LYNN UNIVERSITY

Lynn University Online Payment

DETAILED INSTRUCTIONS FOR AUTHORIZED USERS
Go to [www.lynn.edu/ebill](http://www.lynn.edu/ebill) and log in as an Authorized User (red box) or as a Guest (blue box). Authorized Users will use the username and password created by the student. Guests will use the student’s Student ID # and Last Name.
Authorized Users will be brought to the main screen. Click on Make Payments on the top menu (red box).
Guests will be brought directly to the Make Payment page. Click on the item to make a payment. If unsure which to use, click on Other Payments (last option).
Enter Amount and click on Add to myLynn cart.
Click on Checkout
Choose “Enter new credit card information” or “Enter new electronic check information” and click Continue Checkout.

Please note: The vendor charges 2.75% for all domestic credit card transactions and 4.25% for all international credit card transactions.

For questions about Financial Aid Awards please visit myLynn under the Personal tab click on Electronic Student Aid System (E-SAS), or contact us at financialaid@lynn.edu.

For questions or additional information on your bill please email studentaccounts@lynn.edu or call us at 561-237-7185.

For questions on specific topics please refer to the help link above.
The vendor charges a fee for all credit card transactions. If you choose to pay by credit card, you must acknowledge that you understand that you will be charged this fee and that it is non-refundable. The dollar amount will also be given.

Domestic charges - 2.75% fee for all credit card transactions.

International charges - 4.25% fee for all credit card transactions.
CREDIT CARD:
If you accept, check the blue box and click on Continue Checkout.
CREDIT CARD:
Enter the information in the blue box.
CREDIT CARD:
Continue entering information in the red square. You may save this credit card information by providing a name in the blue square. Once done, click on Continue Checkout.

Cardholder Name
Address
City
State/Province/Region
Zip/Postal Code
Country
Email Address

(Optional) Please provide a name for this payment method to be saved for future use:

You will have a chance to review the item(s) before completing the transaction.

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Review the information to verify accuracy. If correct, click Submit Payment (blue box).
The confirmation page will appear. You may email another or print a receipt. Your transaction is complete. Thank you!
CHECKING (ACH):
Enter the information in the blue square.

ACH transactions - NACHA Regulations

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check, image or draft transaction. When we use information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day you mail your payment, and you will not receive your check back from your financial institution. For inquiries, please call Lynn University - Student Administrative Services at 561-237-7185 or email us at studentaccounts@lynn.edu

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked “Do Not Use for ACH”. Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number

[Blank fields]
CHECKING (ACH):
Continue entering information in the blue box. To save the account information, enter a name in the second blue box. Once done, click Continue Checkout.

Bank Account Number
Confirm Bank Account Number
Account Type
   • Checking  • Savings
Routing Transit Number
Account Holder Name
Email Address

(Optional) Please provide a name for this payment method to be saved for future use:

You will have a chance to review the item(s) before completing the transaction.

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Review the information to verify accuracy. If correct, click Submit Payment (blue box).
The confirmation page will appear. You may email another or print a receipt. Your transaction is complete. Thank you!

Receipt Number: [Redacted]
Customer: [Redacted]
Web payment location
Current Date: 07/20/2010
Business Date: 07/20/2010

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Payments</td>
<td>$0.50</td>
</tr>
<tr>
<td>Service Charge</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0.51</strong></td>
</tr>
</tbody>
</table>

SmartPay Credit Card
MasterCard [Redacted]
Authorization # [Redacted]

Thank you for your payment.

Your receipt has been emailed to:
- [Email Another Receipt]
- [View Printable Receipt]

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For questions on specific topics please refer to the help link above.
Please send questions or comments to studentfinancialservices@lynn.edu.

Lynn University
Student Financial Services
3601 N. Military Trail
Boca Raton, FL 33431
Ph: (561) 237-7185
Fax: (561) 237-7189