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

4.) Enter the Amount of the payment, Security Code that is presented on the screen and click 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