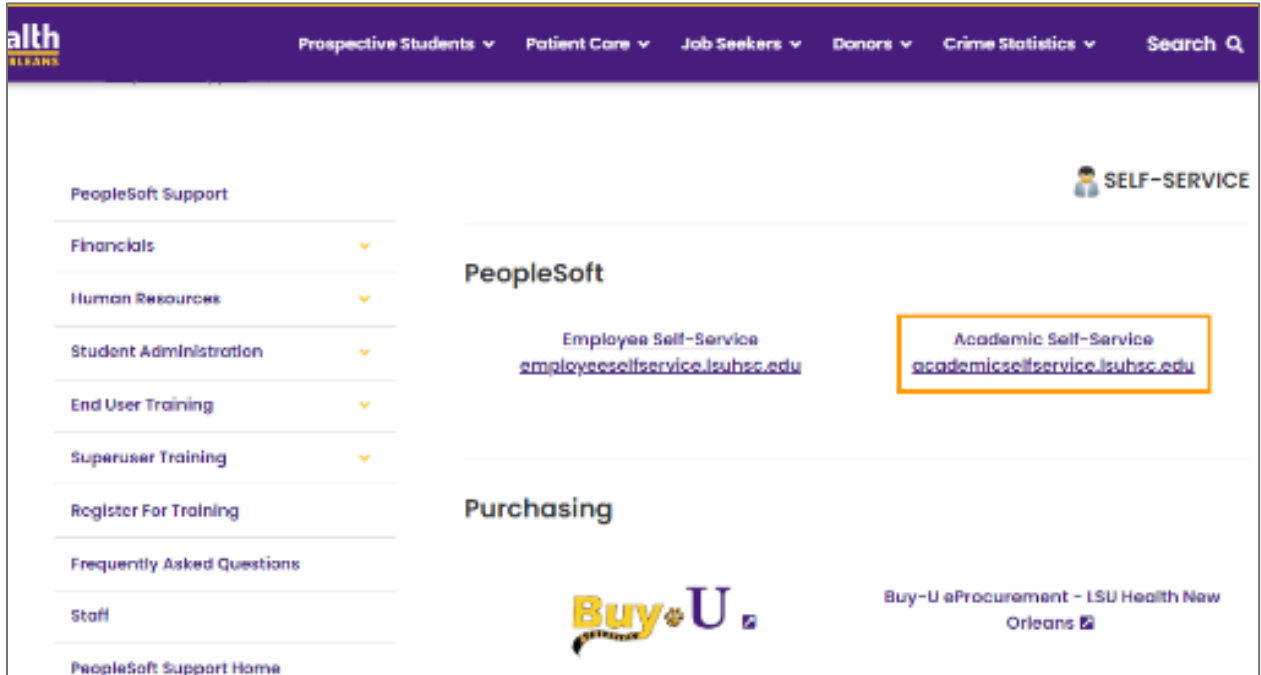


# Transact ePayments

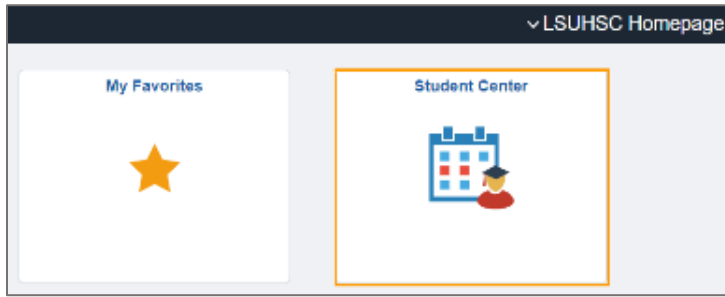
This document gives instructions on how to make Transact ePayments.

1. From the Self-Service page, click the **Academic Self-Service** link.

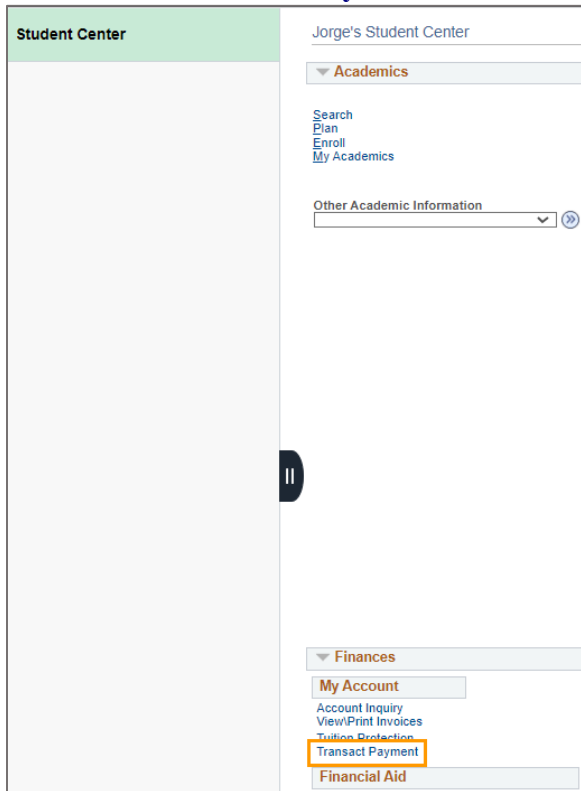


2. Enter your **User ID** and **Password**, then click the **Sign In** button.

3. Click the **Student Center** tile.



4. Click the **Transact Payment** link.



The **Overview** page displays. This is the default screen. The page is broken into two sections: **Summary** and **Recent Transactions**. The menu options are listed on the left side of the page.

Summary Section

The screenshot shows the 'Overview' page for a user named JORGE R. The page features a dark sidebar with navigation options: My Account, Overview (selected), Make a Payment, Transactions, Help, and Sign Out. The main content area displays the user's name, institution (LSU Health Sciences Center New Orleans), and a current balance of \$18,800.79. Below this is a 'Summary' table with the following data:

Term	Balance
Academic Year 2023-2024 <i>Minimum due</i>	\$16,912.79 \$16,912.79
Spring-New Orleans 2024 <i>Minimum due</i>	\$1,888.00 \$1,888.00
<b>Balance</b> <i>Minimum due</i>	<b>\$18,800.79</b> \$18,800.79

A 'Make a payment' button is located at the bottom right of the page.

The **Summary** section lists any balances due from current and previous terms, and any total balance due.

To setup or view account information, click **My Account**.

The 'My Account' page displays the user's profile information and various account settings. It includes sections for:


- Basic information:** A field for the user's name, currently showing 'JORGE R'.
- Payment methods:** A list of saved cards, including a Visa card (\*\*\*\* 1111) and a MasterCard (\*\*\*\* 5454). There is an 'Add payment method' link below.
- Payers:** A section asking if the user knows someone to help pay, with a 'Send a payer invitation' link.
- SMS notifications:** A 'Sign up' link to receive text messages.
- Privacy & terms:** A 'View' link for the user's personal information.

Recent Transactions Section

Date	Description	Receipt	Amount
3/26/24	Academic Year 2023-2024 <a href="#">+1</a>	<a href="#">#2924</a>	\$625.50
3/20/24	Spring-New Orleans 2024 <a href="#">+1</a>	<a href="#">#2919</a>	\$3.09
3/14/24	Academic Year 2023-2024	<a href="#">#2915</a>	\$28.00

The **Recent Transactions** section will list the last three transactions made. To see all transactions, click the **View All** link in the upper right corner of the list.

To see a specific receipt, click the specific receipt number under the **Receipt** column.



**Receipt**

#2924  
JORGE R  
ID: 50

Date: 3/26/24  
Business date: 2/23/24  
Method: Visa

Total amount  
**\$625.50**

Description	Amount
Academic Year 2023-2024	\$500.00
Spring-New Orleans 2024	\$100.00
Subtotal	\$600.00
Service Fee	\$25.50
<b>Total</b>	<b>\$625.50</b>

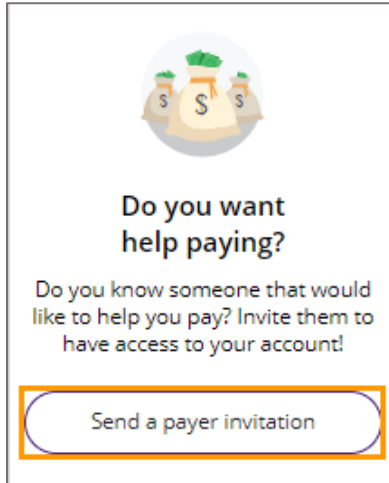
Payments received	Amount
<b>VISA</b> (**** 1111) Authorization #244113	\$600.00
<b>VISA</b> (**** 1111) Authorization #851632	\$25.50
<b>Total</b>	<b>\$625.50</b>

Thank you for the payment.

The specified receipt will display.

If help is needed paying tuition and fees, a request may be sent to allow a person access to your account.

Click **Send a payer invitation**.



Overview

## Payer Invitation

**Payer information**

\* First name

\* Last name

\* Email address

\* Confirm email address

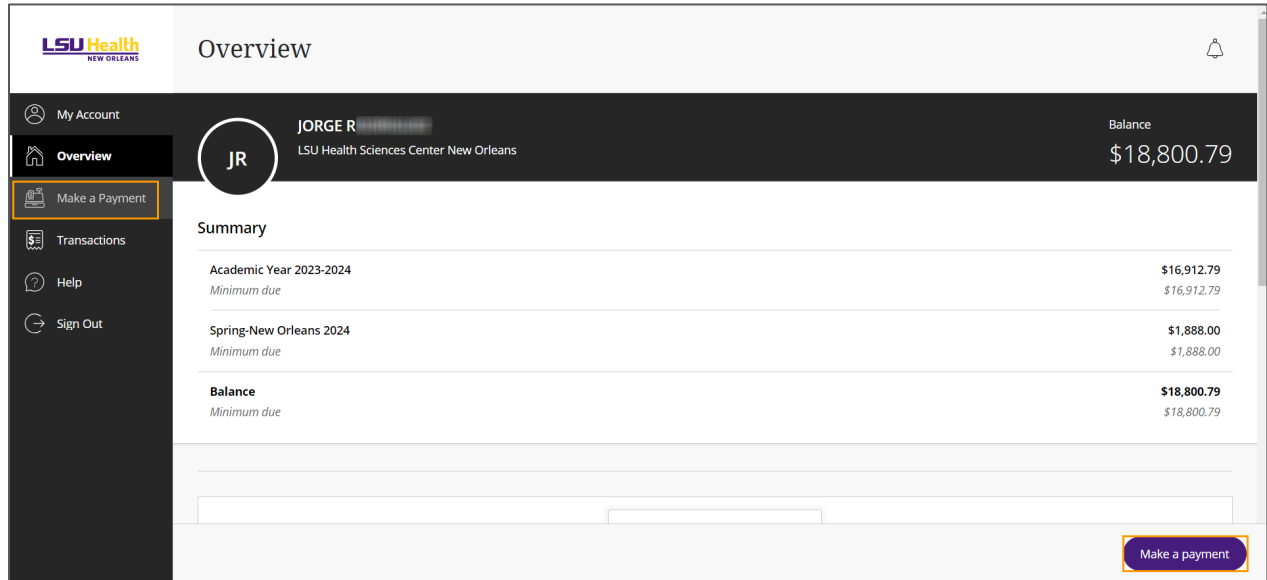
**Payer access**

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

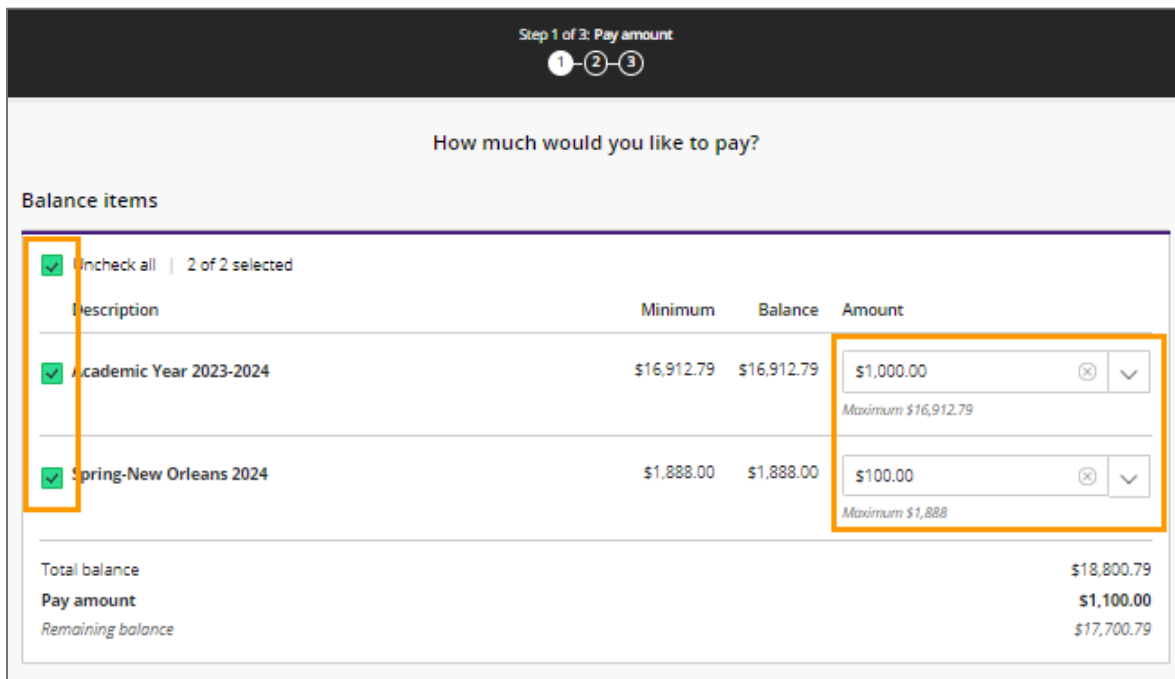
**Message to payer**

Maximum 250 characters

Once the form is filled out completely, click the **Send Invitation** link in the bottom right corner.



5. Click **Make a Payment** link from the menu options on the left side of the page or the **Make a Payment** button in the bottom right corner of the page.



If you would like to pay the balance in full, click the Check All box in the upper left corner or check the box for any one item you would like to pay in full. Otherwise, you may enter the amount that you would like to pay for on one or more items. Click the **Pay** button.

Cancel **Continue**

Setup and/or select payment method. Confirm by clicking **Continue**.

Summary	
Academic Year 2023-2024	
Amount	\$500.00
Spring-New Orleans 2024	
Amount	\$100.00
<b>Subtotal</b>	<b>\$600.00</b>
Service fee	\$25.50
<b>Total</b>	<b>\$625.50</b>

Payment details	
Card number	..... 1111 <b>VISA</b>
Expiration date	03 / 24
Zip/Postal code	32606

**Go to overview**

The final step is to Review the payment and submit. Click **Go to Overview**.

**Service fee**

**\$25.50**

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service fee of **\$25.50**, so your total amount is \$625.50. This charge is assessed by Transact Campus, Inc. Service fees are included in your transaction and are paid directly to Transact Campus, Inc. Service fees are non-refundable.

I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service fee of **\$25.50** for the use of Transact Campus SmartPay.

**Continue**

You must Acknowledge and confirm the Service Fee agreement for using *Transact Campus SmartPay*. Click **Continue**.

6. Click **Help**.

**Help**

Depending on your question, contact LSU Health Sciences Center New Orleans or Transact Campus SmartPay Support.

**LSU Health Sciences Center New Orleans**

Contact us if you have a question about...

- Your balance
- Payment plans

[noburnan@lsuhsc.edu](mailto:noburnan@lsuhsc.edu)  
[504-568-4694](tel:504-568-4694)

**Transact Campus SmartPay Support**

Transact Campus SmartPay is a third party payment processor operating under an agreement with LSU Health Sciences Center New Orleans to process electronic payments on your behalf.


Contact us if you have a question about...

- Making a payment
- SmartPay or service fees

[Transact Online Support](#)

**Transact international payment support**

If you have a question about Transact international payments, [chat with us now!](#)

 Chat

**Close**