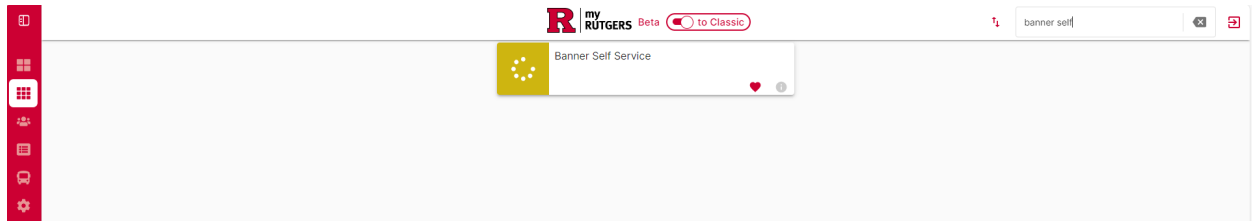


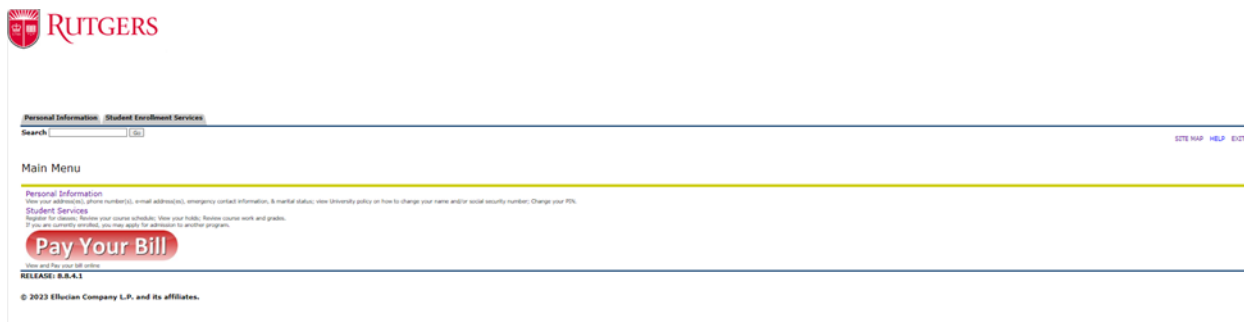
RBHS E-CHECK PAYMENT TUTORIAL

Step 1: Log into the [myRutgers](#) portal.

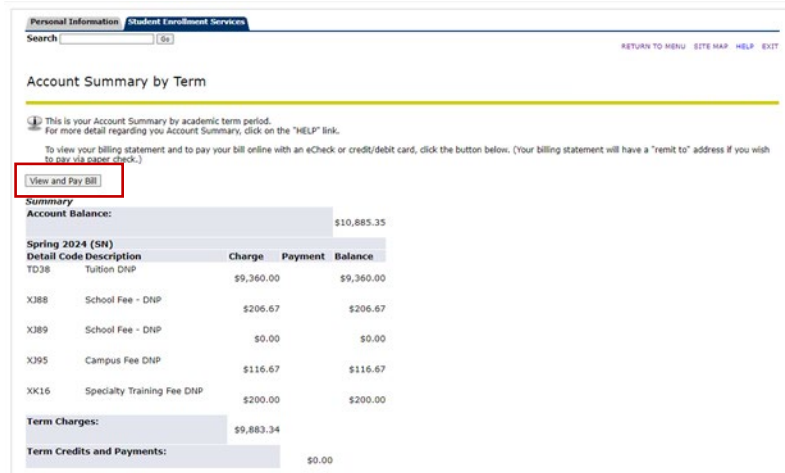
Step 2: Under Apps, click on the **Banner Self Service** app. Tip: Favorite the Banner Self Service app for quick access.



Step 3: Click the **Pay Your Bill** button.



Step 4: Click **View and Pay Bill** for the desired semester. You will be redirected to OnPlan.



RBHS E-CHECK PAYMENT TUTORIAL

Step 5: Select **Make A Payment**.

The screenshot shows the Rutgers Payer Home interface. At the top, there's a navigation bar with 'Payer Home', 'Payer Search', 'Actions', 'My Account', and 'Log Out'. Below this, a summary box displays a balance of \$1,486.50 due by 10/23/2023, with a 'Make A Payment' button highlighted in red. A secondary navigation bar includes 'Account Summary', 'Statements', 'Payment Plans', and 'Payer Actions'. The 'Account Summary' section shows 'Last Billed / Statement Balance as of 10/23/2023' at \$3,500.70 and 'Balance On Payment Plan' at \$2,014.20. A 'Make A Payment' button is also highlighted in red in this section. A 'Quick links' box on the right contains a 'Set Up Authorized Users' button with a 'Set Up Now' link.

Step 6: Verify the amount you wish to pay: the balance due or enter another payment amount.


The screenshot shows the 'What Would You Like To Pay?' screen. It lists two options: 'Your SPH - FALL BILL Payment Plan' for \$2,014.20 (Remaining Balance) and 'Current Balance' for \$1,486.50 (Due by 10/24/2023). The 'Current Balance' option is selected with a blue checkmark. Below this, there's a text input field for 'Amount To Pay' with the value '1.00'. A link 'Nevermind, I don't want to pay this' is visible. The total amount to be paid is shown as 'Total: \$1.00'. At the bottom, there are 'Back' and 'Continue' buttons.

Step 7: Choose eCheck as the payment method. Use a saved bank account or add a new one.

The screenshot shows the 'How Would You Like To Pay?' screen. It lists three categories of payment methods: 'Saved payment methods', 'Add a new payment method', and 'International payment method'. Under 'Saved payment methods', the 'Saved Bank Account (eCheck)' option is selected with a blue circle. Under 'Add a new payment method', there are two options: 'Add New eCheck Bank Account' (no service fee) and 'Add New Credit/Debit Card' (will include a 2.5% (\$0.03) service fee). Under 'International payment method', there is one option: 'International payment via Flywire' (external fees may apply). At the bottom, there are 'Back' and 'Continue' buttons.

RBHS E-CHECK PAYMENT TUTORIAL

Step 8: Review the payment information and click **confirm** to submit the payment.



Virtual Terminal

Payer Home

Payer Search

Actions

My Account

Log Out

Almost Finished, Please Review and Confirm

Payer Actions

Payment Information

Payment Method

Email Address

Bill

Payment For:

Payment Date:

Amount:

10/24/2023

\$1.00

Total:

\$1.00

By clicking the Confirm button, a one-time payment of \$1.00 will be processed immediately from the account as indicated above.

← Change Payment Method

Cancel Payment

Confirm

3

1/5/24