

# 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 top navigation bar includes 'FINANCE', 'HUMAN RESOURCES', 'TRAVEL & EXPENSE', 'MCARD', 'ORGANIZATIONAL EXCELLENCE', and 'SUPPORT SERVICES'. The main content area is titled 'Pay By Credit Card' and provides information on setting up online credit card payments. A sidebar menu on the left lists various payment options, with 'Pay Now' highlighted in a blue button. A yellow starburst with the text '2. Click the "Pay Now" button' points to this button. The main content area also includes sections for 'Online Credit Card Payments Accepted!', 'Looking to offer online credit card payments?', 'Looking to pay an SSC Accounts Receivable (AR) invoice?', and a list of conditions for online payments.

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)

← PREVIOUS      NEXT →



#### 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

← PREVIOUS      NEXT →



#### 8. Enter your unique identifier. Your unique identifier is:           MATH SHIRT

**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 →



