

To make an online credit card payment using an invoice from the Brockport home page:

1. Access www.brockport.edu
2. Click on the **Online Services** link
3. Select **Online Bill Payment System**
4. Click on **Pay with a Credit Card**
5. Select **Term** and **SUBMIT**
6. Enter **invoice number, Brockport ID, date of birth, and last name on Brockport account** as indicated
7. Click on **Pay Bill** to continue
8. **Verify the name** on the invoice
9. Follow the prompts/instructions as outlined to complete the credit card payment transaction
10. **Print** a copy of the **Credit Card Payment Status screen** for your records, as an Authorization Code has been assigned for the transaction.

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