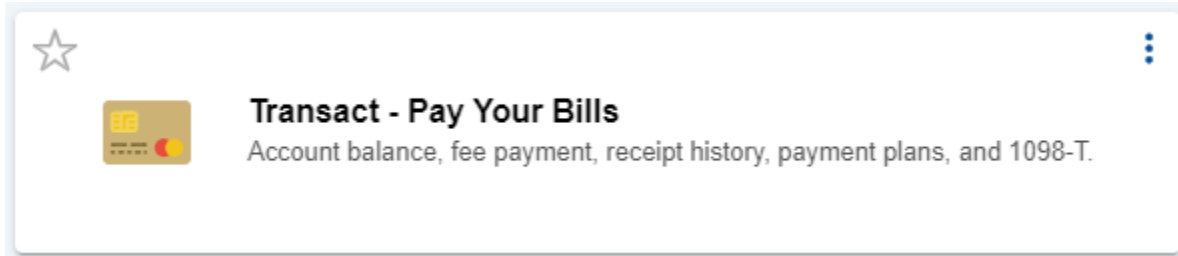


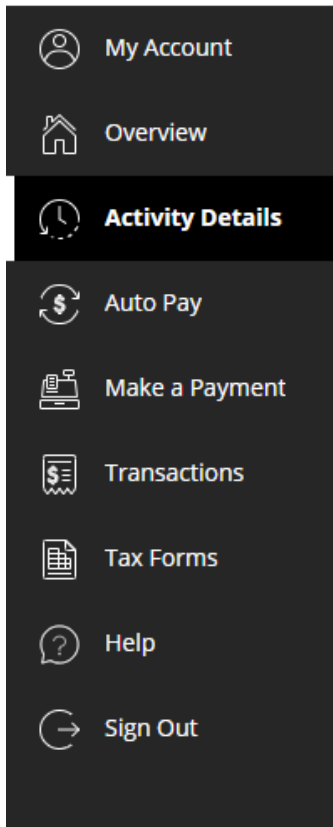
Accessing Transact to Pay Your Account Balance

To make a payment, log in to your MyUWF account. Navigate to the Transact – Pay Your Bills app.



You may view your account details from the Activity Details tab.

UNIVERSITY of WEST FLORIDA



Step 1: Payment Amount

Select the Make a Payment tab when you are ready to pay. You must choose the semester and payment amount before the Checkout option will become available. Select Checkout to choose a payment method.

UNIVERSITY of WEST FLORIDA

Make a Payment

Step 1 of 3: Pay amount

How much would you like to pay?

Balance items

Check all | 0 of 3 selected

Description	Balance	Amount
<input type="checkbox"/> Fall 2022 (Fall 2022)		\$0.00
<input type="checkbox"/> Spring 2023 (Spring 2023)		\$0.00
<input type="checkbox"/> Summer 2023 (Summer 2023)		\$0.00

Total balance
Pay amount
Remaining balance

* Indicates required field

Payment 0 items \$0

Step 2: Payment Method

Your available payment methods will be listed (accepted payment methods below). After choosing a payment method, you will enter details required for that method. Required information is shown on the following page.

The screenshot shows the 'Make a Payment' page for the University of West Florida. The page title is 'Make a Payment' and the current step is 'Step 2 of 3: Payment method'. The left sidebar contains navigation options: My Account, Overview, Activity Details, Auto Pay, Make a Payment (highlighted), Transactions, Tax Forms, Help, and Sign Out. The main content area is titled 'How would you like to pay?' and includes the following fields:

- Payment amount: \$
- Payment date: Pay now | [Schedule this payment](#)
- * Payment method: Two empty input fields.

At the bottom of the page, there is a 'Secure encrypted payment' icon and two buttons: 'Cancel' and 'Continue'.

Accepted Payment Methods

Bank Account (Electronic Check) Payments: Use your U.S. bank account's routing number and account number to generate an electronic check payment. Make sure to enter your information carefully and that your account has sufficient funds to avoid penalty fees. Please note that some financial institutions do not allow payments to be drawn from savings accounts. Electronic check payments will not draft from your bank account instantly; it may take 3-4 business days to reflect the payment withdrawal.

Credit/Debit Card payments: Card payments are only accepted online through Transact, and a processing fee does apply. The fee is based on the payment amount and will be shown in Transact prior to completing your payment.

International Payments: The international payment option will generate instructions for completing the payment at your financial institution. The payment will not begin processing until you have completed the necessary steps with your institution. International transfer payments are not considered paid until funds are received by UWF. Please note that this process may take several days to complete.

Information required for electronic check payments:

The screenshot shows a web form titled "How would you like to pay?". On the left is a dark sidebar with navigation links: My Account, Overview, Activity Details, Auto Pay, Make a Payment (highlighted), Transactions, Tax Forms, Help, and Sign Out. The main content area has a header "UNIVERSITY of WEST FLORIDA" and a sub-header "How would you like to pay?". Below this, the "Payment amount" is shown as "\$". The "Payment date" is "Pay now" with a link to "Schedule this payment". The "Payment method" is set to "Check". A text input field contains "New bank account". A blue callout box states: "Important: Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed." Below this, a message says "Please enter your bank account information and click on the 'Continue' button." The form includes fields for "Account holder name", "Account type" (with radio buttons for "Checking" and "Savings"), "Routing transit number", "Bank account number", and "Confirm bank account number". There is also a checkbox for "Save bank account for future use". At the bottom, there is a "Secure encrypted payment" icon, a "Cancel" button, and a "Continue" button.

Information required for credit and debit card payments:

The screenshot shows a web form titled "How would you like to pay?". On the left is a dark sidebar with navigation links: My Account, Overview, Activity Details, Auto Pay, Make a Payment (highlighted), Transactions, Tax Forms, Help, and Sign Out. The main content area has a header "UNIVERSITY of WEST FLORIDA" and a sub-header "How would you like to pay?". Below this, the "Payment amount" is shown as "\$". The "Payment date" is "Pay now" with a link to "Schedule this payment". The "Payment method" is set to "Credit". A text input field contains "New credit or debit card". Below this, logos for American Express, Discover, Mastercard, and Visa are displayed. A message says "Please enter your credit card information and click on the 'Continue' button." The form includes fields for "Card number", "Expiration date" (MM/YY), "Security code", and "Zip/Postal code". There is also a checkbox for "Save card for future use". At the bottom, there is a "Secure encrypted payment" icon, a "Cancel" button, and a "Continue" button.

You must select a payment method and enter the required information before the Continue option will become available. Select Continue to review your payment.

Step 3: Payment Review

Confirm the data you entered is correct, and select the Pay option.

The screenshot shows the 'Make a Payment' interface at the University of West Florida. The page title is 'Make a Payment' and the current step is 'Step 3 of 3: Review'. A navigation sidebar on the left includes: My Account, Overview, Activity Details, Auto Pay, Make a Payment (highlighted), Transactions, Tax Forms, Help, and Sign Out. The main content area has a heading 'Last step! Let's make sure we have your correct information.' and contains the following sections:

- * Email address:** A text input field.
- Summary:** A table with two rows: 'Amount' and 'Total', each followed by a dollar sign (\$) and a 'Change' link.
- Payment details:** A table with four rows: 'Account holder name', 'Account type', 'Bank account number', and 'Saved payment method', each followed by a 'Change' link.

At the bottom of the form, there is a security notice: 'This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.' Below this, there are two buttons: 'Cancel' and 'Pay \$'.

IMPORTANT: For all payment types except international payments, your payment is complete once you receive the confirmation screen shown below.

The screenshot shows the 'Make a Payment' confirmation screen. The page title is 'Make a Payment'. The navigation sidebar on the left is identical to the previous screen. The main content area features a large green checkmark icon, a dollar sign (\$), and the text 'Thank you for your payment'. Below this, it states 'You have a remaining balance of \$' and 'The payment receipt #200311 was sent to:'. At the bottom right, there is a green button labeled 'Go to overview'.

You will receive an emailed receipt after the payment is submitted.

Thank you for your payment to UWF

1 message

From: <noreply@uwf.edu>
Date:
Subject: Thank you for your payment to UWF
To: <student@students.uwf.edu>

University of West Florida
11000 University Parkway
Pensacola, FL 32514










Receipt Number: 000000
Customer: Last, First
UWF ePayment
Date:

Description	Amount
Semester (Term)	\$
Total	\$
Payments Received	Amount
UWF eCheck Payment	\$
Checking Account XXXXXX0000 Routing # 000000000 BANK NAME, BANK ADDRESS	
Total	\$

Thank you for your payment. Contact cashier@uwf.edu or 850-474-3035 for questions.

Your receipt history is found in the Transactions tab.

UNIVERSITY of WEST FLORIDA

-  My Account
-  Overview
-  Activity Details
-  Auto Pay
-  Make a Payment
-  **Transactions**
-  Tax Forms
-  Help
-  Sign Out