



## MPS Authorized User Guide: Pay Online

### Step 1: Get Started with Pay Online

The screenshot shows the My Plaid Student website for Margaret Carnegie. The header includes the Carnegie Mellon University logo and a dog icon, and the text "My Plaid Student for Margaret Carnegie" with "Feedback | Logout" links. A "Home" link is visible below the header. The main content area features a welcome message: "Hello Margaret Carnegie. Welcome to My Plaid Student!". Below this, there are two sections: "Students you can view" and "My Plaid Student".

**Students you can view**

Andrew Carnegie (MS at Carnegie Institute of Technology, expected graduation May 2025)

- » [Finances: Pay Online](#)
- » [Finances: View Invoices](#)
- » [Finances: View Student Account Activity](#)

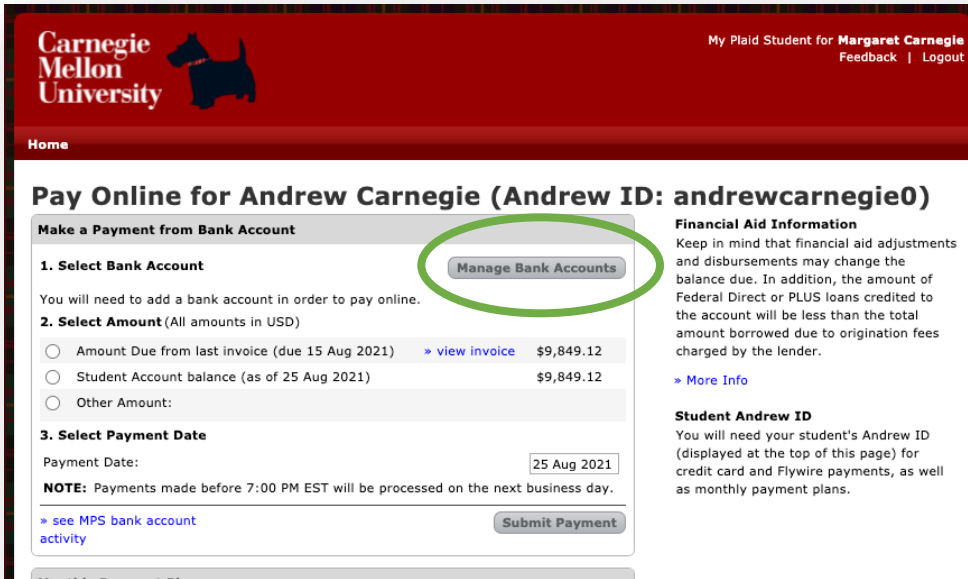
**My Plaid Student**

My Plaid Student is a service of Carnegie Mellon University that allows each student to designate individuals who are authorized to view certain categories of the student's education records. You have been granted access to information concerning the students listed on this page.

As required by the Family Educational Rights and Privacy Act of 1974 (FERPA), each student has previously consented to your access to his or her information on the My Plaid Student website. Each student may select which categories of information you may or may not access. At any time, a student may modify the categories of information you are authorized to access. At any time, a student may also choose to completely revoke your access to his or her records on the My Plaid Student website. Carnegie Mellon cannot grant you access to the My Plaid Student website or otherwise release information about the above referenced student to you without the consent of the student, unless a legal exception to FERPA applies. Carnegie Mellon also reserves the right to revoke your access to the My Plaid Student website.

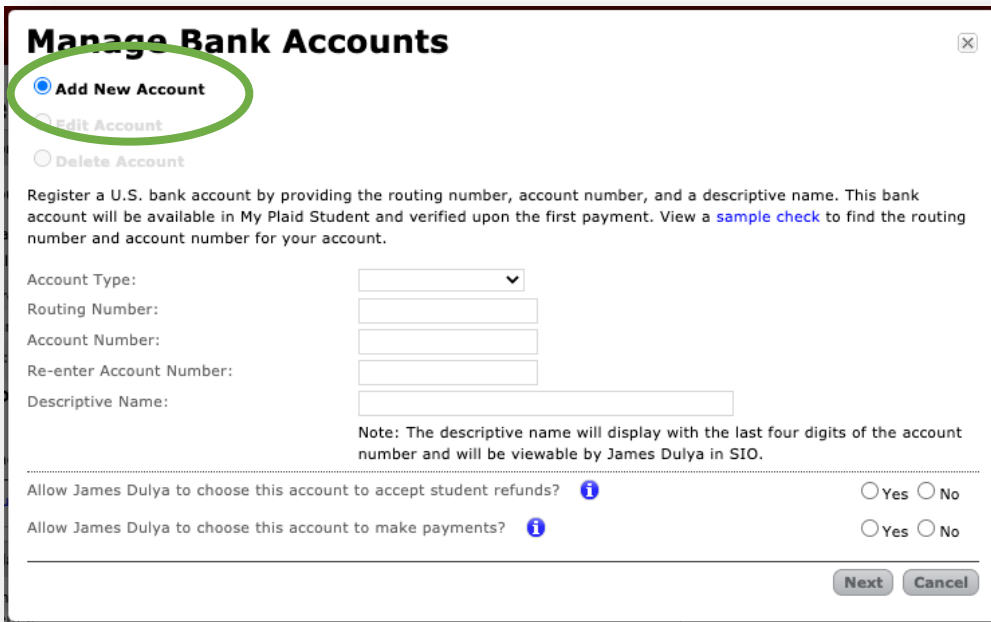
The blue hyperlinks represent the items your student has permitted you to access via MPS. To make a payment to your student's account, click the **>>Finances: Pay Online** link.

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.



**Manage Bank Accounts**

Add New Account  
 Edit Account  
 Delete Account

Register a U.S. bank account by providing the routing number, account number, and a descriptive name. This bank account will be available in My Plaid Student and verified upon the first payment. View a [sample check](#) to find the routing number and account number for your account.

Account Type:

Routing Number:

Account Number:

Re-enter Account Number:

**Descriptive Name:**

Note: The descriptive name will display with the last four digits of the account number and will be viewable by James Dulya in SIO.

Allow James Dulya to choose this account to accept student refunds?  Yes  No

Allow James Dulya to choose this account to make payments?  Yes  No

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 Account Information**

Review the details of the account information you provided and, if necessary, edit by selecting the Back 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.

Routing Number: 314074269  
 Account Number: 987654  
 Descriptive Name: My Checking

**Add Account Terms**

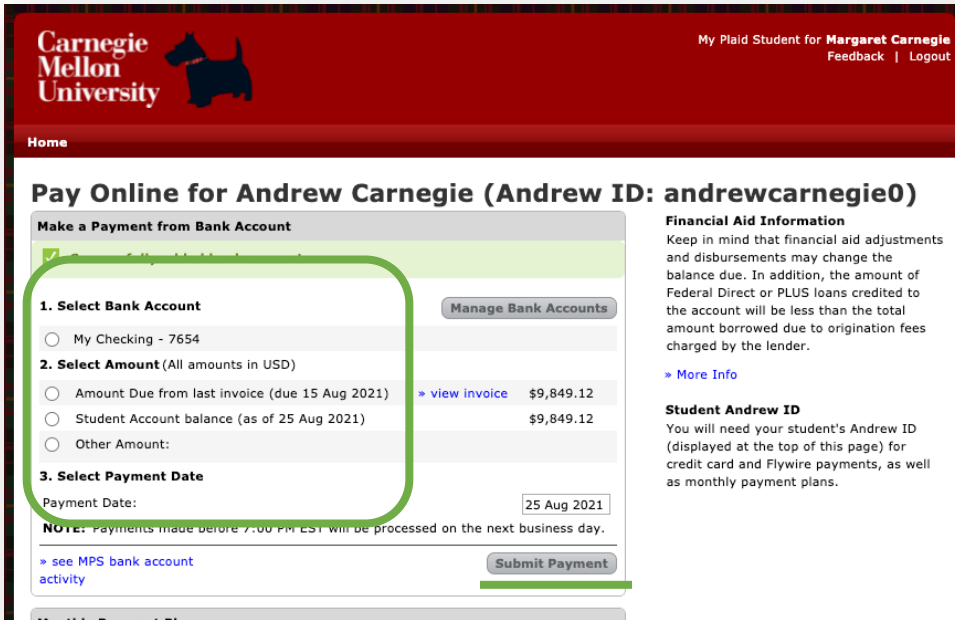
(i) I confirm to Carnegie Mellon University ("Carnegie Mellon") that the information for this account is accurate and that I am authorized to make the payments designated by me and/or by the student from this account currently and from time to time until I delete this account.

(ii) I understand that if a payment is directed from this account or this account is designated to receive refunds and the payment or refund is erroneous or unable to be processed for any reason (including

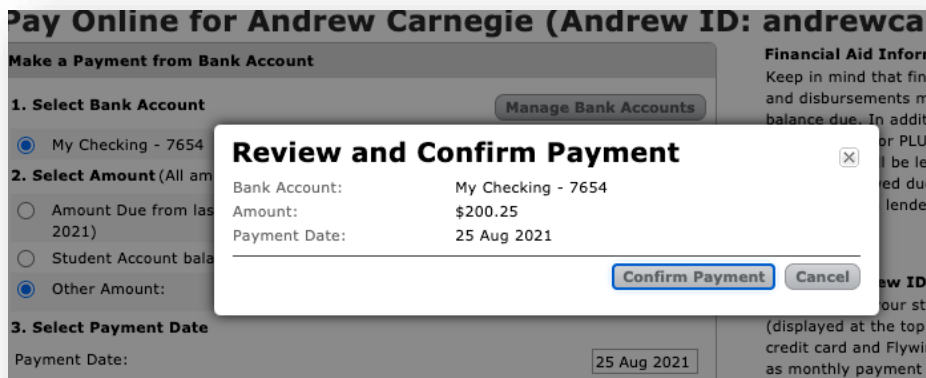
**I Agree**

Confirm your account information by **reviewing the Add Account Terms** and checking the box next to **I Agree**. Then click **Add Account**.

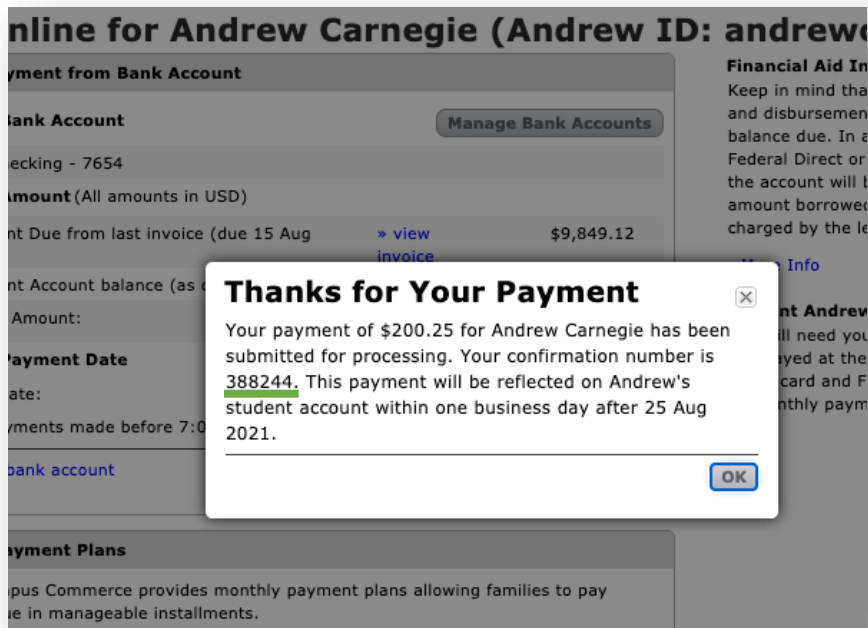
### Step 3: Make Payments to Your Student's Account



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.



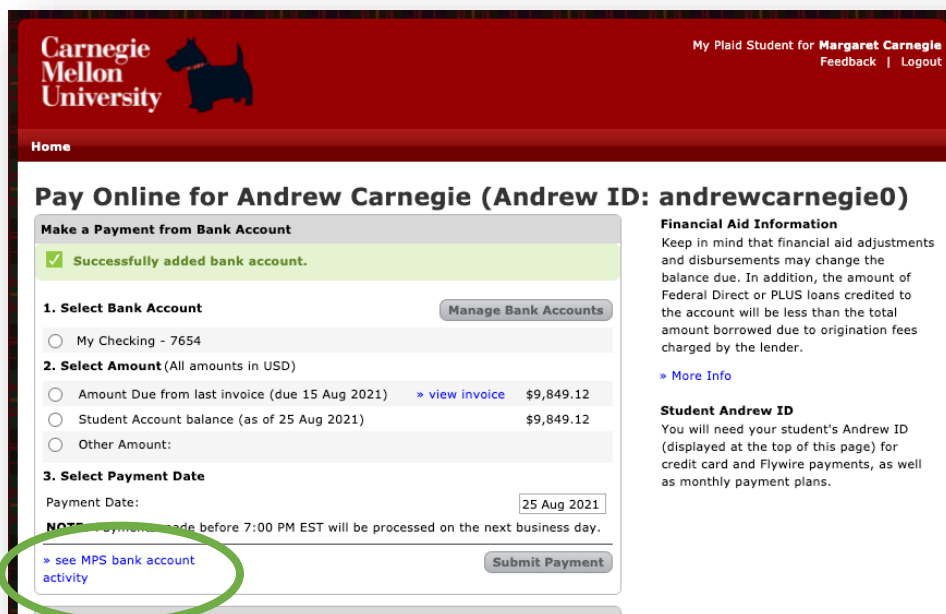
After clicking the **Submit Payment** button, you will need to confirm your payment by clicking the **Confirm Payment** button.



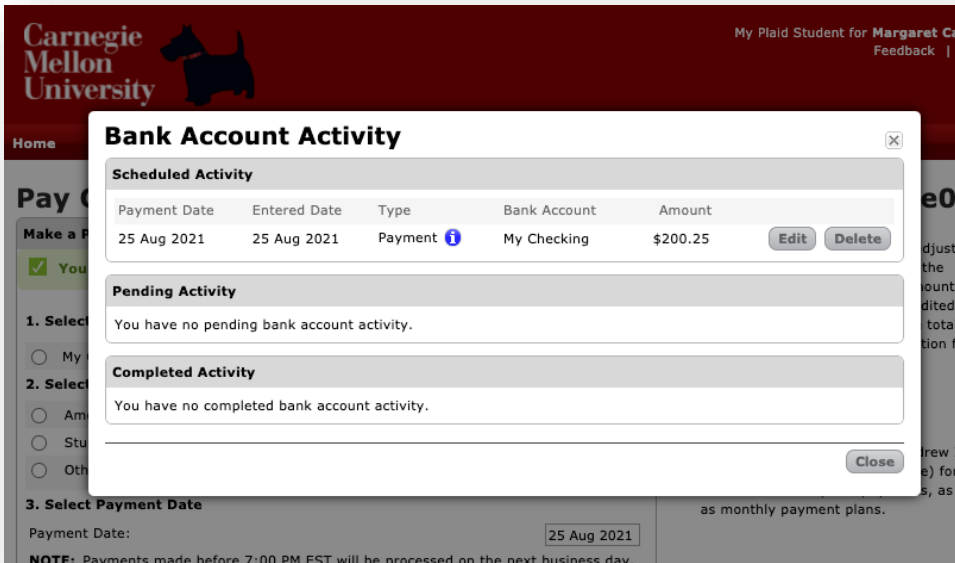
Your **confirmation number** can be used to follow up with any questions about payments.

#### 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.

