How to make payment:

Step 1. Visit ssc.umich.edu and click on 'Payments'

Step 2. Click on 'Pay by Credit Card'

Step 3. Click on 'Pay Now' button.

A second window appears which will redirect you to the payment site.
Step 4. Click on ‘Go To Secure Payment Provider to Pay My Bill’ button to continue to Authorize.Net.

The credit card subscriber fills in the information below on the secured site Authorize.Net

Step 5. Fill in the ‘Amount’ field and the security code shown. Click ‘Continue’ to proceed.

Note: All payments must be less than 10,000 dollars. If the invoice or payment is greater than $10,000 - please contact the Shared Services at (734) 615-2000 or electronicpmts@umich.edu for approval.
Step 6. Fill in required fields: (* indicates required fields) and click ‘Pay Now’.

Required Fields:
- Invoice Number/Unique Identifier (Contact the SSC if you have not yet established one)
- Card Number
- Expiration Date (Month/Year on card)
- First Name and Last Name is card holder name (full name of the cardholder on the credit card you are using)
- Email
- Phone
- List the individual name in the description field

Please enter "SLISpSu20" in the Invoice Number field when paying online (please note, do not put the quotes or any spaces when you enter this. It must be entered EXACTLY as written or your payment may be mis-routed.

If you have any problems using Authorize.net, please call the Shared Services at 734-615-2000 or email electronicpmts@umich.edu