

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 from the Student Information System using Brockport ID and PIN:

1. Access www.brockport.edu
2. Click on the **Online Services** link
3. Select **Campus Information System**
4. Enter **User ID** and **PIN**
5. Select **Student Services** tab at top of screen
6. Select **Student Records**
7. Click on **Account Summary by Term**
8. Select **Term** and **SUBMIT**
9. **Enter personal checking account information.** The payment amount is predetermined by the balance on the Brockport account. This is the only amount that 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. **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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