Shared Services Center Credit Card Payments

1.) Navigate to the SSC credit card website:
https://ssc.umich.edu/payments/pay-by-credit-card/

2.) Near the bottom of the page click the Pay Now button

3.) Click the green button Go To Secure Payment Provider to Pay My Bill to access our secure vendor, Authorize.Net

SHARED SERVICES CENTER
UNIVERSITY OF MICHIGAN

Please note that by clicking this button, you will be leaving the Shared Services website and redirected securely to Authorize.net for entering your credit card information. Authorize.net is certified (PCI level 1 compliant) to securely manage credit card payments.

[Go To Secure Payment Provider to Pay My Bill] ←
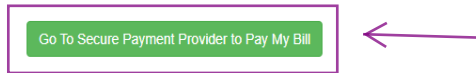
4.) Enter the Amount of the payment, Security Code that is presented on the screen and click Continue

Note: The University of Michigan does not take credit card payments in excess of $10,000 or for Sponsored Research invoices. For alternative payment methods or for questions or concerns, please contact the Shared Services at 734-615-2000

Authorize.Net
SECURE CHECKOUT

Order Information   * Required Fields

Item	Description	Amount
1	SSC Invoice Payment	←
	SSC Accounts Receivable 1000 Victors Way Suite 1A Ann Arbor, MI 48108-2744	

Total: --

Security Code

VJmd9 ←

Please enter the security code above.
VJmd9 *

Important: The Shared Services Center does not administer benefit coverage or student accounts, including tuition and housing payments. Questions? Contact our Shared Services Accounts Receivable Office at 734-615-2000 or email electronicpmts@umich.edu

[Continue] ←

5.) Enter the following fields then click Pay Now:
- Invoice Number – Unique Identifier
- Description – Not required but can be used at the discretion of the department
- Card Number and Expiration Date
- Email
- Phone

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Order Information   * Required Fields

Unique Identifier goes here ←

Invoice Number: [ ] *

Description: [ ]

Item	Description	Qty	Taxable	Unit Price	Item Total
1	SSC Invoice Payment Customer specified amount	1	N	$1.00 (USD)	$1.00 (USD)

Total: $1.00 (USD)

Payment Information

VISA MasterCard American Express DISCOVER Diners Club International JCB

Card Number: [ ] * (enter number without spaces or dashes) ←

Expiration Date: [ ] * (mmyy)

Billing Information

Customer ID: Not Required

First Name: [ ] *   Last Name: [ ] *

Address: Not Required

City: Not Required

State/Province: Not Required   Zip/Postal Code: Not Required ←

Country: Not Required

Email: [ ] *

Phone: [ ] *

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Pay Now ←