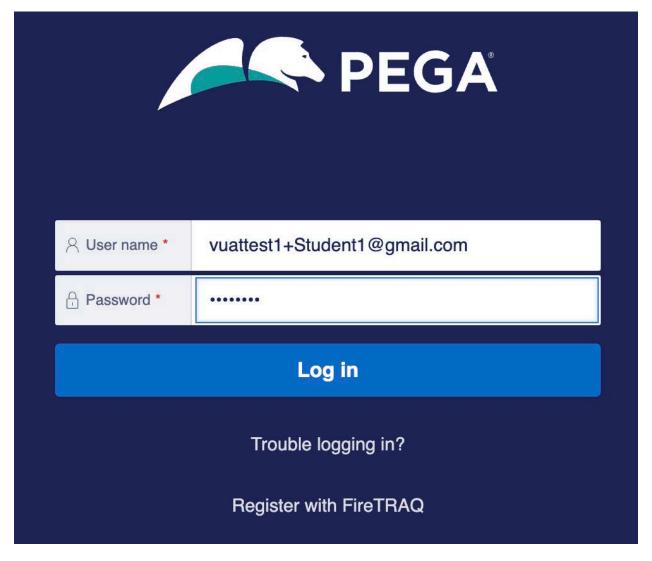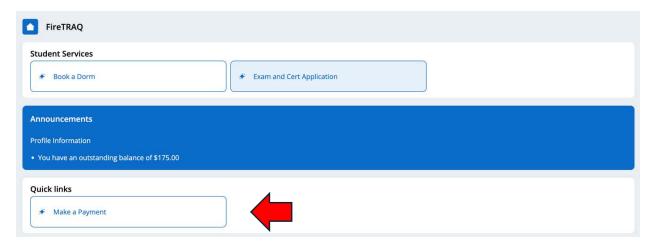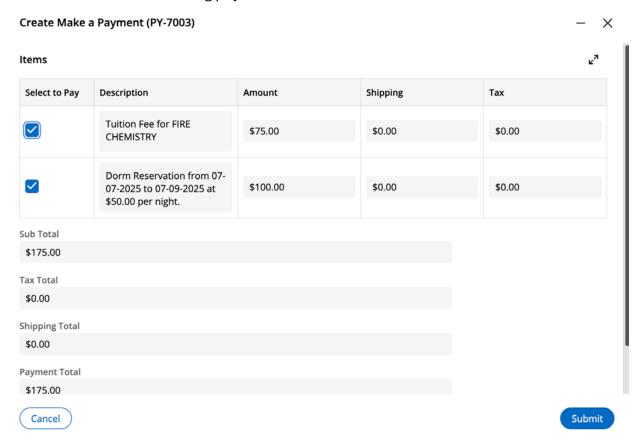External User Makes Payment Training Guide

1. Login to system Using your Student Account

2. The system is going to take you to your external landing page. If you have an outstanding payment, a blue bar will appear at the top of the page.

3. Immediately below the banner notification you will see the ability to "Make A Payment"
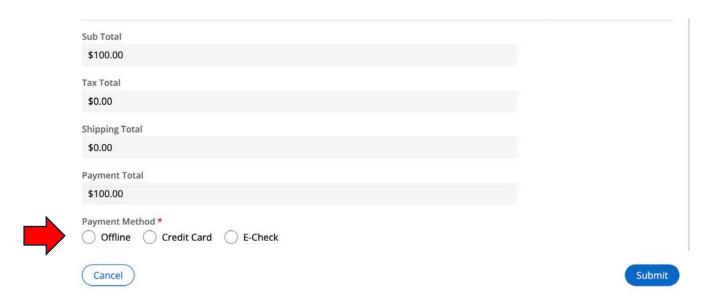
4. Once you select to make a payment the system will open the payment shopping cart that lists all of the outstanding payments.
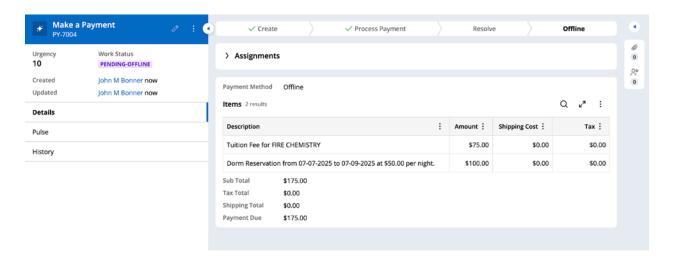

5. The system by default will select all outstanding payments. You can select the blue check box to update which Items you would like to pay for and the system will update the sub total and payment total. (Note Tax and shipping only apply to books).

Create Make a Payment (PY-7003)   — ✕

Items   ⤢

Select to Pay	Description	Amount	Shipping	Tax
☐	Tuition Fee for FIRE CHEMISTRY	$75.00	$0.00	$0.00
☑	Dorm Reservation from 07-07-2025 to 07-09-2025 at $50.00 per night.	$100.00	$0.00	$0.00

Sub Total

$100.00

Tax Total

$0.00

Shipping Total

$0.00

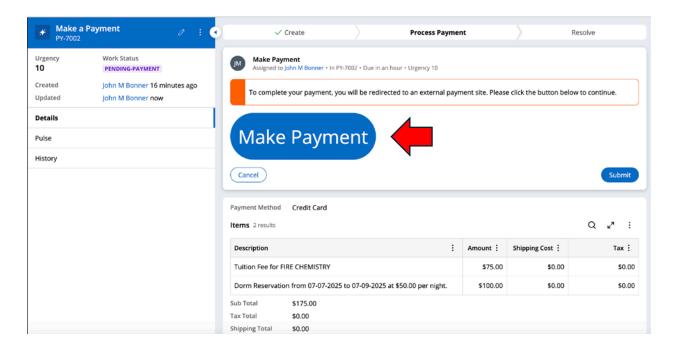Payment Total

$100.00

Cancel   Submit

6. Once you have selected the payments you would like to make the you are asked to select which payment method you would like to use to complete the transaction.

Sub Total

$100.00

Tax Total

$0.00

Shipping Total

$0.00

Payment Total

$100.00

Payment Method *

◯ Offline   ◯ Credit Card   ◯ E-Check

Cancel   Submit

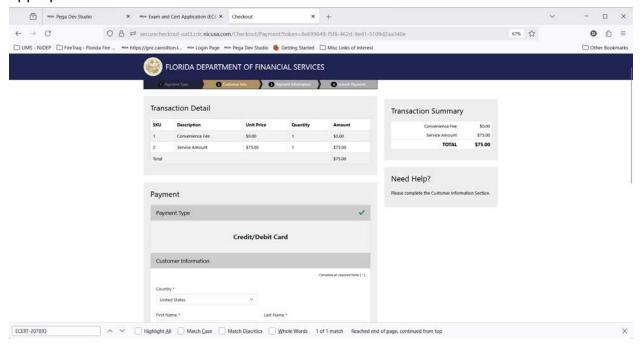7. For offline payments you will see a receipt and that the payment is no pending offline payment.

8. Once you have selected your payment method (either E-Check or Credit Card), the system will route you to continue based on the selection. For Online Payments you will be routed to Make a Payment. Where you confirm using the make payment button you are ready to be navigated to the external Payment Provider.
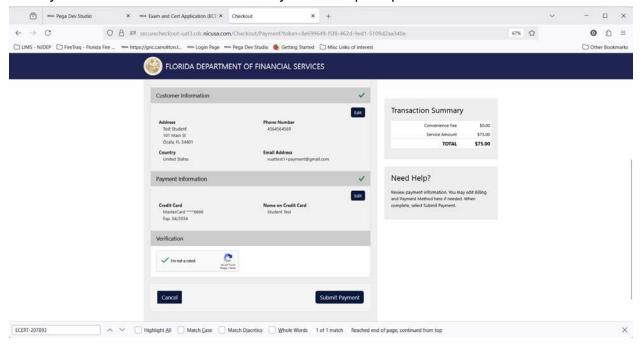

9. Once you have selected "Make a Payment" the system will navigate you to the EBIB system to process the payment electronically based on your selection.
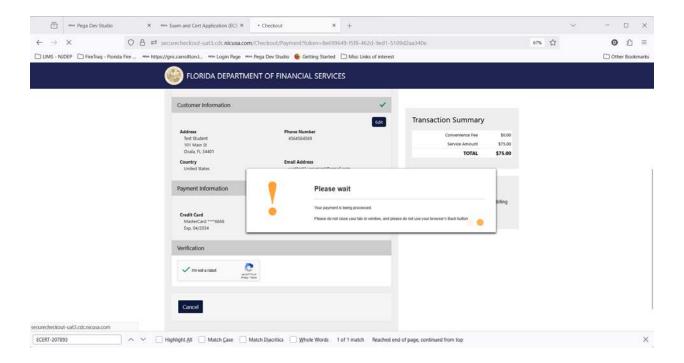
10. For credit cards you will see the following screen and be prompted to enter the appropriate credit card information.
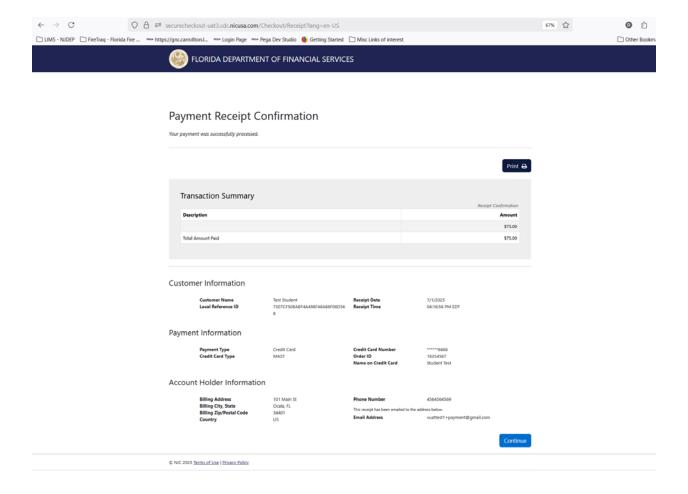

11. Once you have entered the information you will be prompted to confirm it.
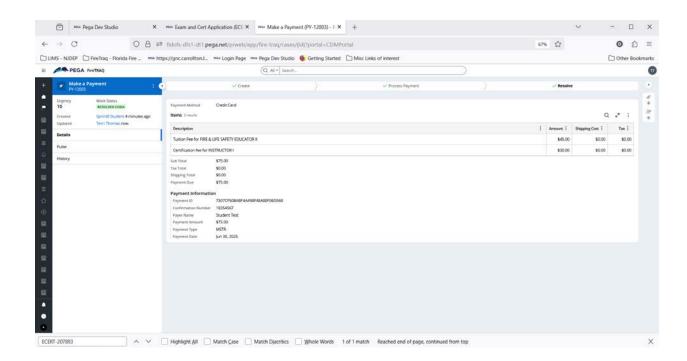

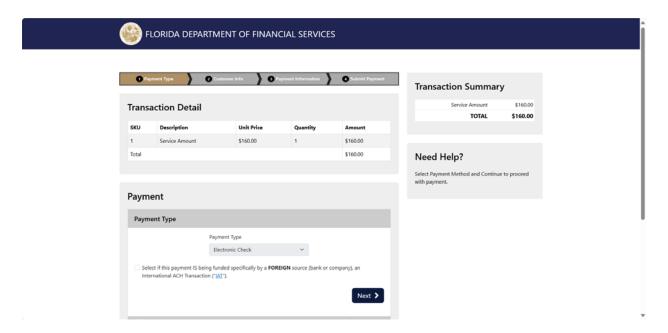12. The system will then process you payment and you will see a waiting screen.

13. Once the payment is able to be processed successful you will see a confirmation receipt.
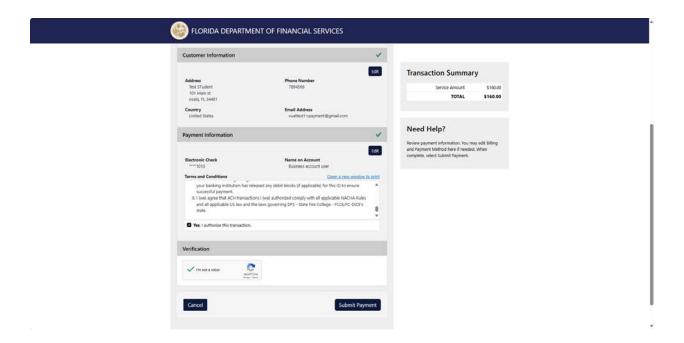
14. When you return to the FireTraq if the payment has been posted correctly you will see the Detailed Receipt in FireTraq.
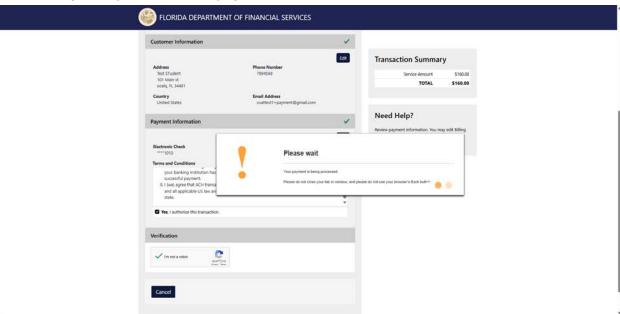
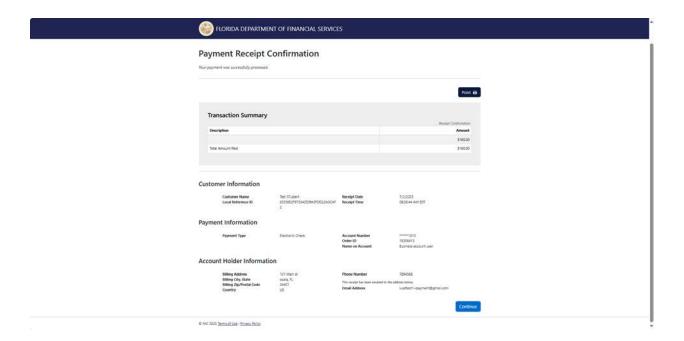15. When processing an ECheck you will see the following screen in EBIB.

16. You will be prompted to agree to the appropriate terms. And enter the required ECheck information.
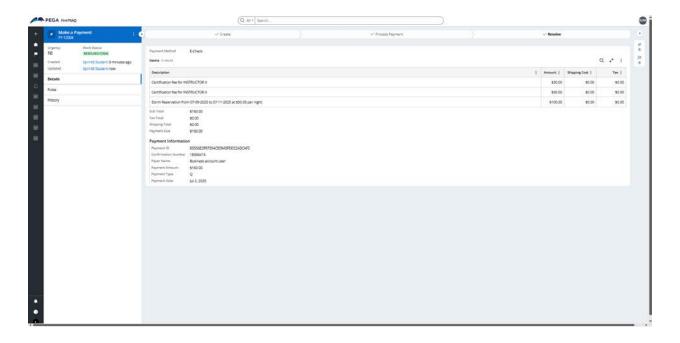
17. Once you have submitted the payment you will see a message while the screen, while the system processes the payment.

18. Once the system has processed successfully the system will display the EBIB receipt.

19. Once you return to FireTraq you will see the detailed receipt.

20. If the payment is unsuccessful the appropriate fees will be returned to the shopping cart to be processed again.