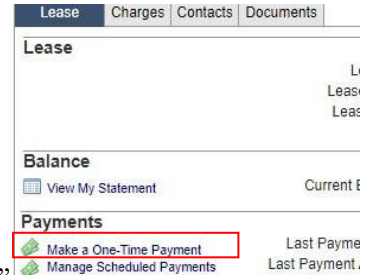


NOTE: Online payment should be processed **on the 25<sup>th</sup> of the month before it is due** to allow payment processing time for both financial institutions.

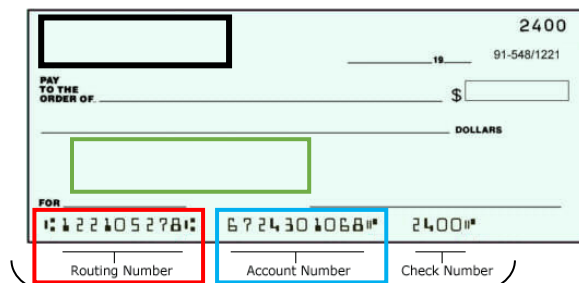
Purdue Federal Credit Union Customers – Please see the section at the end for further instructions.



1. If you only want to make one payment select “Make a One-Time Payment”
  - 1A. If you choose to setup a reoccurring payment select **Manage Scheduled Payments** and your screen will prompt you to select dates. \*If you are a renewing resident the recurring payments will need to be updated.

2. Select “Bank Draft” → Enter the Amount to Pay

3. **Bank Draft Info** “Checking or Savings account”



**MICR LINE**

- The MICR line is a group of three numbers, which are the check number, account number, and bank routing number.

- Entering **Routing number**: Obtain this information by looking at the MICR Line on your personal checks or contacting your financial institution. The amount of these numbers will vary from 7-10 digits and is located in between the two **⎓** symbols.
- Entering your **Account number**: Obtain this information by looking at the MICR Line on your personal checks or contacting your financial institution. The account number will vary from 10-16 digits depending on the financial institution. Account numbers on the MICR Line end with **⎓** symbol.
- Entering the **Name of Bank**: This is the name of your financial institution the funds are coming out of usually located where the green box is.
- Entering the **Name on Bank Account**: This is the name of the person on the account located where the black box is.

#### 4. Entering **Billing Information**

The screenshot shows a form titled "Billing Information" with the following fields:

- Address \* (text input with a small icon on the right)
- Address 2 (text input with a small icon on the right)
- City / State / Zip \* (text input with a small icon on the right, followed by a dropdown for State and a text input for Zip)
- Country (dropdown menu)
- Phone \* (text input with a small icon on the right)

- This is information associated with the bank account. The address must be the correct one registered on the account or the bank will not honor it.
5. Click Continue at the bottom to submit the information and Make the Payment
  6. You can then view the confirmation & should get an e-mail to confirm.
- At no time during this process is it recommended to hit the “back arrow” to return to the previous page. You will lose payment information and your payment will not process.
  - If you have a recurring payment scheduled and you make a one-time payment you are making a double payment.
  - Please be patient as your payment is being processed and may not be viewable for at least 2 hours after confirmation.
  - Online payment should be processed **on the 25<sup>th</sup> of the month before it is due** to allow payment processing for both financial institutions.
  - It is important to note any mis-entry of account information will cause a delay in the processing and can result in your rent being late.

**Purdue Federal Credit Union Customers:** Account number for ACH transactions differ for checking and savings account.

Savings Account: Input account number + “00” at the end

Checking account: Input 14-digit Electronic Payment number.

This number can be found by:

- Log into PFCU
- Go to Account History
- Select Checking Account from the Account History menu (drop down)
- Look at Account Details
- Look at Electronic Payment/Deposit.....this number will be the Electronic Payment number