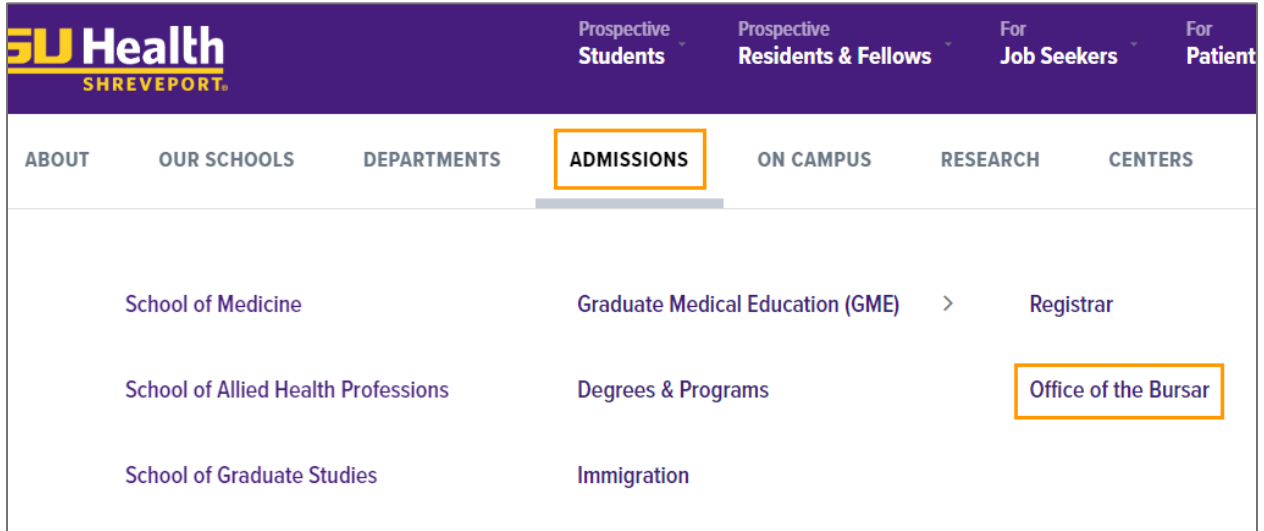


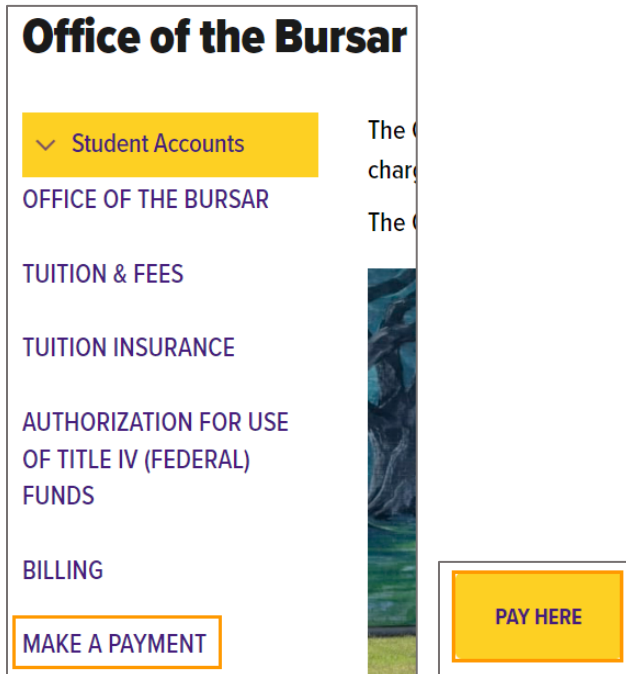
Transact ePayments

This document gives instructions on how to maneuver through to make Transact ePayments.

1. From the **Shreveport Webpage**, hover over/click the **Admissions** link, then click the **Office of the Bursar** link.



Under the **Student Accounts** tab, click the **Make a Payment** link and **Pay** button.



Use the Transact Payment Link within your Academic Self Service

- By ACH/E-Check (requires account number and routing number) - \$0.50 transaction fee added

- By Credit Card/Debit Card
 - Visa
 - MasterCard
 - Discover
 - American Express
 - *Credit card convenience fee 2.75%,(Domestic Cards) 4.25% (International Cards) subject to change without notice. Minimum Convenience fee of \$3.00*
 - By 529 Savings Plan
 - *Direct payments from a 529 Plan - \$10.00 transaction fee added*
2. Sign on to Academic Self Service, enter your **User ID** and **Password**, then click the **Sign In** button.

LSU Health

PeopleSoft HRSA - PS9CSPRD 1

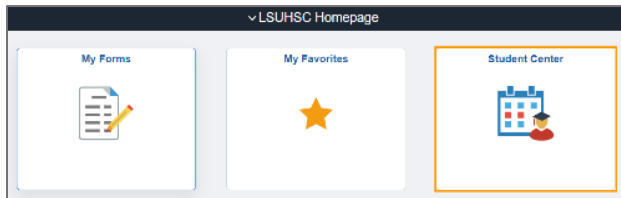
User ID

Password

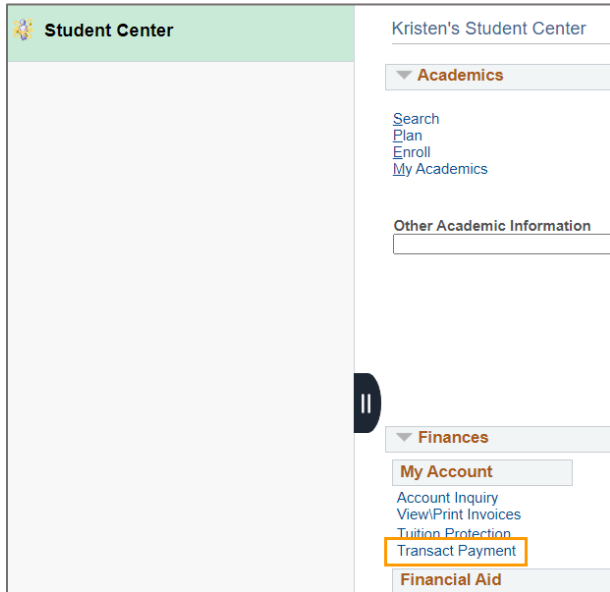
Warning! Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. **We recommend against using public or shared computers to access PeopleSoft.** To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session.

Sign In

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

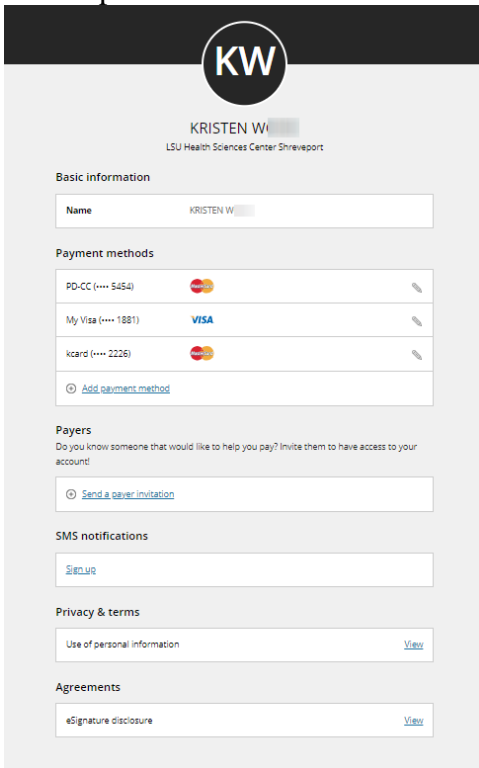


4. Click the **Transact Payment** link.



The **Overview** page displays. This is the default screen. The page is broken into three sections: **Summary**, **Payment Plans**, and **Recent Transactions**. This document will discuss **Summary** and **Recent Transactions**. *Payment Plans will be discussed in a separate document.* The menu options are listed on the left side of the page.

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



Summary Section

The **Summary** section lists installment payment plans (once setup), any balances due from current and previous terms, and total balance due.

The screenshot shows the 'Overview' page for a patient named KRISTEN W. The balance is \$3,015.12. The Summary section lists the following items:

Item	Amount
Spring-Shreveport 2024: 6 Installment Payment Plan	\$389.20
Auto payment scheduled 6/1/24	\$189.60
Spring-Shreveport 2023	\$2,051.16
Minimum due	\$2,051.16
Spring-Shreveport 2024	\$574.76
Minimum due	\$574.76
Balance	\$3,015.12
Minimum due	\$2,625.92

Recent Transactions Section

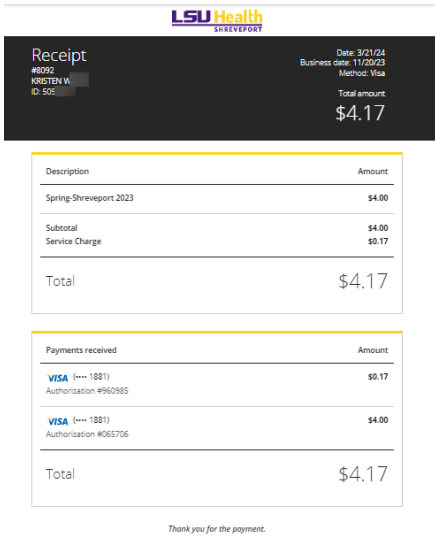
The **Recent Transactions** section will list the last three transactions made. To see all transactions, click the **View All** link in the upper right corner of the list.

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

The screenshot shows a 'Recent transactions' section with a 'View all' link. Above the table is a 'Do you want help paying?' prompt with a 'Send a payer invitation' button. The table lists the following transactions:

Date	Description	Receipt	Amount
3/21/24	Spring-Shreveport 2023	#8092	\$4.17
3/20/24	Spring-Shreveport 2023	#8088	\$10.42
3/14/24	Spring-Shreveport 2023	#8082	\$10.28

The specified receipt will display.



Receipt

#8092
KRISTEN W.
ID: 555

Date: 3/21/24
Business date: 3/20/23
Method: Visa

Total amount
\$4.17

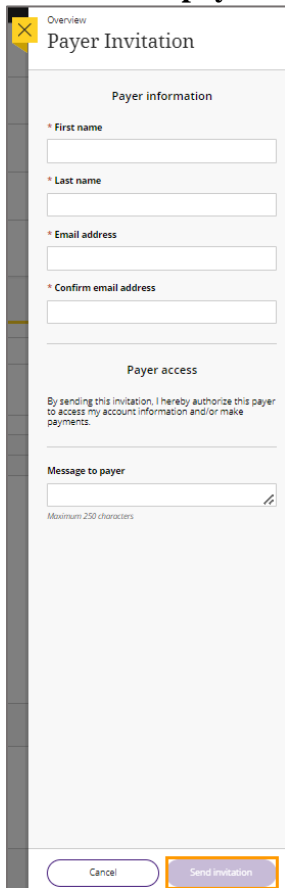
Description	Amount
Spring-Shreveport 2023	\$4.00
Subtotal	\$4.00
Service Charge	\$0.17
Total	\$4.17

Payments received	Amount
VISA (*** 1881) Authorization #960985	\$0.17
VISA (*** 1881) Authorization #065706	\$4.00
Total	\$4.17

Thank you for the payment.

If help is needed paying tuition and fees, a request may be sent to allow the 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 on one or more items. Click the **Pay** button.

Step 1 of 3: Pay amount

How much would you like to pay?

Balance items

Check all | 2 of 3 selected

Description	Minimum	Balance	Amount
<input type="checkbox"/> Spring-Shreveport 2024: 6 Installment Payment Plan AUTO PAY \$189.60 payment scheduled 6/1/24 View payment plan details		\$389.20	\$0.00 Maximum \$389.20
<input checked="" type="checkbox"/> Spring-Shreveport 2023	\$2,051.16	\$2,051.16	\$200.00 Maximum \$2,051.16
<input checked="" type="checkbox"/> Spring-Shreveport 2024	\$574.76	\$574.76	\$50.00 Maximum \$574.76

Total balance \$3,015.12
Pay amount \$250.00
 Remaining balance \$2,765.12

Cancel Pay \$256.88

Setup and select the payment method. Confirm by clicking **Continue**.

Step 2 of 3: Payment method

How would you like to pay?

Payment amount \$250

* Payment method

My Visa (****1881) **WELLS**

PD-CC (****0151) **MasterCard**

Bank (****2226) **MasterCard**

New credit or debit card

New bank account

New 401 Savings Plan

International payment

Payment amount \$250

* Payment method [Change](#)

PD-CC (****5454) **MasterCard**

AMERICAN EXPRESS DISCOVER JCB Health Card MasterCard VISA



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

Step 3 of 3: Review

Last step! Let's make sure we have your correct information.

* Email address
@lsuhsc.edu

Summary [Change](#)

Spring-Shreveport 2023	
Amount	\$200.00
Spring-Shreveport 2024	
Amount	\$50.00
Subtotal	\$250.00
Service fee	\$6.88
Total	\$256.88

Payment details [Change](#)

Card number 5454	
Expiration date	12 / 26	
Zip/Postal code	32606	

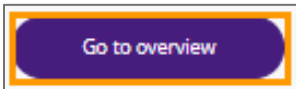
This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

\$256.88

Thank you for your payment

You have a remaining balance of \$2,765.12

The payment receipt #8093 was sent to:
@lsuhsc.edu



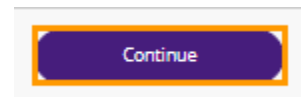
You must Acknowledge and confirm the Service Fee agreement for using *Transact Campus SmartPay*. Click **Continue**.

Service fee

\$6.88

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 \$6.88, so your total amount is \$256.88. 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 \$6.88 for the use of Transact Campus SmartPay.



6. Click **Help**.

The screenshot shows a 'Help' modal window with a yellow close button in the top left corner. The main content is organized into three sections:

- LSU Health Sciences Center Shreveport**: This section includes a text block stating 'Depending on your question, contact LSU Health Sciences Center Shreveport or Transact Campus SmartPay Support.' Below this is a box titled 'Contact us if you have a question about...' containing a bulleted list: 'Your balance' and 'Payment plans'. At the bottom of this box are the email address shvbursar@lsuhs.edu and the phone number [318-675-5224](tel:318-675-5224).
- Transact Campus SmartPay Support**: This section starts with a text block: 'Transact Campus SmartPay is a third party payment processor operating under an agreement with LSU Health Sciences Center Shreveport to process electronic payments on your behalf.' Below this is another box titled 'Contact us if you have a question about...' with a bulleted list: 'Making a payment' and 'SmartPay or service fees'. A link for [Transact Online Support](#) is provided at the bottom.
- Transact international payment support**: This section contains a text block: 'If you have a question about Transact international payments, [chat with us now!](#)'. To the right of this text is a circular 'Chat' button with a speech bubble icon.

At the bottom of the modal, there is a dark blue button with the text 'Close'.