

GENERAL ACCOUNTS RECEIVABLE (GAR) ONLINE PAYMENT CENTER INSTRUCTIONS

- 1) To access the **GAR Online Payment Center**, logon to <http://go.illinois.edu/paygar> (be sure to save this website in your Favorites for future payments). Upon logging on, the following **Welcome** screen will appear.

Welcome

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).

Enrolled students who wish to pay their student account charges online should log into **UI-Integrate Self-Service system**.

All campus department 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. To determine if the invoice(s) you wish to pay are eligible for credit card payment through the GAR Online Payment Center, please review the current list of **participating departments**. The department's three-digit category code is identified by the first three digits of the invoice number.

If your account number begins with an "@" you must first **enroll**.

If you have already enrolled or your account is all numeric, you may **Log On** now.

Payments can also be mailed to:

University of Illinois
General A/R
P.O. Box 19448
Springfield, IL 62794-9448

- 2) If you are a first time user and your account number begins with @, click **enroll**; you will be directed to the **Customer Enrollment** screen on page 2.
 - a. Enter your Account Number, Name on Account, E-mail Address and Phone Number.
 - b. Choose and confirm a Password.
 - c. Enter an Invoice number.

Note: Your Account and Invoice numbers are found on the monthly GAR billing statements you receive from the University of Illinois.
- 3) If you are a returning customer or if your account number is all numeric, skip to page 3 of these Instructions.

Customer Enrollment

General Accounts Receivable (GAR) Online Payment System

Students, Faculty and Staff are not eligible to enroll in the GAR Online Payment System. If paying by credit card, not all departmental invoices are eligible to be paid online.

All invoices can be paid online via electronic check (e-check).

If paying by credit card, please check the current list of [participating departments](#). The department's "Category Code" is the first three digits of the invoice you want to pay.

Please complete all fields below and then select 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 #:

- 4) If you have already enrolled or your account number is all numeric, click **Log On** from the **Welcome** screen; you will be directed to the **Log On** screen below.
 - a. If your account number begins with @ and you are enrolled, enter your logon and password and click **Log On**.
 - b. If your account number is all numeric, click **My Account is Numeric**; you will be instructed to enter your Enterprise Authentication I.D. and password to **Login**.

Log On

Customers whose University of Illinois account number begins with @, enter your account number (e.g. @01234567) and password below.

If you cannot remember your password, please e-mail your Logon ID (GAR account number), account name, and account address to aroperations@uillinois.edu. You will receive a new password within three (3) business days.

Logon: (ex: @12345678)

Password:

Customers whose University of Illinois account number is entirely numeric (e.g. 612345678), please click on "My Account Is Numeric" and you will continue the Log On process.

- 5) After logging on, you will be directed to the **Menu Options** screen below. The box on the right side of this screen lists your last logon, last online payment date and time, and last online payment amount. Please read the messages at the bottom of the screen. After reading all new messages, select **Pay Invoices** from the menu list on the left side of the screen.

Menu Options

<p><u>Pay Invoices</u></p> <p><u>View Payment History</u></p> <p><u>Change Password</u></p> <p><u>Log Off</u></p>	<p>Welcome, Test Blood Services</p> <hr/> <p>Last Logon: 05/03/2012 3:50 PM</p> <p>Last Online Payment: 10/15/2010 2:09 PM</p> <p>Last Online Payment Amount: \$585.45</p>
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Messages

9/27/2010: E-Check payments are now accepted through the U of I General Accounts Receivable Online Payment Center

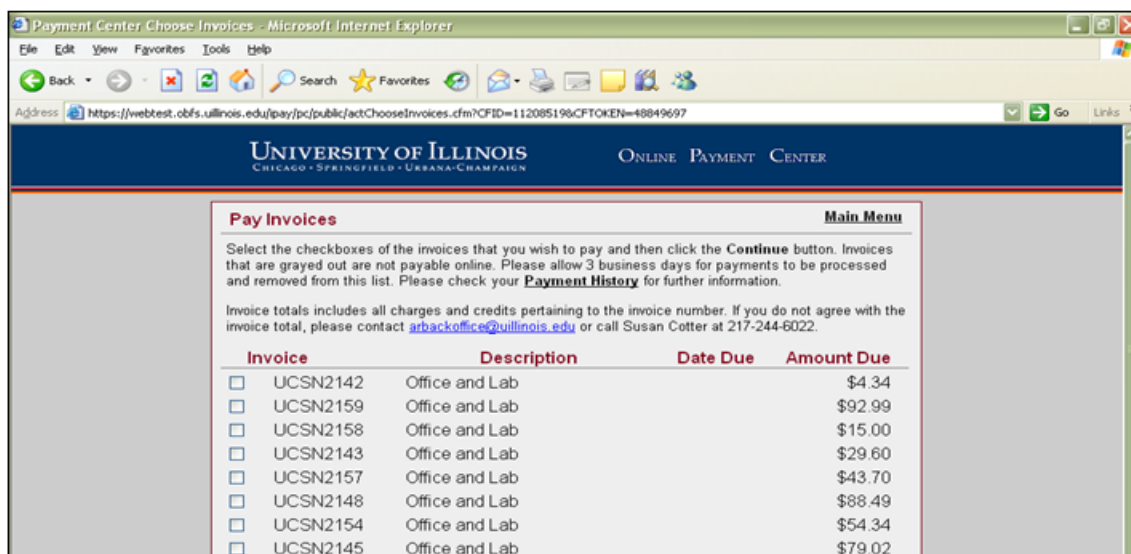
- 6) After clicking **Pay Invoices**, you will be instructed to choose a payment method.

Choose Payment Method [Main Menu](#)

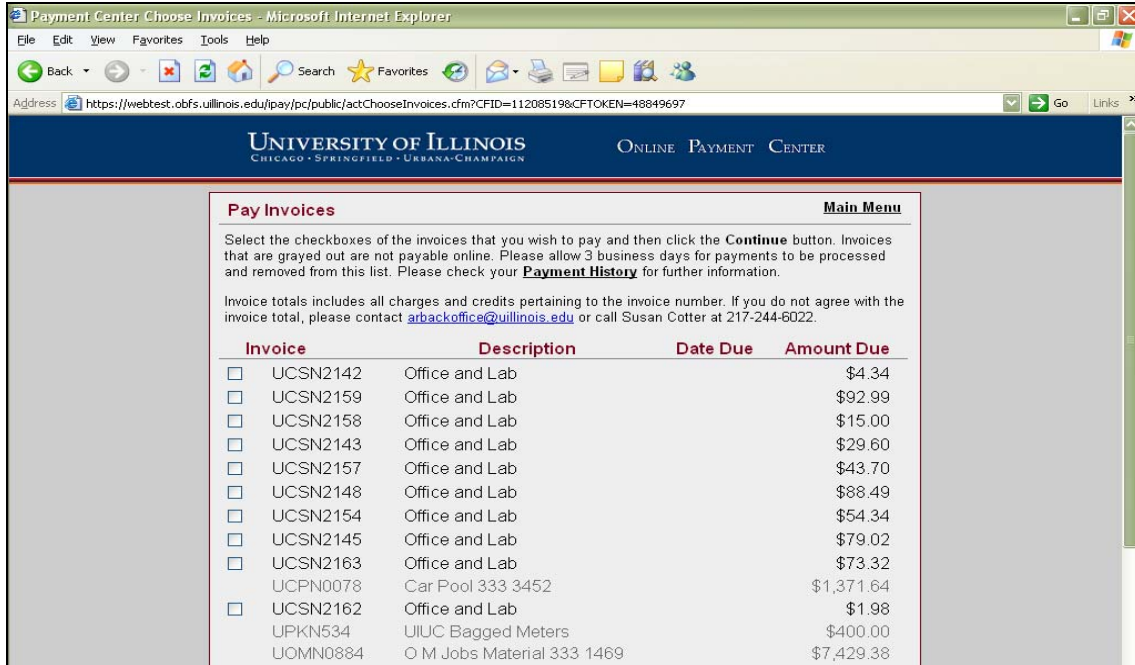
Before you choose which invoices you will pay, please select your method of payment

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 grayed out.

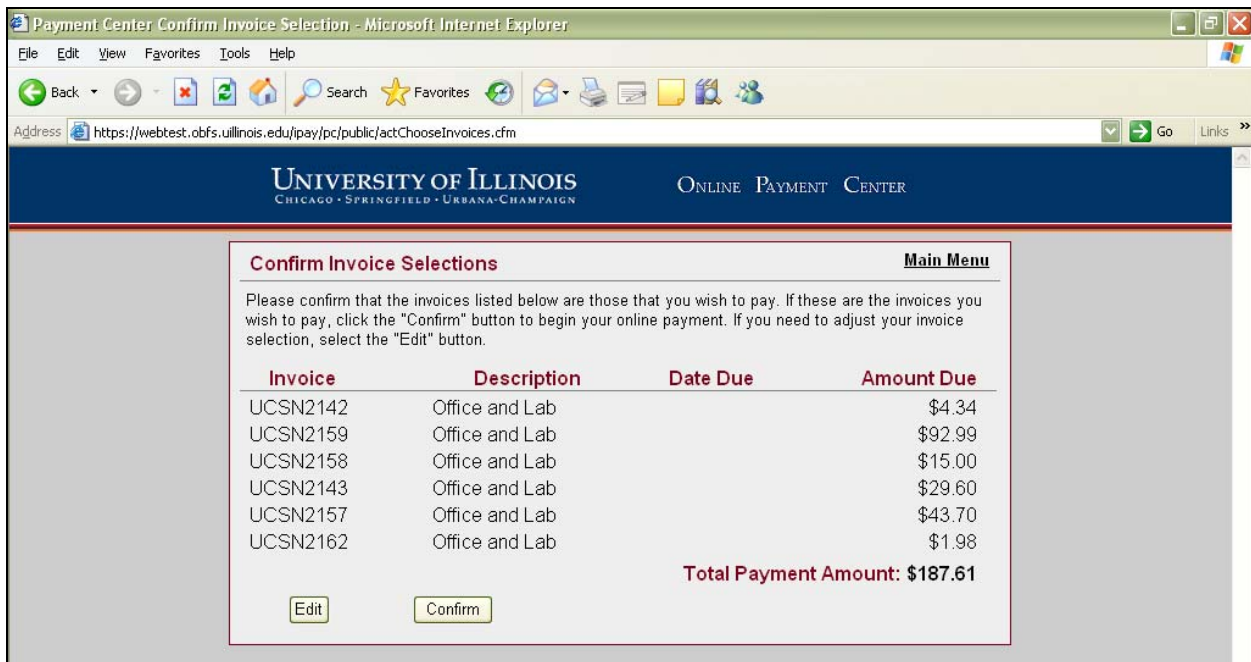
- 7) If you select **E-Check (ACH)**, the following **Pay Invoices** screen will list all outstanding invoices. Click the checkbox to the left of each invoice you wish to pay by e-check then click the **Continue** button at the bottom on the screen.



- 8) If you select **Credit Card** from the **Choose Payment Method** screen, the **Pay Invoices** screen on page 5 will list all outstanding invoices eligible to be paid by credit card (invoices printed in faded gray without a preceding check box are not eligible to be paid by credit card). Click the checkbox to the left of each invoice you wish to pay by credit card then click the **Continue** button at the bottom on the screen.



9) After selecting one or more invoices and clicking **Continue**, the following screen confirms the invoices you selected to be paid. Click the **Edit** or **Confirm** button.



- 10) After clicking **Confirm**, one of two Payment Confirmation screens will appear.
- a. If you elected to pay by **Credit Card**, the screen below will appear.
 - i. Enter all required **Credit Card** information.
 - ii. Click **Submit**.

Credit Card Confirmation Screen

The screenshot shows a web browser window titled "Credit Card Payment - Microsoft Internet Explorer". The address bar displays a URL from the University of Illinois. The page content is organized into several sections:

- Payment Amount:** Shows a payment of \$187.61. A note states: "This is the amount in US dollars that will be charged to your credit card."
- Cards Accepted:** Lists accepted credit cards: American Express, VISA, MasterCard, and Discover/Novus.
- Credit Card:** Includes a note: "All fields below are required". Fields include:
 - Card Number: 400000000000
 - Expiration Month: 09 September
 - Expiration Year: 2007
 - Card Verification Number: 123 (with a "What is this?" link)
 - Name on Card: Susie Test a Lot
- Contact Information:** Includes a note: "Please enter your contact information in case we need to contact you regarding this payment." Fields include:
 - Daytime Phone: 2172446022
 - Evening Phone: 2172446022
 - E-mail Address: skcotton@uiuc.edu
- Submit Payment:** Includes instructions: "Click the Submit button to send your payment." and "Click the Cancel button to cancel without paying." Buttons for "Submit" and "Cancel" are visible.

- b. If you elected to pay by **E-Check (ACH)**, the screen on page 7 will appear.
 - iii. Enter all required **ACH e-Check Bank** and **Contact Information**.
 - iv. Click **I Agree**
 - v. Click **Submit**

E-Check Confirmation Screen

Payment Amount

This is the amount in US dollars that will be charged to your bank account.

\$10,092.13

ACH e-Check

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.

All fields below are required

Account Holder Name:

Bank Routing Number: [What is this?](#)

Bank Account Number:

Re-Enter Account Number:

Type of Bank Account: Checking
 Savings

Contact Information

Please enter your contact information in case we need to contact

Phone Number:

E-mail Address:

Submit Payment

Click the Submit button to send your payment.

Click the Cancel button to cancel without paying.

By checking the box below, you authorize the University of Illinois to initiate a single debit entry to your Deposit Account in the amount of (\$ USD) 10,092.13.

The payment will be dated on 5/9/2012, and the debit to your Deposit Account will occur within two business days of the payment date but no earlier than the payment date, depending on your bank's process. In the event that this electronic payment is returned unpaid for any reason, I understand that the University will assess a return check fee in the amount of \$30.00.

Please check the box below to agree to the terms and then click Submit to process your payment.

I Agree

- 11) After clicking **Submit**, the following **Payment Receipt** screen will provide your Confirmation number, Account number, Total Charge Amount, Transaction Date, and paid Invoice Details, together with an optional prompt for an e-mail address to which an electronic copy of your receipt will be sent.

Payment Receipt [Main Menu](#)

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

Confirmation Number: 9551632463BFD
Account Number: @00869693
Total Charge Amount: \$187.61
Transaction Date: 9/29/2006 10:20:16 AM

Invoice Details

These are the invoices that were paid with this transaction.

Invoice	Amount
UCSN2158	\$15.00
UCSN2143	\$29.60
UCSN2142	\$4.34
UCSN2157	\$43.70
UCSN2162	\$1.98
UCSN2159	\$92.99

Card Statement

This is how the charge will show up on your card billing statement.

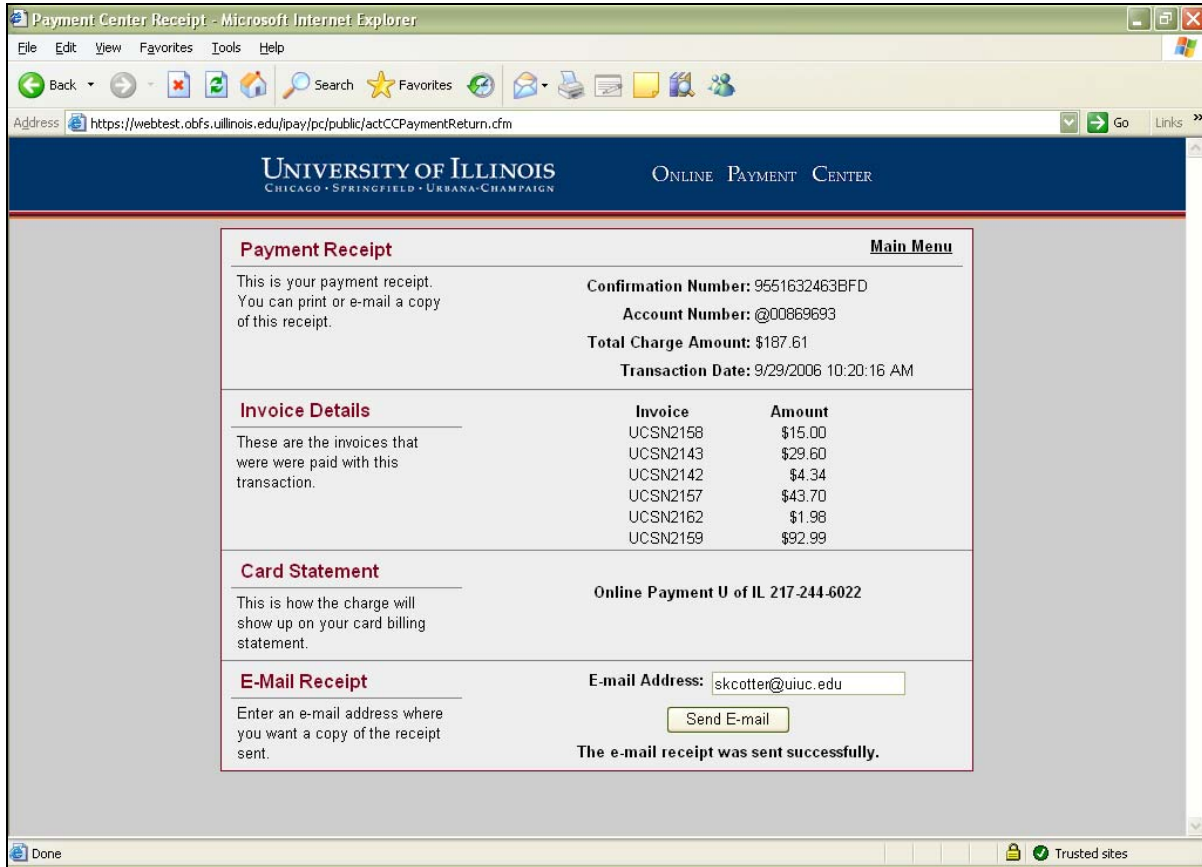
Online Payment U of IL 217-244-6022

E-Mail Receipt

Enter an e-mail address where you want a copy of the receipt sent.

E-mail Address:

12) If you provide a valid e-mail address and click the **Send E-mail** button, the following confirmation message will appear at the bottom of the screen.



13) Log out and close your browser when leaving the **GAR Online Payment Center**.

14) If you have any questions about using the **GAR Online Payment Center**, please contact Susan Cotter at 217-244-6022 or aroperations@uillinois.edu