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

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

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.

If you cannot remember your password, please email your Logon ID (University of Illinois account number), account name, and account address to acsoperations@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.
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.
After you click pay invoices, the next screen will appear which will give you the opportunity to choose the payment method.

Current Payment Method:

<table>
<thead>
<tr>
<th>Select</th>
<th>Invoice Number</th>
<th>Description</th>
<th>Date Due</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>no pay method selected</td>
<td>UA615754</td>
<td>ITC3 Pub Resolving</td>
<td>2019-12-28</td>
<td>$270.50</td>
</tr>
</tbody>
</table>

Total Amount Due: $270.50

Total Amount Due reflects payments pending.
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.

### 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 include all charges and credits pertaining to the invoice number. If you do not agree with the invoice total, please contact associations@illinois.edu, or call Susan Cotter at 217-333-4022.

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

#### Current Payment Method:

- **E-Check (ACH)**

<table>
<thead>
<tr>
<th>Select</th>
<th>Invoice</th>
<th>Description</th>
<th>Date Due</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>UAG17574</td>
<td>ITCS Pub Revolving</td>
<td>2019-11-20</td>
<td>$270.50</td>
</tr>
<tr>
<td>✔️</td>
<td>UAG19784</td>
<td>ITCS Pub Revolving</td>
<td>2019-11-28</td>
<td>$285.00</td>
</tr>
<tr>
<td>✔️</td>
<td>UAG15754</td>
<td>ITCS XDS Dist Ctr</td>
<td>2019-11-20</td>
<td>$15.50</td>
</tr>
</tbody>
</table>

**Total Amount Due:** $278.50

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

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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Invoice</th>
<th>Description</th>
<th>Date Due</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>123245</td>
<td>Illini Union GuestRoom</td>
<td>2015-11-28</td>
<td>$282.78</td>
</tr>
<tr>
<td></td>
<td>125046</td>
<td>Illini Union GuestRoom</td>
<td>2015-11-28</td>
<td>$206.27</td>
</tr>
<tr>
<td></td>
<td>125245</td>
<td>Illini Union GuestRoom</td>
<td>2015-11-28</td>
<td>$450.56</td>
</tr>
<tr>
<td></td>
<td>125242</td>
<td>Illini Union GuestRoom</td>
<td>2015-11-28</td>
<td>$586.73</td>
</tr>
<tr>
<td></td>
<td>125203</td>
<td>Illini Union GuestRoom</td>
<td>2015-11-28</td>
<td>$220.35</td>
</tr>
<tr>
<td></td>
<td>125256</td>
<td>Illini Union GuestRoom</td>
<td>2015-11-28</td>
<td>$586.73</td>
</tr>
<tr>
<td></td>
<td>UCCX723</td>
<td>Closed Circuit TV Sec Cameras</td>
<td>2015-11-28</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td>125755</td>
<td>Illini Union GuestRoom</td>
<td>2016-11-28</td>
<td>$125.17</td>
</tr>
<tr>
<td></td>
<td>JUL 2019</td>
<td>SAH-Storage Area Network</td>
<td>2016-11-28</td>
<td>$100.84</td>
</tr>
<tr>
<td></td>
<td>S4168</td>
<td>Hotel Catering 204-1512</td>
<td>2018-11-28</td>
<td>$4,709.00</td>
</tr>
<tr>
<td></td>
<td>S1405</td>
<td>IU Catering 933-7400</td>
<td>2019-11-28</td>
<td>$2,706.00</td>
</tr>
<tr>
<td></td>
<td>SEP 2019</td>
<td>SAH-Storage Area Network</td>
<td>2018-11-28</td>
<td>$104.52</td>
</tr>
<tr>
<td></td>
<td>UOHN2996</td>
<td>F&amp;ES Jobs Material 5ES 1499</td>
<td>2018-11-28</td>
<td>$1,232.84</td>
</tr>
<tr>
<td></td>
<td>022106</td>
<td>Illini Union Document Services</td>
<td>2018-11-28</td>
<td>$475.73</td>
</tr>
</tbody>
</table>
The following screen confirms the invoices to be paid. Select the **Edit** or **Confirm** button.
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

[Image of credit card payment information screen]

Pay with credit or debit card

Card Number

Expiration Date

CCV

What is this for?

Billing Address

First name

Last name

Country (optional)

Billing address (optional)

City (optional)

State (optional)

ZIP (optional)

Pay Now

Cancel Payment
E-Check Payment Information Screen

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: [(Leave blank)]

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.
Payment Receipt

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU02019</td>
<td>$107.79</td>
</tr>
<tr>
<td>UCE16701</td>
<td>$8.00</td>
</tr>
</tbody>
</table>

Confirmation Number: 75713772547724
Account Number: 0006993
Total Payment Amount: $115.79
Payment Tender: Credit Card
Transaction Date: 11/11/2019 9:55:48 AM

These are invoices that were paid with this transaction.

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

Online Payment History

Please select a month and year to view:

November - 2019

View

Online payment history for November 2019

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Confirmation ID</th>
<th>Payment Tender</th>
<th>Payment Amount</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVS 2019</td>
<td>75713772545724</td>
<td>Credit Card</td>
<td>$107.75</td>
<td>11/11/2019</td>
</tr>
<tr>
<td>UCCXRMC</td>
<td>75713772545724</td>
<td>Credit Card</td>
<td>$5.00</td>
<td>11/11/2019</td>
</tr>
</tbody>
</table>
Customers can reset their password

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