

# How To Make a Credit Card Payment

1. Navigate to the SSC credit card website: <https://ssc.umich.edu/payments/pay-by-credit-card/>

The screenshot shows the Shared Services Center website. The header includes the University of Michigan logo and the text 'SHARED SERVICES CENTER UNIVERSITY OF MICHIGAN'. A navigation menu lists various services: PAYMENTS, HUMAN RESOURCES, TRAVEL & EXPENSE, ACCOUNTING SERVICES, BILLING & COLLECTIONS, SUPPLIER RECORDS & REPORTING, ORGANIZATIONAL EXCELLENCE, and DOCUMENT IMAGING. Below the menu is a search bar with the text 'How can we help you?' and a search icon. The main content area is titled 'Pay By Credit Card' and features a sidebar with links like 'Pay an Invoice', 'Pay Without Invoice', etc. The main content area has a heading 'Online Credit Card Payments Now Accepted!' and a 'Pay Now' button. An arrow points to the 'Pay Now' button.

2. Click the “Pay Now” button

3. Click the “START” button



#### 4. Select "None of the above"

Are you paying for any of the following:

Benefits Coverage

Dentistry Patient Services

Student Activity (including Tuition & Housing)

An amount over \$10,000.00

None of the above

NEXT →

#### 5. Answer if your credit card is linked to an international billing address

PLEASE NOTE: If you are using a credit card linked to an international address, you will be directed back to the Shared Services Center website to make your payment.

Are you paying with a credit card that is linked to an International Billing Address? (Outside the United States of America)

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#### 6. Enter your email address THEN your phone number

#### 7. Select that you are paying with a "Unique Identifier"

What payment option are you using?

Unique Identifier

SSC Accounts Receivable Invoice Number

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#### 8. Enter your unique identifier. Your unique identifier is: KELSCAMP26

PLEASE NOTE: Entering your unique identifier correctly, ensures your payment will be applied to the correct location in a timely matter.

Enter your unique identifier below

Unique Identifiers are a maximum of 10-characters long - please double check your entry. Unsure of this? Refer back to your department contact for information on this field.

Examples: Conf 2021 or Conf2021 or Dues 21. Do Not Enter Your Invoice Number Here.

← PREVIOUS

NEXT →





**9. Enter a brief description of your payment. This information will help us if an error occurred with your unique identifier**

Please enter a brief description the payment: \*

← PREVIOUS NEXT →



**10. Review the disclaimer THEN enter the amount that you are paying**



**11. Provide your credit card information**

**Credit Card Information**

Enter the AMOUNT that you are paying, in the box below, then fill out your card and billing information

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="Credit Card Number"/>	<input type="text" value="Security Code"/>
<input type="text" value="Expiration Month"/>	<input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 5px; text-align: center; font-size: 0.8em; font-weight: normal;" type="text" value="2025"/> 2025

← PREVIOUS NEXT →



**12. Provide your billing address and click “SUBMIT”**

**Credit Card Billing Address:**

Enter the AMOUNT that you are paying, in the box below, then fill out your card and billing information

<input type="text" value="Street Address"/>	
<input type="text" value="Street Address Line 2"/>	
<input type="text" value="City"/>	<input type="text" value="State / Province"/>
<input type="text" value="Postal / Zip Code"/>	<input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 5px; text-align: center; font-size: 0.8em; font-weight: normal;" type="text" value="Please Select"/> Please Select

← PREVIOUS SUBMIT



**After making your payment, you will receive a receipt via email from noreply@mail.authorize.net.**

**THANK YOU for using the Shared Services Center!**

