

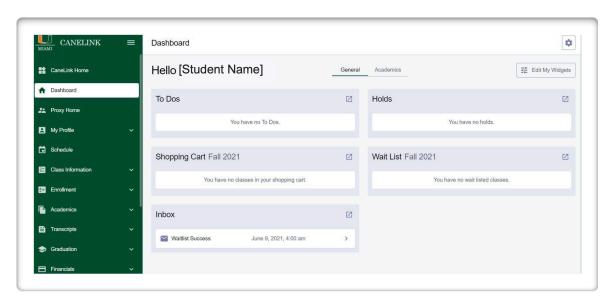
Online Payment Guide

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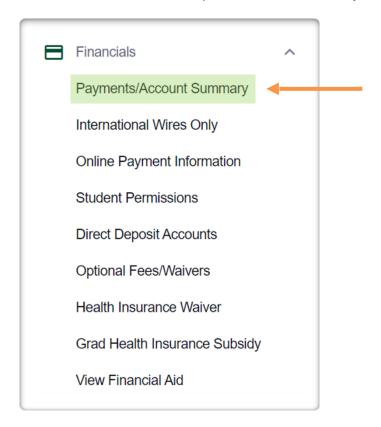
Disclaimer: Please note that ALL screenshots in this payment guide are for illustrative purposes only and do not reflect the balances/charges/payments present on your student account.

How to Access Student Financials via CaneLink

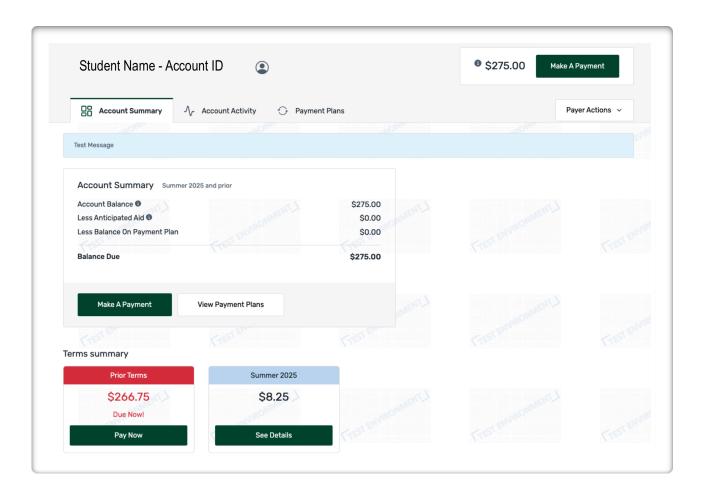
1. Log into CaneLink (canelink.miami.edu)



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



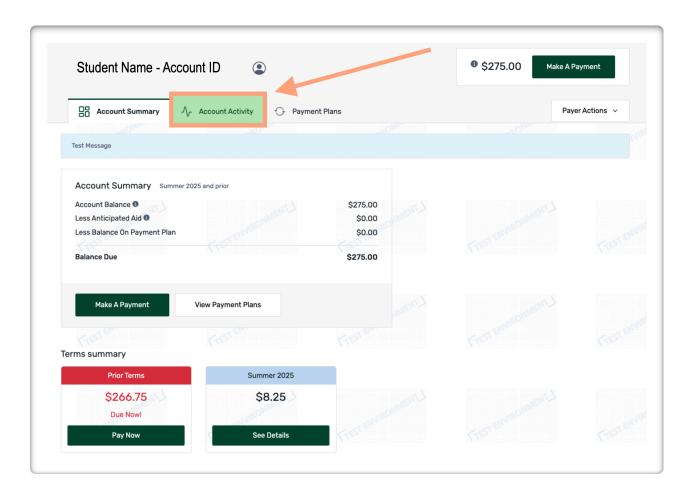
3. You will be directed to the Account Summary page.



Account Activity

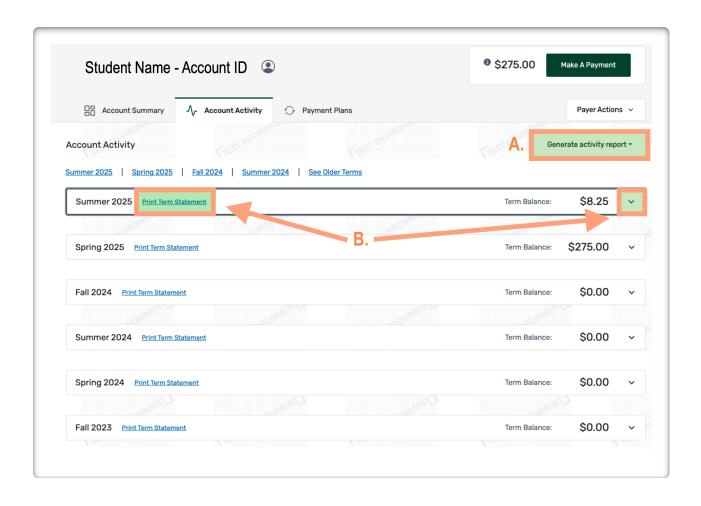
The Account Activity page contains your student account's history at the University of Miami. You can generate, print, and/or save an 'Activity Report' on a term base or per date range.

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

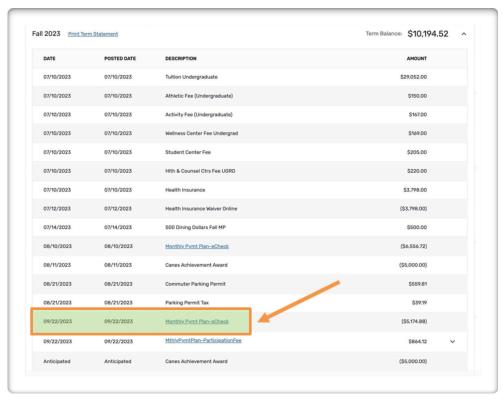


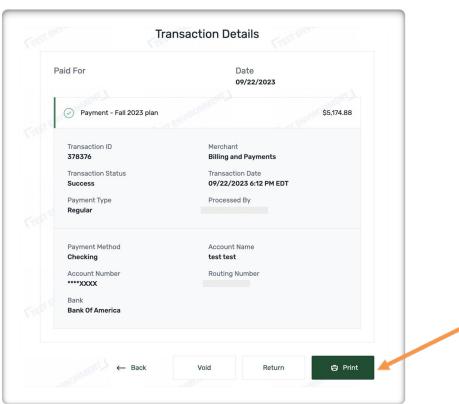
2. Account Activity Page:

- **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*.



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 a Payment

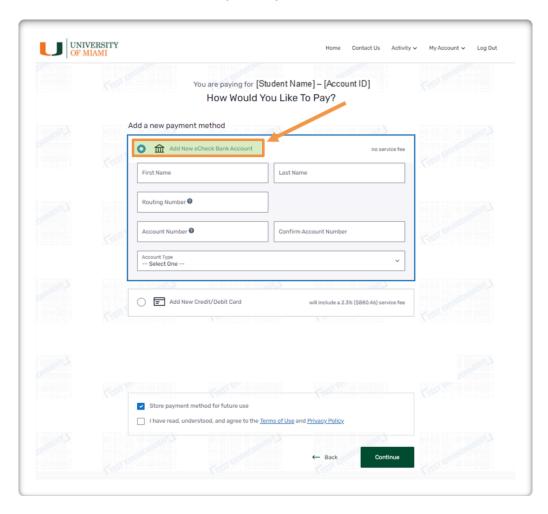
You can pay the total balance due or select a partial amount Saved payment information will populate under Payment Methods

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

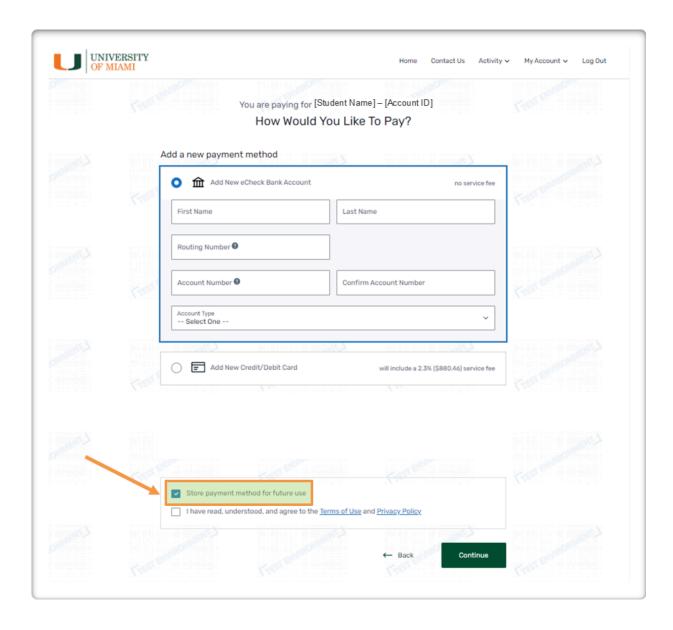
<u>Note:</u> Financial holds will be automatically released when the balance is paid in full. Please note that there is a 5 business-day waiting period for check/e-check payments. Financial holds will be automatically released after the 5 business-day waiting period for check/e-check payments.

1. eCheck Payments

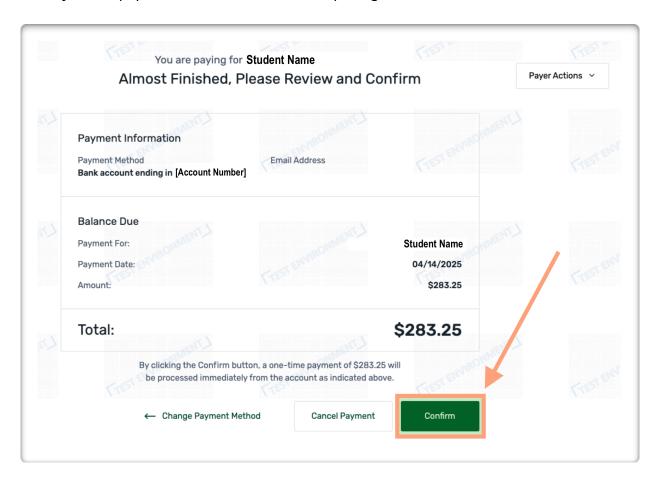
- **No service fees
- a. Select Add New Bank Account (eCheck)



- **b.** Fill out the required information and select *Continue*.
 - i. You can use a domestic/US checking or savings account.
- ii. To save your payment information select *Store payment method for future use.*



c. *Confirm* the payment information before completing the transaction.

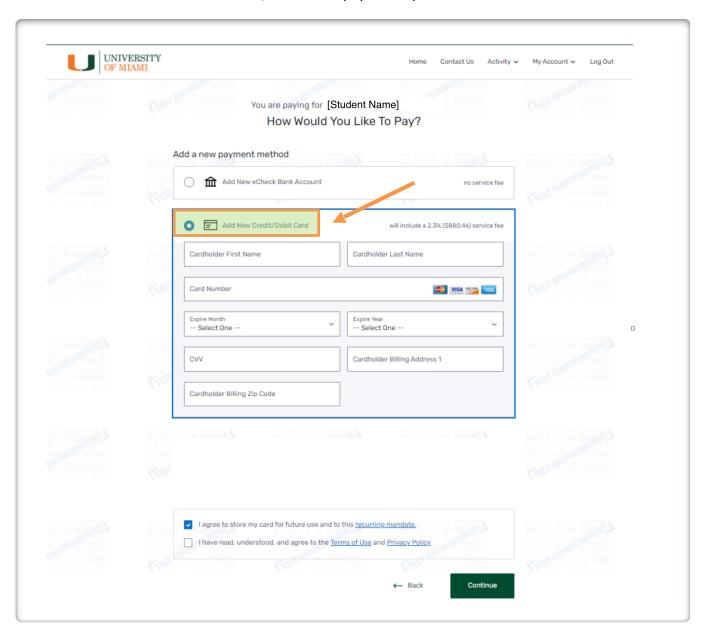


d. The payment receipt will be provided.

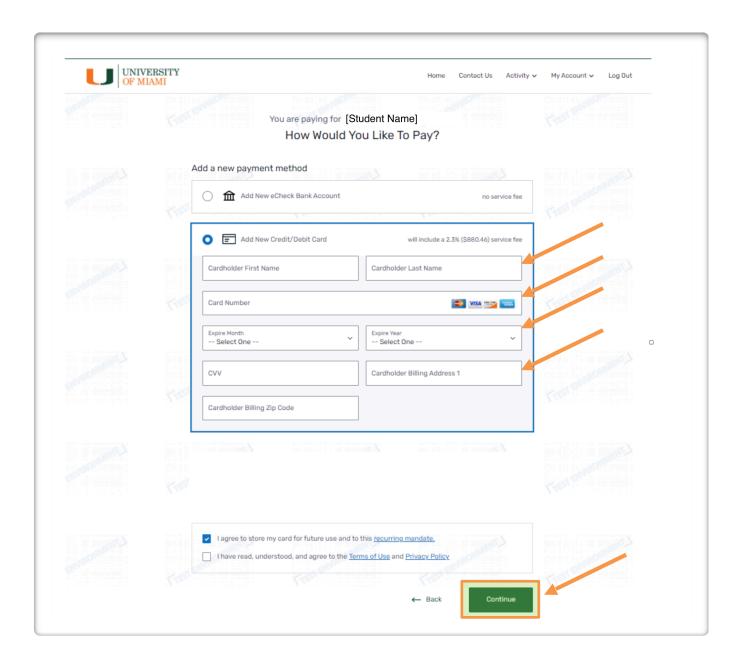
2. Credit Card Payments

**Will include a 2.3% Service Fee

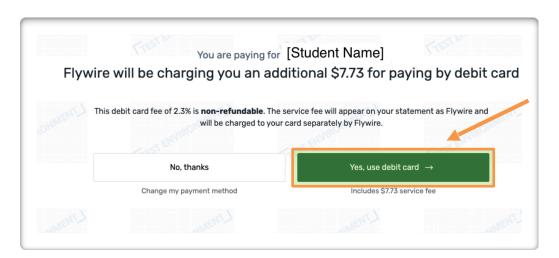
a. Select the **Add New Credit/Debit Card** payment option.



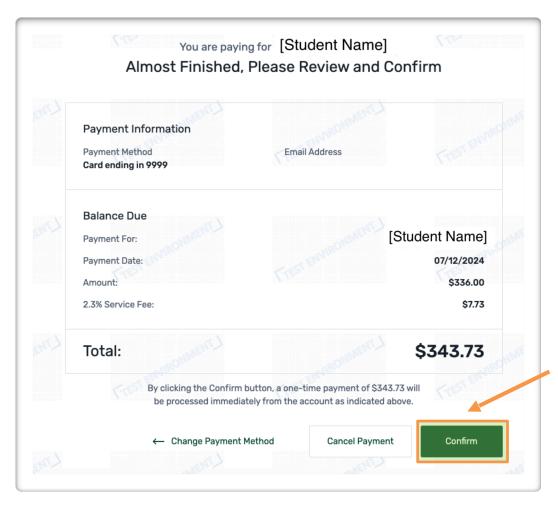
- **b.** Fill out the required information and select *Continue*.
 - <u>Attention Credit Card Payers:</u> Before submitting a payment, please confirm with your credit card institution that your billing address and zip code are current.



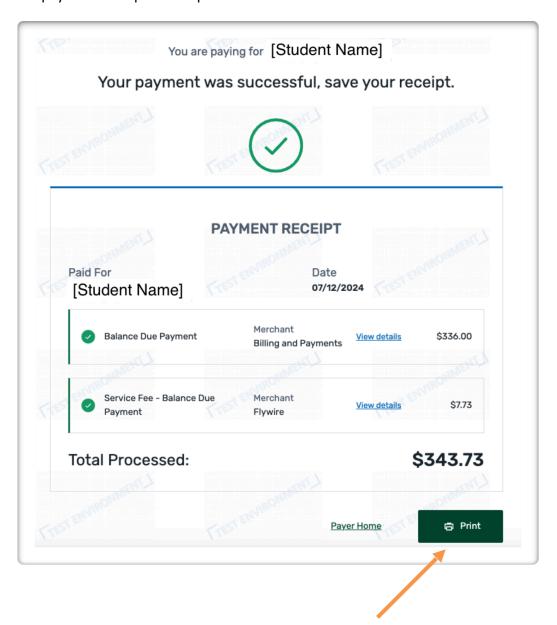
c. To confirm this payment method and the 2.3% service fee charge, select Yes, use credit/debit card.



d. *Confirm* the payment information before completing the transaction.

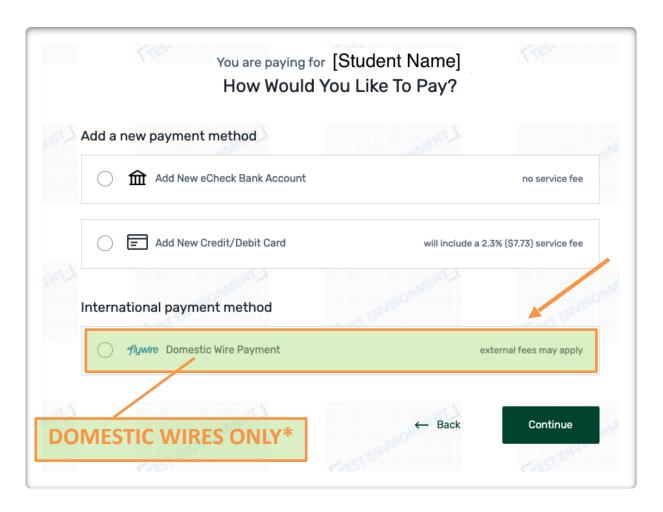


e. The payment receipt will be provided.



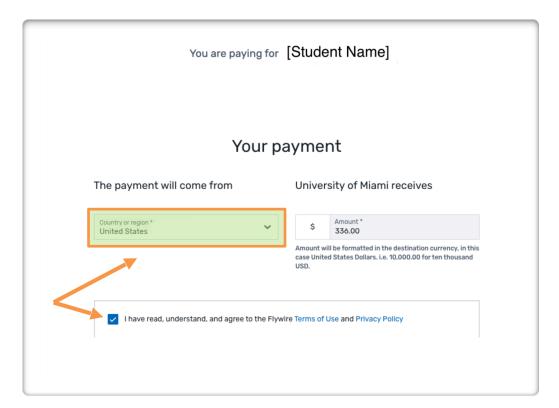
3. Domestic Wire Payments

a. Select the *Domestic Wire Payment* option.

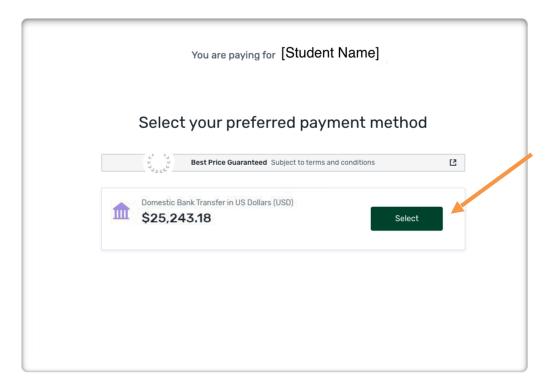


^{*} Please note that international payments are completed through CIBC, detailed in our <u>international payment page</u>. Even though the payment processor page states "International Payment Method," this method is for Domestic payments only.

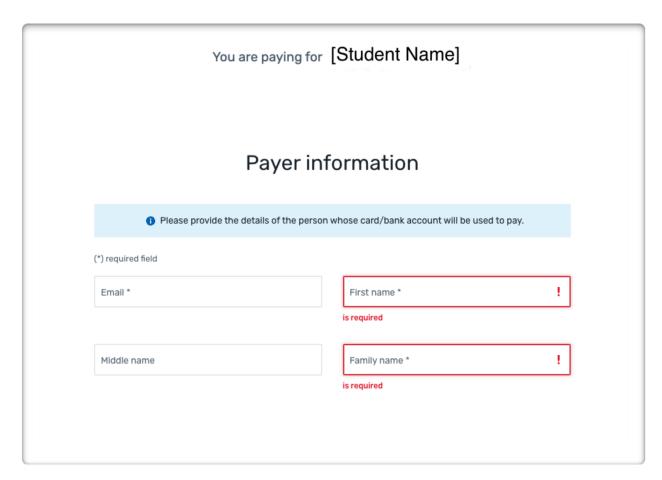
b. Input <u>United States</u> as the Country or Region and confirm the dollar amount.



c. Select your preferred form of payment.



d. Fill out the Payer Information.



You have created your payment request and initiated the wire payment. To make your payment, please continue to the next steps.

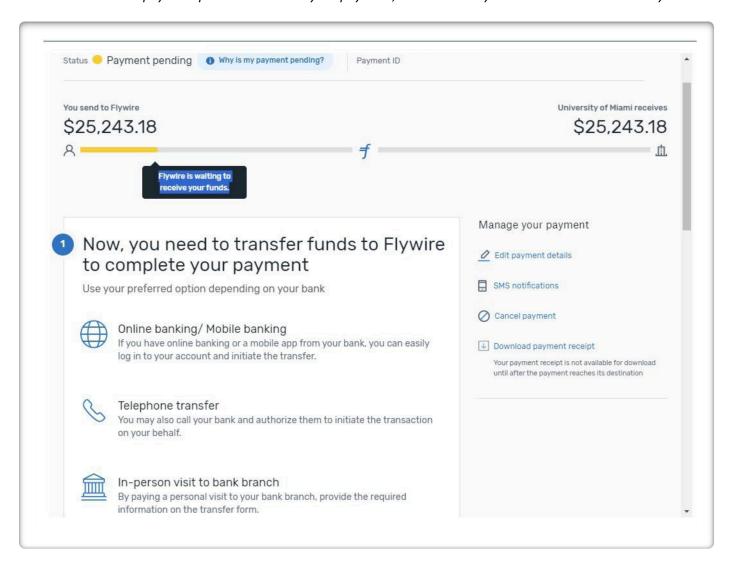
e. Download your payment instructions

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

f. Make your payment

- You can complete your payment via online banking or by visiting your local bank branch using the account details found in your payment instructions
- ii. Please note, it usually takes 2-3 business days to receive your payment, but can 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 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



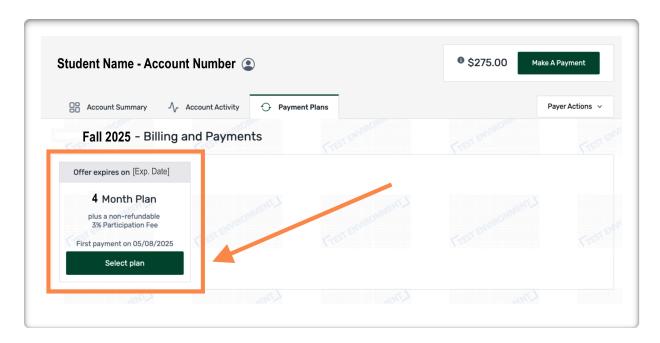
This screenshot example is the Payment Processor's Tracking Page

Payment Plans

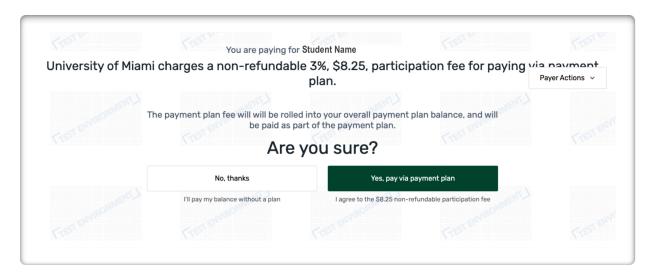
- **Any payments made outside of your scheduled installments will decrease the overall balance due, which will also decrease your remaining installments. Making a payment out of the payment plan schedule does not replace a monthly installment deduction.
- 1. Select the *Payment Plan* tab or choose the *Enroll in Plan* box from the Account Summary page.



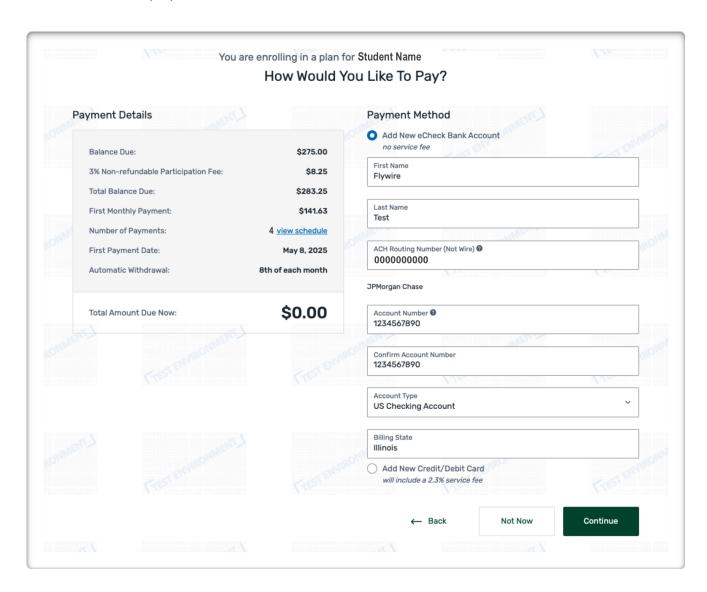
2. Select one of the Payment Plan offers available.



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

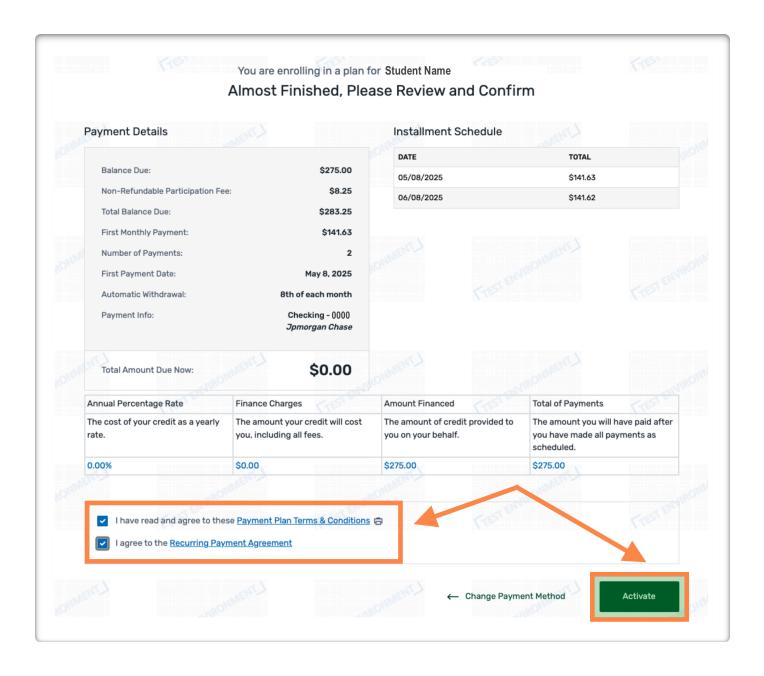


- 4. Add the payment method that will be used for the payment plan installments.
 - **a.** The Total Balance Due, monthly payment amounts, and payment dates are displayed below.

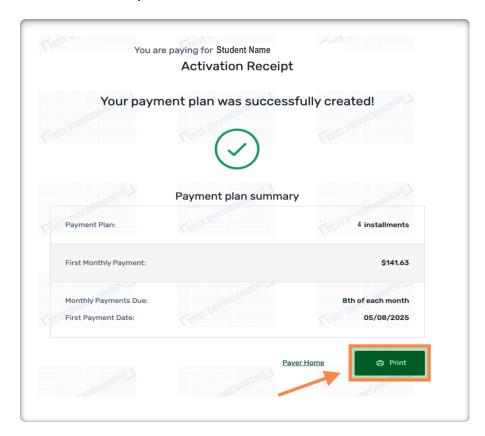


b. The scheduled installments dates can be viewed by choosing the *View Schedule* link.

- 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 (i.e., the person that process the payment plan enrollment).



6. You are enrolled in the Payment Plan!

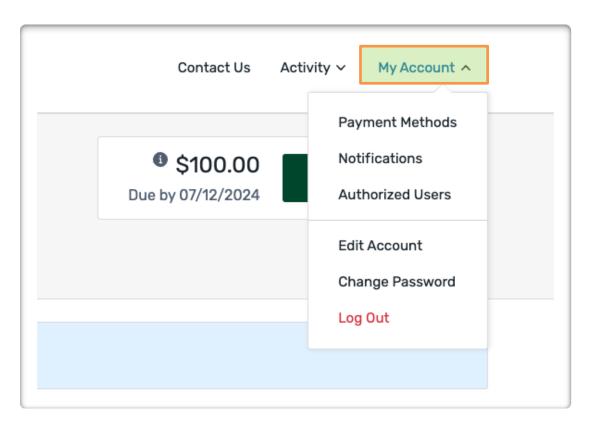


7. After enrollment, the payment plan details can be found on the *Payment Plans* tab.

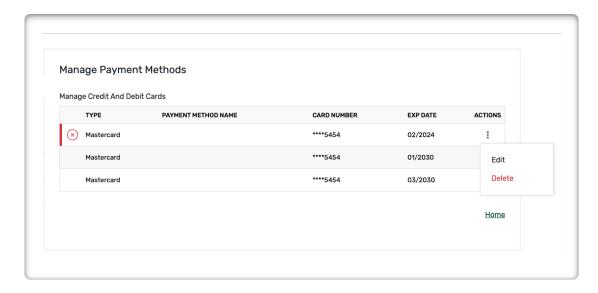
Additional Information

> Student Payment Portal's 'My Account' Menu

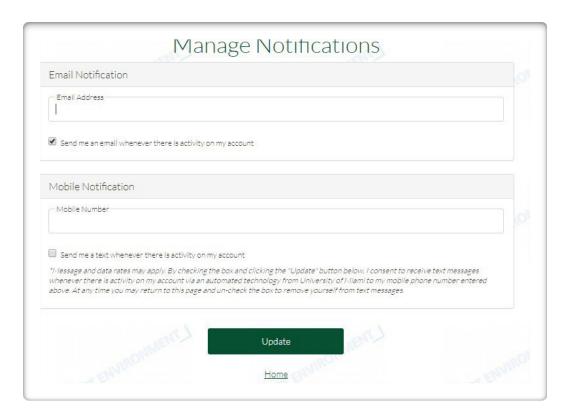
*The 'My Account' button is located on the top, right corner of the page.



Payment Methods: You can edit or delete any saved payment methods



Notifications: You can update your preferences for email notifications



> Contact Us

For any questions, please contact <u>'Canes Central</u>.

Thank you!

The Student Accounts Team