How to Make a Payment

Steps for making a tuition payment. ACH/electronic checks only.
Note: Instructions are not for Payment Plan Payments or Deposits

- Access ePay
  - Students Login to the Student Center
    - From the Student Center Homepage select Financial Account
    - Select Access ePay
    - Click the Access ePay button
  - Panther Partner Authorized Users login to ePay
- From the Home Page select Make Payment
  - Verify or change Payment Date
  - Select or enter Amount to pay
  - Add
  - Optional Personal Note (Personal Note is only for payer reference)
  - Verify Payment Amount (If amount shows $0, verify clicked ADD next to Payment amount)
  - Continue

- Select Payment Method
  - NOTE: Electronic check only. No credit/debit cards accepted
- Input requested Payment Information, Continue
- Read and Accept ACH Payment Agreement, Continue
- Review payment information and Submit Payment

Cashiers Office  714-997-6838  ePay@chapman.edu