

# “Law Summer Living payment on “NYU eSuite.”

The screenshot shows the NYUHome website interface. At the top, there is a purple header with the NYU logo and 'NEW YORK UNIVERSITY NYUHome' on the left, and 'Preferences | Channels | Ask ITS | Log Out' on the right. Below the header is a navigation bar with tabs: Home, Academics, Work, Research, News, Files, and NYU Life. The 'Academics' tab is highlighted with an orange box and an orange arrow points to it. Below the navigation bar is a user profile section for 'Albert' with a '+', 'Login', and 'Albert Login' button. The 'Albert Login' button is highlighted with an orange box and a black arrow points to it from a yellow instruction box. Below the login section is an 'Updates/Alerts' section with two bullet points. A large yellow box on the right contains the following instructions:

**Step #1:**  
Log onto NYUHome with your NYU Net ID and Password

**Step #2:**  
Click the “ACADEMICS” Tab

**Step #3:**  
Click the “ALBERT LOGIN” button

The screenshot shows the NYUAlbert website interface. At the top, there is a purple header with the NYU logo and 'NEW YORK UNIVERSITY' on the left, and 'NYUAlbert' on the right. Below the header is a navigation bar with 'Home' and 'Sign out' links. Below the navigation bar is a 'Housing' section with a link for 'NYU Housing Payments'. A large yellow box on the right contains the following instruction:

**Step #4:**  
Click the “NYU Housing Payments” link

The screenshot shows the NYUAlbert website interface, similar to the previous one, with the 'Home' and 'Sign out' links in the navigation bar.

## Transfer to the NYU Office of the Bursar Electronic Suite (eSuite)

Please click on the link below to be connected to the NYU Office of the Bursar eSuite.

This link will open a new window. You may need to configure your browser to accept pop-up windows from this site.

After clicking the link it may take the system a few moments to transfer you while the system calculates your current tuition balance if needed.

Thank you for your patience.

[Click here to continue to the NYU Office of the Bursar eSuite](#)

## Step #5:

Select the link **“Click here to continue to the NYU Office of the Bursar eSuite”**

# How to “Make an E-check payment “NYU eSuite.”

The screenshot shows the NYU eSuite interface. At the top, there is a purple header with the NYU logo on the left, the text "Welcome to the New York University Electronic Suite (eSuite)" in the center, and "Bursar Website | Ask for Help | Log Out" and "Logged in as [redacted]" on the right. Below the header is a navigation bar with links for "My Account", "Payments", "Payment Plans", "eBills", and "eRefunds". Underneath that is another bar with "Account Activity", "My Profiles", and "Authorized Users".

The main content area is divided into two columns. The left column contains "Account Alerts" with a message about refund setup, "Announcements" with a welcome message and two notices about account summaries and e-bills, and "My Account" with a "Current Account Status" section showing a balance of \$9,265.00 and two buttons: "Make a Payment" (highlighted with a red box and an arrow) and "View Account Activity". Below this is a "Statements" section with an "eBill Statement" link and a message stating no billing statements are currently present.

The right column features a yellow box with the text: **Step #6: Click the “Make a Payment button”**



My Account Payments Payment Plans eBills eDeposits eRefunds

Account Payment Payment History

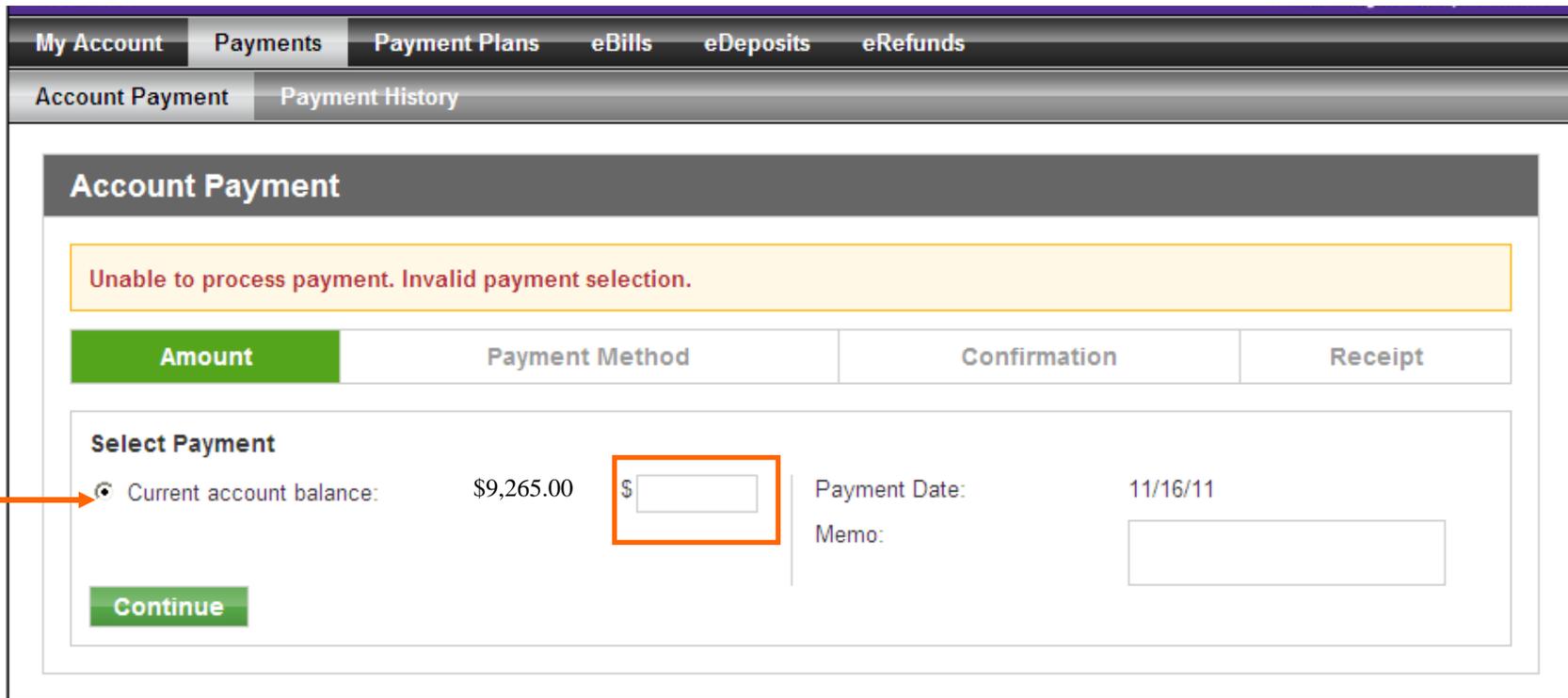
### Account Payment

Unable to process payment. Invalid payment selection.

Amount	Payment Method	Confirmation	Receipt
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Select Payment

Current account balance: \$9,265.00 \$  Payment Date: 11/16/11  
Memo:



### Step #8:

1. Click inside the circle of the “Current account balance”
2. There’s a blank box next to the amount, click in the box and fill the amount you would like to pay.
3. Click the “Continue” button

My Account   **Payments**   Payment Plans   eBills   eDeposits   eRefunds

Account Payment   Payment History

### Account Payment

Amount	<b>Payment Method</b>	Confirmation	Receipt
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**Select Payment Method**

Payment amount: \$8,000.00

Payment method:  ▼

**Select**   **Previous Step**   **Cancel**

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking account only. You cannot use savings accounts or corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

**Step #9:**

- 1. At Payment Method, click arrow for “drop down box,” and select “Electronic checking.”**
- 2. Click the green “Select Button” at the bottom of the page.**

## Account Payment

Amount

Payment Method

Confirmation

Receipt

### Select Payment Method

Payment amount: \$8,000.00

Payment method:

Select

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking account only. You cannot use savings accounts or corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

### Account Information

\*Indicates required fields

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.

\*Routing number:   
(View example)

\*Account number:

\*Confirm account number:

\*Name on account:

### Refund Options

Only ONE account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

### Option to Save

Save this payment method for future use

Save payment method as:   
(e.g. Primary Checking)

Continue

Previous Step

Cancel

## Step #10:

**1. Enter Checking Account Routing number, and Checking Account number.**

**2. Do not use the "Option to Save"**

Unfortunately, sometimes it works better if it's unchecked. The Systems team has been working to resolve that.

## Step #11:

1. After you read the Terms and Conditions, the check box is at the bottom of the page.
2. Once that is clicked, the green “Submit” button will appear. You can also click on the blue links below “Print Agreement” or Terms and Conditions” to print for your records.

### Account Payment

Amount	Payment Method	Confirmation	Receipt
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#### Submit Payment

Please review the transaction details, agree to the terms and conditions, then submit your payment.

Payment date: 11/16/11  
Payment amount: \$8,000.00  
Account type: Checking  
Routing number: 021000021  
Account number: xxxx5678  
Name on account: Jones

#### Terms and Conditions

I hereby authorize New York University to initiate electronic transactions to my Depository according to the terms below, and for my Depository to electronically process the same to such account.

Name: Jones

Depository: JPMORGAN CHASE BANK

3RD FLOOR

TAMPA, FL 33610

Routing Number: 021000021

Account Number: xxxx5678

Debit Amount: \$8,000.00

Memo:

This agreement is dated Wednesday, November 16, 2011

For fraud detection purposes, your internet address has been logged.

128.122.73.28 at 11/16/2011 04:52:45 PM CST

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

To revoke this authorization agreement you must contact [bursar.studentaccounts@nyu.edu](mailto:bursar.studentaccounts@nyu.edu).

I agree to the above terms and conditions. [\(Print Agreement\)](#)

By selecting the Submit Payment button you are agreeing to the [Terms and Conditions](#).

Submit Payment

Previous Step

Cancel

## Step #12:

### 1. Confirmation and print Receipt

#### Account Payment

Your new ACH payment method has been saved.  
Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Amount	Payment Method	Confirmation	Receipt
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#### Payment Receipt

Your payment in the amount of \$8,000.00 was successful. A confirmation email was sent to [tst294@nyu.edu](mailto:tst294@nyu.edu). Please print this page for your records.

Confirmation number:	1098
Payment date:	Wednesday, November 16, 2011
Amount paid:	\$8,000.00
Student name:	Lindsey M Inserra
Paid to:	New York University
Account number:	xxxx5678
Name on account:	Jones
Account type:	Checking