**STEP 1: Get Started with Pay Online**

These are the items that your student has permitted you to access via MPS. To make a payment to your student’s account, click the blue ‘>> Finances: Pay Online’.

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 Account Type, Routing Number, and Account Number below.

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.

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 this section. 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 Account Information

Review the details of the account information you provided and, if necessary, edit by selecting the Bank button. If account information is correct, read the Add Account Terms below, check the box next to 'I Agree' to indicate your agreement to these terms, and click Add Account. If you do not agree to the Add Account Terms, the account will not be added.

Add Account Terms

[Items not visible in the image]

I agree

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 a Payment 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.

Note: 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.

This confirmation number can be used to follow-up with questions about payments.
STEP 4: View Bank Account Activity

View scheduled, pending and completed payments by clicking the blue ‘>> see MPS bank account activity’ 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.

TIP: When a blue ‘i’ circle is displayed in MPS, hover over it for additional details.