailed to you upon creating a payment request.

Once the payment processor receives your payment, it will show in your student's **Account Activity**.

THE MONTHLY PAYMENT PLAN

The **Monthly Payment Plan** (MPP) allows you to divide your educational expenses into convenient monthly payments per semester.

IMPORTANT:

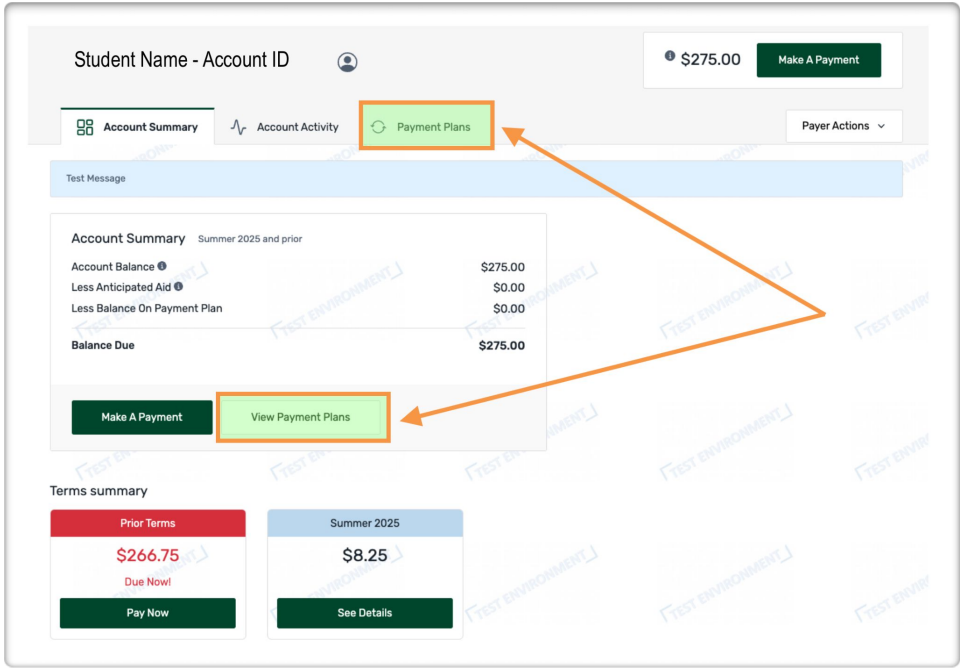
Any payments made outside of your scheduled installments will decrease the overall balance due, which will also decrease your remaining installments. Making a payment out of the payment plan schedule **does not replace a monthly installment deduction**.

More information on the Monthly Payment Plan can be found on the University of Miami's Office of Student Accounts website.

ENROLLING IN THE MONTHLY PAYMENT PLAN

Step 1:

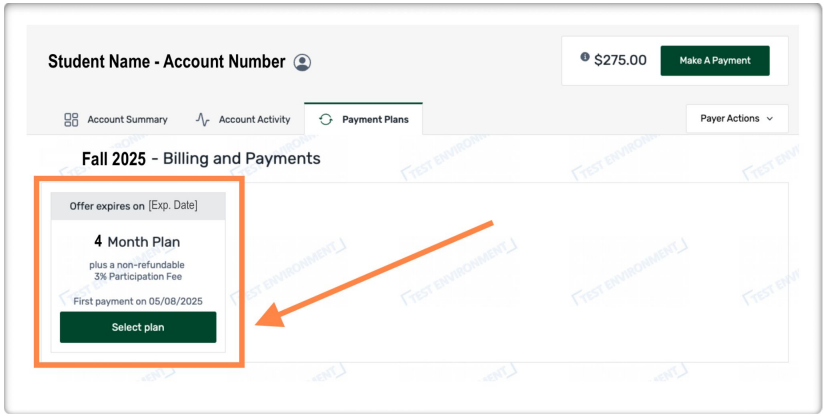
Select the **Payment Plan** tab or choose the **View Payment Plans** box from the Account Summary page.



ENROLLING IN THE MONTHLY PAYMENT PLAN

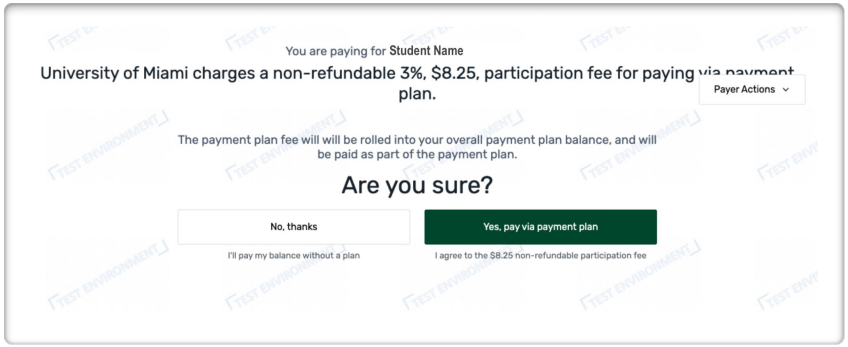
Step 2:

Select one of the Payment Plan offers available.



Step 3:

To accept the 3% **non-refundable** participation fee, please select **Yes**, **pay via payment plan**.



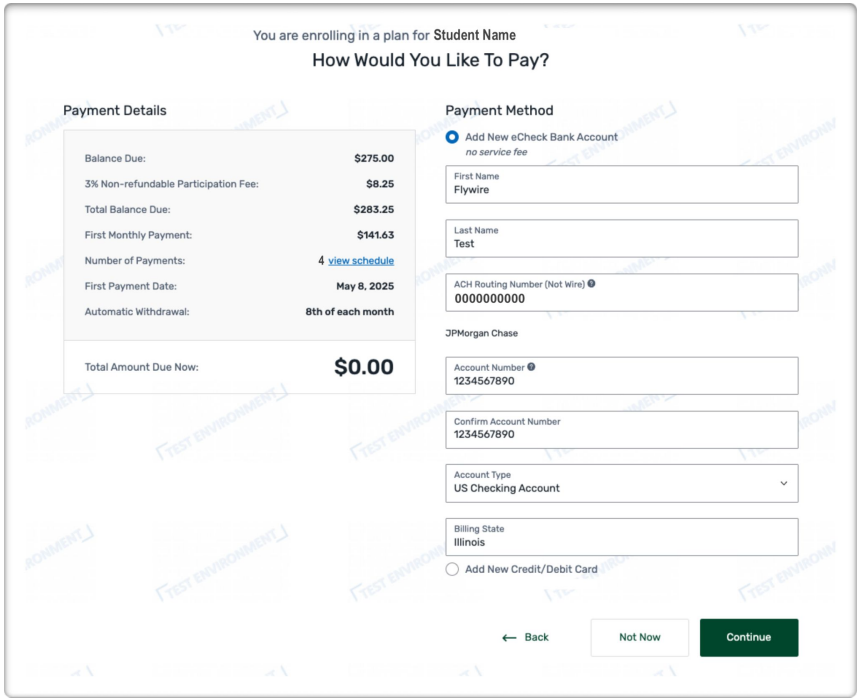
ENROLLING IN THE MONTHLY PAYMENT PLAN

Step 4:

Add the payment method that will be used for the payment plan installments.

The total balance due, monthly payment amounts, and payment dates are displayed below.

The scheduled installments dates can be viewed by choosing the **View Schedule** link.



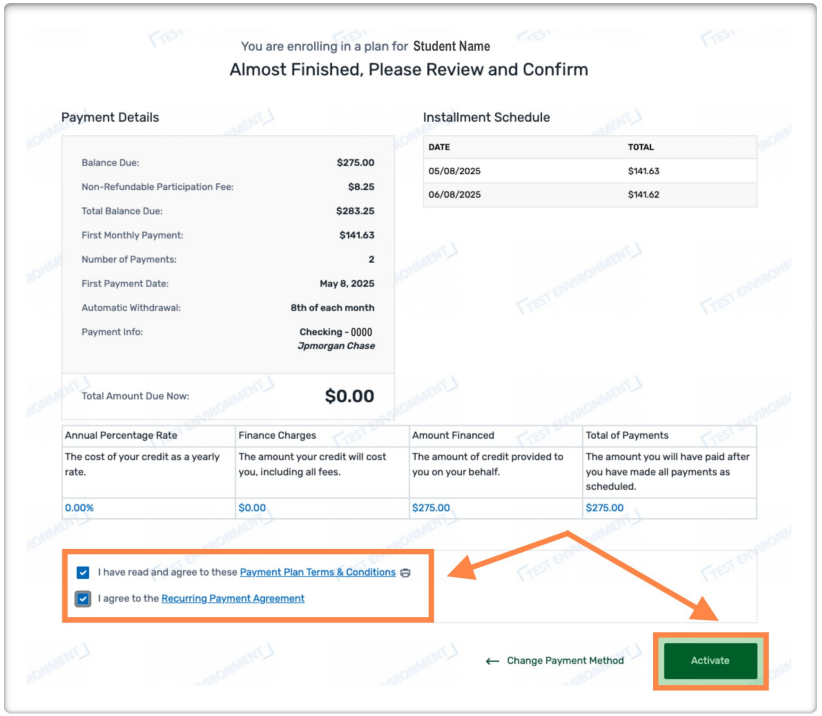
ENROLLING IN THE MONTHLY PAYMENT PLAN

Step 5:

Please **review and confirm** the Payment Plan details before enrollment.

You can print the payment plan information or change the payment method before activating the payment plan.

Note that the payment method can also be changed after enrollment by the plan owner (*the person that processes the payment plan enrollment*).

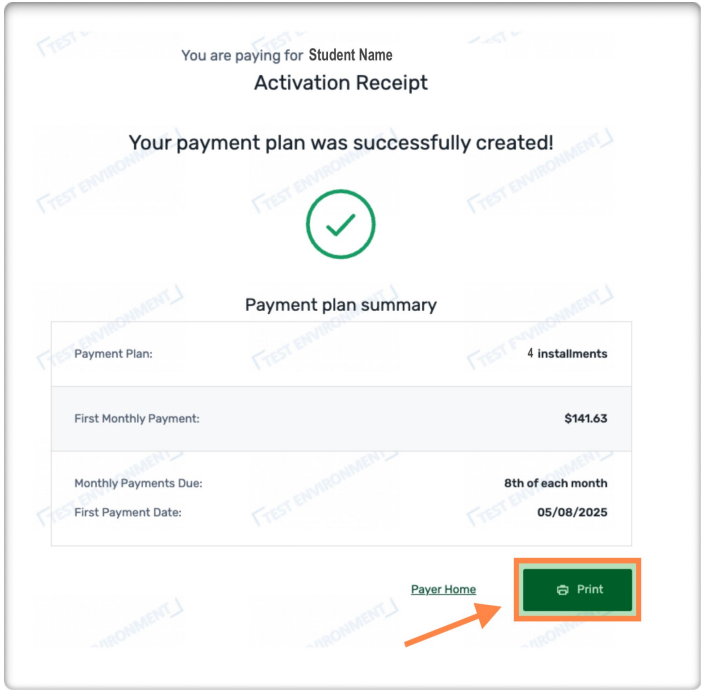


ENROLLING IN THE MONTHLY PAYMENT PLAN

Step 6:

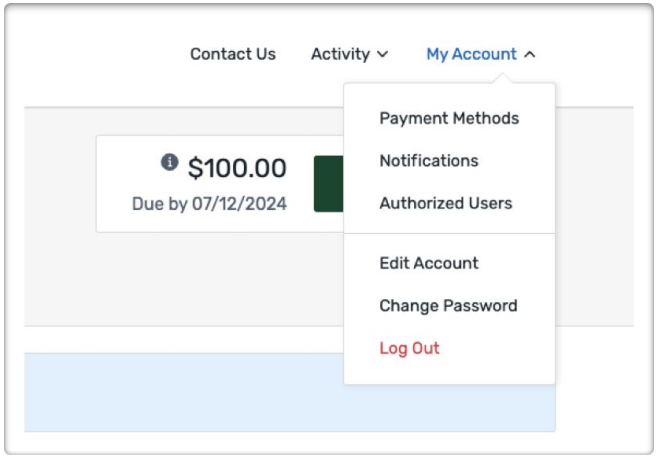
You are enrolled in the Payment Plan!

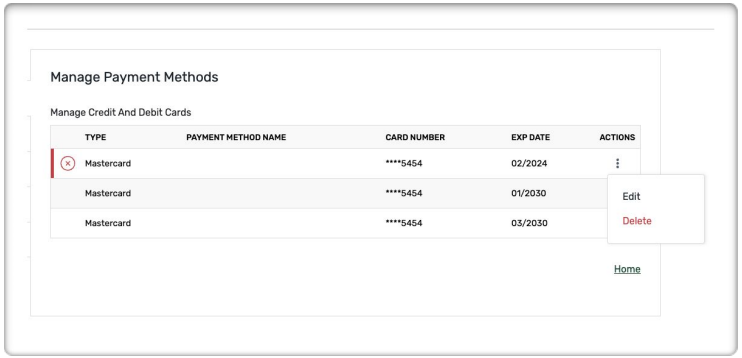
After enrollment, the payment plan details can be found on the **Payment Plans** tab.



ADDITIONAL INFORMATION: THE ‘MY ACCOUNTS’ MENU

The **‘My Account’** button is located on the top, right corner of the page.





You can edit or delete any saved payment methods through the **Payment Methods** tab, or you can update your preferences for email notifications in the **Notifications** tab.

CONTACT US

For any questions, please contact ‘Canes Central.

Thank you!

The Student Accounts Team

