

NOTE: E-check payments may be made using a personal checking account (*non-investment or non-home equity*) ONLY. Savings accounts **CANNOT** be used to make e-check payments.

To make an E-check 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 an E Check**
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. **Enter personal checking account information.** The payment amount is predetermined by the balance on the Brockport account. This is the only amount than can be paid via the Web. If you wish to pay a different amount, you need to contact the Office of Student Accounts. Please note: The "Name on the Account" is **the name that appears on the checking account.**
10. Click on **Okay to Submit Payment**
11. **Verify payment information.** If correct, send this information. If incorrect, make changes and resubmit.
12. Follow the prompts/instructions as outlined to complete the credit card payment transaction
13. **Print** a copy of the **Verify Your Payment Information screen for your records**, as an e-check transaction number will be assigned for the transaction.

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