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GENERAL ACCOUNTS RECEIVABLE (GAR)
ONLINE PAYMENT CENTER INSTRUCTIONS

To access the Web site, logon to http://go.illinois.edu/paygar

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GAR ONLINE PAYMENT CENTER

Welcome to the University of Illinois General Accounts Receivable (GAR) Online Payment Center.

The GAR Online Payment Center enables University of Illinois customers who are not enrolled students to pay invoices from campus departments online using an electronic check (e-check) or, in some cases, a credit card (Visa, MasterCard, Discover, American Express).

If your account number begins with "@", please click here

If your account number is all numeric, please click here

Enrolled students who wish to pay their student account charges, please log into Banner Web Self-Service system.

All invoices can be paid by e-check. However, not all departments accept credit cards, so invoices that are grayed out are not eligible for credit card payment. Please click below to review the list of departments that currently accept credit cards

→ Participating Departments

Payments can also be mailed to:
University of Illinois Payment Center
General A/R
28394 Network Place
Chicago, IL 60673-1283

If your account number begins with @, first time users are required to enroll. (See the **Customer Enrollment**). The account number and invoice number can be found on the customer's monthly General Accounts Receivable statement.

If you are a returning customer or if your account number is all numeric, please skip forward to page 3.

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Customer Enrollment

All invoices can be paid online via electronic check (e-check). If paying by credit card, not all departmental invoices are eligible to be paid online.

If your University of Illinois account number is entirely numeric (e.g. 612345678), you don't have to enroll and can **Log On** now.

Please complete all fields below and then click the Enroll button.

Account Number: (ex: @12345678)

Name on Account:

E-mail Address:

Phone Number: (format: XXX-XXX-XXXX)

Your password must be at least 6 characters and contain at least one letter and one number.
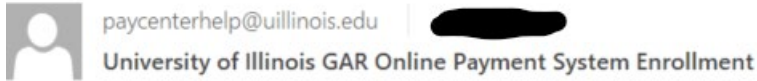
Choose a Password:

Confirm Password:

In order to confirm your identity, please enter one invoice# from your current statement.

Invoice #:

Enroll   Cancel

After enrolling, you will receive a confirmation email similar to the one below.

paycenterhelp@uillinois.edu

University of Illinois GAR Online Payment System Enrollment

Your account for the University of Illinois GAR Online Payment System has been successfully enrolled.
You may access the system via this URL:

https://www.ipay.uillinois.edu/gar/welcome.cfm

NOTE: Please do not reply to this email as it was generated by an automated messaging system.

If you have already enrolled or your account number is all numeric, you can click "Log On" from the Welcome screen.   A copy of the Log On screen is below.

If your account number begins with @, you may enter your logon and password and you will be directed to the Menu Options page.

If your account number is all numeric, please click on "My Account is Numeric" You will then be instructed to enter your Enterprise Authentication I.D. and password.

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Log On

If your University of Illinois account number begins with "@" and you have not already enrolled by setting a password for your account, please enroll.

If your University of Illinois account number begins with "@", enter your account number and password below and then click Log On.

Logon   (ex. @12345678)

Password

Log On   Cancel

If you cannot remember your password, please email your Logon ID (Universityy of Illinois account number), account name, and account address to aroperations@uillinois.edu.
You will receive a temporary password within three (3) business days.

After the first log in, a "Consent" page will appear. Customers will have to click "I agree" before proceeding. The Consent page will only appear once.

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The following screen lists, under **Welcome**, information related to the customer's last logon, last online payment, and last online payment amount in the box on the right side of the screen. Customers are strongly encouraged to read the message board each time they logon in order to receive updated information. After reading all new messages, select **Pay Invoices** from the **Menu Options** list.

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Pay Invoices   View Payment History   Change Password   Home   Log Off

Messages

9/1/2015. The U of I General Accounts Receivable Online Payment Center is now mobile friendly.

Welcome: *Marc Test*

Last Logon: 11/08/2019 9:53 AM
Last Online Payment:
Last Online Payment Amount: $0.00

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After you click pay invoices, the next screen will appear which will give you the opportunity to choose the payment method.

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Pay Invoices   View Payment History   Change Password   Home   Log Off

Pay Invoices

Select the checkboxes of the invoices that you wish to pay and then click the **Continue** button. Invoices that are grayed out and that do not have a select option are not payable online. Please allow 3 business days for payments to be processed and removed from this list. Please check your Payment History for further information.

Invoices from campus departments can be paid using either an electronic check or credit card. All invoices can be paid by e-check. However, if paying by credit card, invoices for departments who choose not to participate in the pay by credit card program will be shown in red and not have a select option.

Invoice totals includes all charges and credits pertaining to the invoice number. If you do not agree with the invoice total, please contact aroperations@uillinois.edu, or call Susan Cotter at 217-244-6022.

Current Payment Method:

Select One   ▾

Select	Invoice	Description	Date Due	Amount Due
no pay method selected	▸ UAG15754	ITCS Pubs Revolving	2019-11-28	$270.50
				Total Amount Due: $270.50
				Total Amount Due reflects payments pending

Continue

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The following image reflects what is shown when e-check is selected. All outstanding invoices are eligible to be made online. If you see an expand arrow next to the Invoice number, you can pick a single transaction to pay versus the entire invoice amount.

			GAR Online Payment Center			
I Ⓘ 🏛	UNIVERSITY OF ILLINOIS SYSTEM					
Pay Invoices	View Payment History	Change Password			Home	Log Off

Pay Invoices

Select the checkboxes of the invoices that you wish to pay and then click the **Continue** button. Invoices that are grayed out and that do not have a select option are not payable online. Please allow 3 business days for payments to be processed and removed from this list. Please check your Payment History for further information.

Invoices from campus departments can be paid using either an electronic check or credit card. All invoices can be paid by e-check. However, if paying by credit card, invoices for departments who choose not to participate in the pay by credit card program will be shown in red and not have a select option.

Invoice totals includes all charges and credits pertaining to the invoice number. If you do not agree with the invoice total, please contact aroperations@uillinois.edu, or call Susan Cotter at 217-244-6022.

At least one invoice must be selected before you can continue.

Current Payment Method:

E-Check (ACH) ▾

Select	Invoice	Description	Date Due	Amount Due
☑	▼ UAG15754	ITCS Pubs Revolving	2019-11-28	$270.50
☑	UAG15754	ITCS Pubs Revolving	2019-11-28	$255.00
☑	UAG15754	ITCS MDS Dist Ctr	2019-11-28	$15.50
				Total Amount Due: $270.50
				Total Amount Due reflects payments pending

Continue

The following image reflects what is shown when credit card is selected. Invoices in red are not payable using a credit card.

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Pay Invoices   View Payment History   Change Password   Home   Log Off

Pay Invoices

Select the checkboxes of the invoices that you wish to pay and then click the **Continue** button. Invoices that are grayed out and that do not have a select option are not payable online. Please allow 3 business days for payments to be processed and removed from this list. Please check your Payment History for further information.

Invoices from campus departments can be paid using either an electronic check or credit card. All invoices can be paid by e-check. However, if paying by credit card, invoices for departments who choose not to participate in the pay by credit card program will be shown in red and not have a select option.

Invoice totals includes all charges and credits pertaining to the invoice number. If you do not agree with the invoice total, please contact aroperations@uillinois.edu, or call Susan Cotter at 217-244-6022.

Current Payment Method:

Credit Card

Select	Invoice	Description	Date Due	Amount Due
not payable by cc	123241	Illini Union GuestRoom	2019-11-28	$232.78
not payable by cc	125046	Illini Union GuestRoom	2019-11-28	$202.27
not payable by cc	123243	Illini Union GuestRoom	2019-11-28	$465.56
not payable by cc	123242	Illini Union GuestRoom	2019-11-28	$588.73
not payable by cc	125263	Illini Union GuestRoom	2019-11-28	$220.35
not payable by cc	123238	Illini Union GuestRoom	2019-11-28	$588.73
☐	UCC8XTJ3	Closed Circuit TV Sec Cameras	2019-11-28	$5.00
not payable by cc	125755	Illini Union GuestRoom	2019-11-28	$123.17
☐	JUL 2019	SAN-Storage Area Network	2019-11-28	$100.84
not payable by cc	51468	IHotel Catering 244-1519	2019-11-28	$4,709.00
not payable by cc	▸ 51405	IU Catering 333-7460	2019-11-28	$2,705.00
☐	SEP 2019	SAN-Storage Area Network	2019-11-28	$104.32
not payable by cc	UOMN2566	FandS Jobs Material 333 1469	2019-11-28	$1,423.91
not payable by cc	023106	Illini Union Document Services	2019-11-28	$479.73

To pay invoices online, select the checkboxes of the invoices to be paid and then click the **Continue** button located at the bottom on the screen.

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The following screen confirms the invoices to be paid. Select the **Edit** or **Confirm** button.

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Pay Invoices	View Payment History Change Password		Home Log Off

Confirm Invoices

Please confirm that the invoices listed below are those that you wish to pay. If these are the invoices you wish to pay, click the "Confirm" button to begin your online payment. If you need to adjust your invoice selection, select the 'Edit' button.

Invoice	Description	Date Due	Amount Due
UCC8XTJ3	Closed Circuit TV Sec Cameras	2019-11-28	$5.00
JUL 2019	SAN-Storage Area Network	2019-11-28	$100.84
			Total Payment Amount: $105.84
			Payment Method: Credit Card

Edit   Confirm

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One of the two following screens will appear after the selected invoices are confirmed. Enter all required **Credit Card or E-Check** and **Contact Information**. Then select the **Submit** or **Cancel** buttons.

Credit Card Payment Information Screen

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Order summary

Total (USD): 115.79

› Pay with credit or debit card

Card Number [ ]

Expiration Date mm [ ] / yy [ ]

CSC [ ]
What is this ?

Billing Address

First name [ ]

Last name [ ]

Country (optional) [United States of America ▼]

Billing address (optional) [ ]
If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

[ ]

City (optional) [ ]

State (optional) [--- Select --- ▼]

ZIP (optional) [ ]

[Pay Now]

Cancel Payment

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E-Check Payment Information Screen

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E-Check (ACH) Payment

Payment Amount: $435.05
All fields below are required

Please enter your bank information here. Please be sure to enter your first and last name exactly as it appears on the account.

If this is a business account, enter the business name in the account holder name field.

Account Holder Name:

Bank Routing Number: (What is this?)

Bank Account Number:

Re-Enter Account Number:

Type of Bank Account:
- ⦿ Checking
- ○ Savings

Please enter your contact information in case we need to contact you regarding this payment.

Phone Number:

After clicking "I agree" and "Pay Now", the customer is issued a **Payment Receipt** listing the confirmation number, account number, total charge amount, transaction date, invoices paid, and an optional prompt for an e-mail address to which a copy of the electronic receipt will be sent.

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Payment Receipt

This is your payment receipt. You can print or e-mail a copy of this receipt.

Confirmation Number:	7571377254724
Account Number:	@00869693
Total Payment Amount:	$115.79
Payment Tender:	Credit Card
Transaction Date:	11/11/2019 9:55:46 AM

These are invoices that were paid with this transaction.

Invoice	Amount
AUG 2019	$107.79
UCC8XTMC	$8.00

Enter an e-mail address where you want a copy of the receipt sent, then click the **Send E-mail** button.

Email Address

[   ]

Send E-mail

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By clicking View Payment History, customers can view previous online payments.

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Pay Invoices　　View Payment History　　Change Password　　　　　　　　　Home　　Log Off

Online Payment History

Please select a month and year to view:

| November | ▾ | 2019 | ▾ |

View

Online payment history for: **November 2019**

Invoice	Confirmation ID	Payment Tender	Payment Amount	Payment Date
AUG 2019	7571377254724	Credit Card	$107.79	11/11/2019
UCC8XTMC	7571377254724	Credit Card	$8.00	11/11/2019

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Customers can reset their password

I 🎓 🏛	**UNIVERSITY OF ILLINOIS SYSTEM**		**GAR Online Payment Center**		
Pay Invoices	View Payment History	Change Password		Home	Log Off

Change Password

Please enter your current password and new password below and then click "Change Password". New passwords must be at least 6 characters long and must contain at least one letter and one number.

Current Password:

New Password:

Verify New Password:

Change Password   Cancel

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Help

If you have any questions, please email aroperations@uillinois.edu