## How to Make a Payment on POUNCE

Upon logging into <u>POUNCE</u>, click this menu option from the main menu:

On the next screen, select the top tab:



The next screen will show the amount due.

Payment Date	3/8/19		
Current account balance		\$0.00	\$0.00
O Amount due		\$0.00	\$0.00
Future amount due		\$0.00	\$0.00

If you are ready to pay, select "Make a Payment". You will have to confirm that you want to make the payment.

Once you have set up the method of payment select "Continue".

The final screen requires you to select and enter information about your payment method. Once you have selected the appropriate information, click "Continue".

Account Inform	nation			
Indicates required fie	lds	Option to Save		
You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.		<ul> <li>Save this payment method for future use</li> <li>Save payment method as: (example My Checking)</li> <li>Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.</li> </ul>		
Name on account:		Refund Options		
Account type:	Select account type	A passcode will be sent to you for Two-Step Verification. Please enter the		
Routing number: (Exa	nple)	Send Code		
Bank account number	C26625.bwelsh			
Confirm account num				

Or, if you have chosen a saved payment method, the screen will show your selection. Click Submit Payment.

Payment Information				Paid To
Student Payments \$1.00			Augusta University	
Payment Amount	\$1.00	Change	Amount	Payne Hall Business Office 2500 Walton Way Augusta, GA 30904
Payment Date		3/8/19		
				Confirmation Email
Selected Payment Method			Primary	
WEBCHECK - "Primary Che Account x0000000. Billing Address	cking"			Secondary @augusta.edu
	0	hange Payment	Method	

Save or print your receipt/payment confirmation. Remember to log out.