Step 1: Get Started with Pay Online

Hello Margaret Carnegie. Welcome to My Plaid Student!

The blue hyperlinks represent the items your student has permitted you to access via MPS. To make a payment to your student's account, click the ***Finances: Pay Online*** link.
Add or manage a bank account by clicking the **Manage Bank Accounts** button.

**Step 2: Add, Edit or Delete a Bank Account**

Select **Add New Account** (or Edit to update a bank account) and enter the appropriate **Amount Type**, **Routing Number**, and **Account Number** into their respective fields.
Give your bank account a **Descriptive Name**. This name (along with the last four digits of the bank account number) will be displayed throughout MPS and Student Information Online (SIO).

If you wish to allow your student to use this bank account to accept student refunds for overpayments, select Yes next to the first statement in the section below the Descriptive Name field. If you wish to allow your student to use this bank account to make student account payments, select Yes next to the second statement in this section.

Confirm your account information by **reviewing the Add Account Terms** and checking the box next to **I Agree**. Then click **Add Account**.
Step 3: Make Payments to Your Student’s Account

To make a payment to your student’s account, select the **bank account** from which you wish to pay, the **amount** and the **payment date**. The earliest possible payment date for recently added bank accounts is two (2) business days in the future. Selected payment dates must be Monday through Friday.

After clicking the **Submit Payment** button, you will need to confirm your payment by clicking the **Confirm Payment** button.
Your confirmation number can be used to follow up with any questions about payments.

**Step 4: View Bank Account Activity**

View scheduled, ending and completed payments by clicking the **See MPS Bank Account Activity** link on the payment screen.
View scheduled, pending and completed payments here. If you permitted your student to use one of your bank accounts to make payments in SIO, that activity will also be displayed.

**Step 5: Your Student’s View in SIO**

In SIO, your student can view the bank account that you added in MPS. The account displays with the Descriptive Name and the last four digits of the account number, as well as your name. If you allowed your student to use an MPS account to make payments and/or receive refunds, the accounts will be displayed on this screen in SIO. Your student may designate one of these accounts as a default payment and/or refund account.