



How to Make an Online Payment

Student Billing

Student Financial Services
400 Saint Bernardine St.
Reading, PA 19607
610-796-8201 / 610-796-8336 FAX
studentbilling@alvernia.edu

Alvernia's preferred method is for students and authorized payers to utilize its on-line services through SmartPay to make safe and timely payments for semester charges.

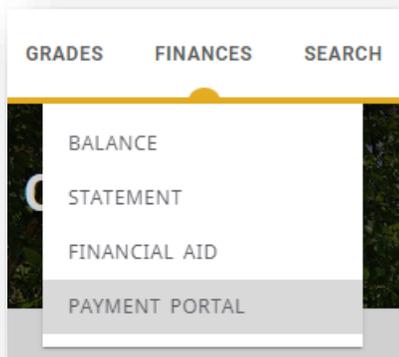
Paying online via the e-check feature is free for a students or authorized payers.

Students may also pay your bill with any major credit card (Visa, MasterCard, Discover or American Express). However, all credit card payments are subject to a 2.95 percent service charge imposed by the credit card processing firm, which is not waivable or refundable by Alvernia.

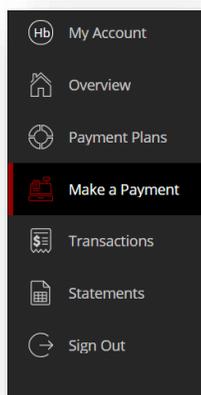
Step 1- Go to **Alvernia Logins Page** <https://www.alvernia.edu/logins>.

Step 2- Click **Self-Service** and Login

Step 3- On the top of the page click on the **Finances** tab at the top. Then click on the **Payment Portal** tab.



Step 4 – Click on the **Make a Payment** Tab





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Step 5- Your account balance will appear, and you may type *any* amount into the payment box

Step 1 of 3: Pay amount

How much would you like to pay?

Balance items

Check all | 0 of 1 selected

Description	Balance	Amount
<input type="checkbox"/> Student Account Balance	\$822.00	<input type="text" value="\$0.00"/>

Pay amount **\$0.00**

Step 6- After you type in your amount or select the entire balance scroll down to the bottom of the page and select **Checkout**

Would you like to pay for something else?

Available items

Item	Amount
Pre-payment on account	\$0.00
First Program	\$0.00
Recent Confirmation Deposit	\$0.00

Payment: **\$822**



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Step 7- Select your payment type and scroll to the bottom of the page to hit continue. Double check all the information is correct on the last page and click **Pay**. Credit & debit cards are assessed an additional 2.75% fee. After July 1, 2024, the fee will increase to 3%. Bank accounts are *not* assessed an additional fee.

How would you like to pay?

Payment amount
\$822

* Payment method

- New Card (****8000) **VISA**
- My Checking Account (****0541)
- New credit or debit card
- New bank account
- International payment

Step 8- The student will need to agree to the Term's & Conditions in order to proceed

Step 9- A Summary page will appear allowing the student/parent to confirm their information

Step 10- Click "Pay" to execute the payment

Alvernia University Make a Payment

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

* Email address
jacob.taylor@alvernia.edu

Summary [Details](#)

Student Account Balance	\$822.00
Service	
Total	\$822.00

Payment details [Details](#)

Account holder name	Jacob Taylor
Account type	Checking
Bank account number	****0541
Selected payment method	By Checking Account

[Cancel](#) [Pay \\$822](#)

Step 11- The payment will immediately post against the student's account and they will receive an automatic receipt

See **Student Accounts & Billing FAQ's** online for more information and contact information
<https://www.alvernia.edu/admissions-aid/office-student-financial-services/student-accounts-billing>