Transact ePayments

This document gives instructions on how to make Transact ePayments.

1. From the Self-Service page, click the Academic Self-Service link.

alth		Prospective Stu	dents 🗸	Patient Care 🗸	Job Seekers 🛩	Donors 🗸	Crime Statistics 🗸	Search Q
							• •	ELF-SERVICE
	PeopleSoft Support						• •	CLI-SERVICE
	Financials	~	Ber	plaSaft				
	Human Resources	*	Pet	opleSoft		_		
	Student Administration	*			elf-Service rvice.lsuhsc.edu	a	Academic Self-Sel cademicselfservice.ls	
	End User Training	*						
	Superuser Training	*						
	Register For Training		Pur	chasing				
	Frequently Asked Question	18				_		
	Staff			Buy	⊌U وV	Buy-	U eProcurement - LSU Orleans 🖬	Health New
	PeopleSoft Support Home			•				

2. Enter your User ID and Password, then click the Sign In button.

LSU Health			
PeopleSoft HRSA - PS9CSPRD 1			
User ID			
1			
Password			
Warning! Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. We recommend against using public or shared computers to access PeopleSoft. To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session.			
Sign In			



3. Click the **Student Center** tile.

4. Click the **Transact Payment** link.

Student Center	Jorge's Student Center
	Academics
	Search Plan Enroll My Academics
	Other Academic Information
	IJ
	➡ Finances
	My Account Account Inquiry
	View\Print Invoices
	Transact Payment Financial Aid

The **Overview** page displays. This is the default screen. The page is broken into two sections: **Summary** and **Recent Transactions**. The menu options are listed on the left side of the page.

Summary Se	ection	
LSU Health	Overview	4
My Account Overview Make a Payment	JORGE R LSU Health Sciences Center New Orleans	Balance \$18,800.79
Transactions	Summary Academic Year 2023-2024 Minimum due	\$16,912.79 516,912.29
⊖ Sign Out	Spring-New Orleans 2024 Minimum due Balance	\$1,888.00 \$1,888.00 \$18,800.79
	Minimum due	\$18,800.79 Make a payment

The **Summary** section lists any balances due from current and previous terms, and any total balance due.

My MasterCard (···· 5454) CARCENT AND		JR	
Name JORGE R Payment methods My Visa (**** 1111) VISA My MasterCard (**** 5454) Image: Card Card Card Card Card Card Card Card			15
Payment methods My Visa (**** 1111) VISA My MasterCard (**** 5454) Image: Card Card Card Card Card Card Card Card	Basic information		
My Visa (*** 1111) VISA My MasterCard (*** 5454) Image: Comparison of the second of the s	Name	JORGE R	
My MasterCard (**** 5454) Add payment method Add payment method Payers Do you know someone that would like to help you pay? Invite them to have access to your account SMS notifications Signup Privacy & terms	Payment methods		
Add payment method Payers Do you know someone that would like to help you pay? Invite them to have access to your account Send a payer invitation SMS notifications Signup Privacy & terms	My Visa (•••• 1111)	VISA	0
Payers Do you know someone that would like to help you pay? Invite them to have access to your account	My MasterCard (•••• 54	54) (10001200	
Do you know someone that would like to help you pay? Invite them to have access to your account!	Add payment meth	<u>lod</u>	
SMS notifications Signup Privacy & terms	Do you know someone th	at would like to help you pay? Invite then	n to have access to your
Signup Privacy & terms	Send a payer invita	tion	
Privacy & terms	SMS notifications		
-	<u>Sign up</u>		
Use of personal information	Privacy & terms		
	Use of personal inform	ation	<u>View</u>

To setup or view account information, click My Account.

Recent Transactions Section

Date	Description	Receipt	Amount
3/26/24	Academic Year 2023-2024 <u>*1</u>	<u>#2924</u>	\$625.50
3/20/24	Spring-New Orleans 2024 ±1	<u>#2919</u>	\$3.09
3/14/24	Academic Year 2023-2024	<u>#2915</u>	\$28.00

The **Recent Transactions** section will list the last three transactions made. To see all transactions, click the **View All** link in the upper right corner of the list.

To see a specific receipt, click the specific receipt number under the **Receipt** column.

Dete: 3/26/24 Business date: 2/23/24 Method: Visa Total amount \$625.50	eceipt rza ce r so:
Amoun	Description
\$500.0	Academic Year 2023-2024
\$100.0	Spring-New Orleans 2024
\$600.00 \$25.5	Subtotal Service Fee
\$625.50	Total
Amoun	Payments received
\$600.0	VISA (1111) Authorization #244113
	VISA (···· 1111)
\$25.5	Authorization #851632

The specified receipt will display.

If help is needed paying tuition and fees, a request may be sent to allow a person access to your account.

Click Send a payer invitation.

Do you want help paying? Do you know someone that would like to help you pay? Invite them to have access to your account! Send a payer invitation
Verview Payer Invitation
Payer information
* Last name
* Email address
* Confirm email address
Payer access
By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.
Message to payer
Maximum 250 characters
Cancel Send invitation

Once the form is filled out completely, click the **Send Invitation** link in the bottom right corner.

LSU Health New ORLEANS	Overview	Δ
My Account	JORGE R LSU Health Sciences Center New Orleans	^{Balance} \$18,800.79
Make a Payment	Summary	
Help	Academic Year 2023-2024 Minimum due	\$16,912.79 <i>\$16,912.79</i>
\bigcirc Sign Out	Spring-New Orleans 2024 Minimum due	\$1,888.00 <i>\$1,888.00</i>
	Balance Minimum due	\$18,800.79 <i>\$18,800.79</i>
		Make a payment

5. Click **Make a Payment** link from the menu options on the left side of the page or the **Make a Payment** button in the bottom right corner of the page.

	Step 1 of 3: Pay amount 1-(2)-(3)		
	How much would you like to p	ay?	
Balance items			
Incheck all 2 of 2 selected			
Description	Minimum	Balance	Amount
🗸 / cademic Year 2023-2024	\$16,912.79	\$16,912.79	\$1,000.00 🛞 🗸 Maximum \$16,912.79
ring-New Orleans 2024	\$1,888.00	\$1,888.00	\$100.00 🛞 🗸 Maximum \$1,888
Total balance Pay amount Remaining balance			\$18,800.79 \$1,100.00 <i>\$17,700.79</i>

		\$1,100
\square	Cancel	Checkout

If you would like to pay the balance in full, click the Check All box in the upper left corner or check the box for any one item you would like to pay in full. Otherwise, you may enter the amount that you would like to pay for on one or more items. Click the **Pay** button.

top: cd 1 Payment and test	
How would you like to pay?	
Payment annunt \$250	
* Payment method	
My wine providing with	supposed at a programmer among and the second at the secon
PD-05101011 🌉	
hard (7.18) 🚭	How would you like to pay?
	Rayment amount
They could an about card	\$250
New bank Adquirt	* Reymont method
New 519 Saving: Fun	PB-00054540 🚭
Instructure segment	12223 HEARE 🚮 📰 😂 VISA

Setup and/or select payment method. Confirm by clicking **Continue**.

Continue

Cancel

Last step! L	Step 3 of 3: Review O-O-O et's make sure we have your corre	ct information.	
* Email address			
@isuhsc.edu			
Summary		Change	
Academic Year 2023-20 Amount	024	\$500.00	
Spring-New Orleans 20 Amount)24	\$100.00	\$625.50
Subtotal Service fee Total		\$600.00 \$25.50 \$625.50	Thank you for your payment
Payment details		Change	You have a remaining balance of \$18,800.79
Card number	1111	VISA	The payment receipt <u>#2924</u> was sent to:
Expiration date	03 / 24		@lsuhsc.edu
Zip/Postal code	32606		
This site is protected by reCAP	FCHA and the Google <u>Privacy Policy</u> and <u>Terms of Sen</u>	vice apply.	
Go	to overview		

The final step is to Review the payment and submit. Click Go to Overview.



You must Acknowledge and confirm the Service Fee agreement for using *Transact Campus SmartPay*. Click **Continue**.

6. Click Help. Help Depending on your question, contact LSU Health Sciences Center New Orleans or Transact Campus SmartPay Support LSU Health Sciences Center New Orleans Contact us if you have a question about... Your balance Payment plans nobursar@lsuhsc.edu 504-568-4694 Transact Campus SmartPay Support Transact Campus SmartPay is a third party payment processor operating under an agreement with LSU Health Sciences Center New Orleans to process electronic payments on your behalf. Contact us if you have a question about... Making a payment SmartPay or service fees Transact Online Support Transact international payment support If you have a question about Transact international payments, chat with us now Chat