

## How to make payment:

Step 1. Visit [ssc.umich.edu](http://ssc.umich.edu) and click on 'Payments'

The screenshot shows the Shared Services Center website header with the University of Michigan logo and navigation menu. The 'PAYMENTS' menu item is circled in red. Below the header is a search bar with the text 'How can we help you?' and 'I want to...'. A notification banner is visible, and a 'Contact Us' section is on the right. Below the notification, there are four service icons: Forms, Payments (circled in red), Human Resources, and Travel & Expense.

Step 2. Click on 'Pay by Credit Card'

The screenshot shows a button labeled 'Pay by Credit Card >' circled in red. Below the button is the text: 'Make a payment by credit card online if your University of Michigan invoice indicates **credit card** as a payment option.'

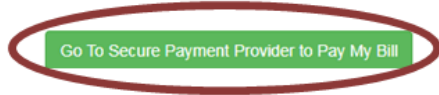
Step 3. Click on 'Pay Now' button.

The screenshot shows a button labeled 'Pay Now' circled in red.

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.


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.



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: 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	<input type="text"/>

**Total: --**

**Security Code**



Please enter the security code above.

Questions? Contact our Shared Services Accounts Receivable Office at 734-615-2000

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](mailto:electronicpmts@umich.edu) for approval.

Step 6. Fill in required fields: (\* indicates required fields) and click 'Pay Now'.

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

Order Information \* Required Fields


Invoice Number:

Description:

Item	Description	Qty	Taxable	Unit Price	Item Total
1	SSC Invoice Payment Customer specified amount	1	N	\$50.00 (USD)	\$50.00 (USD)

**Total: \$50.00 (USD)**

Payment Information



Card Number:  (enter number without spaces or dashes)

Expiration Date:  (mmyy)

Billing Information

Customer ID:

First Name:  \* Last Name:  \*

Address:

City:

State/Province:  Zip/Postal Code:

Country:

Email:  \*

Phone:  \*

Questions? Contact our Shared Services Accounts Receivable Office at 734-615-2000

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.

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

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