

**Purpose:** Parents and other third-party users may use Workday to make e-payments on behalf of a student, if that student authorized them to do so.

- Helpful Hints:**
- *The student* decides who to give access to their information, and what access they grant. Students can add, change, and remove third-party proxy access at any time. See [here](#) for instructions for students.
  - You may pay using credit/debit card, bank account, 529 Savings Plan, or international payment. Credit card transactions have a service fee.

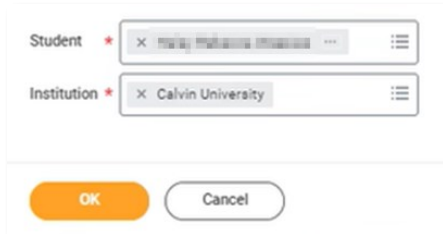
## MAKE AN E-PAYMENT

**Before you can make a payment, you must first be granted access and permission by your student and set up your Workday proxy account. For instructions, see [here](#).** The instructions below assume you already have the required access to make a payment.

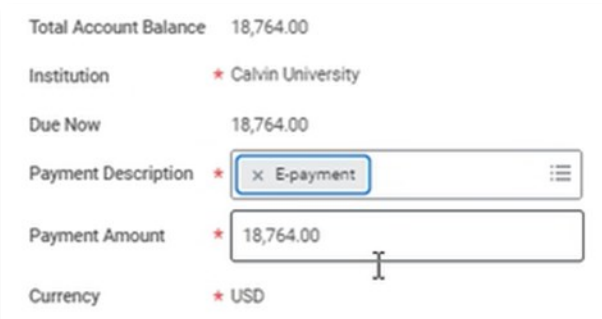
1. Log into the **Workday** using your proxy username and password. Parents and other third parties log into Workday at <http://calvin.edu/go/proxylogin> (note that this is a different link than the one students use to access their own accounts)
  - a. From your Workday homepage, click **View All Apps**. Then click **Finances for Third Party** and select **Make A Payment**.



2. Select/confirm the student's name and the institution, then click **OK**.



3. On the next screen, review the account balance and complete the required fields, which are marked with a red \* asterisk.



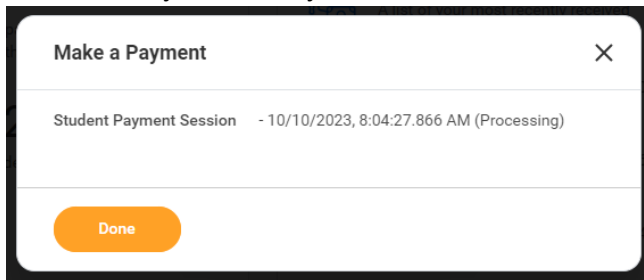
- a. **Payment Description:** select "E-payment"
- b. **Payment Amount:** defaults to the amount due, but you can type a different dollar amount for this payment, if desired.
- c. Click **OK** to continue.

- On the next screen, review the payment amount and confirm.

Payment Description	E-payment
Payment Amount	5,000.00
Currency	USD
Confirm	<input checked="" type="checkbox"/>

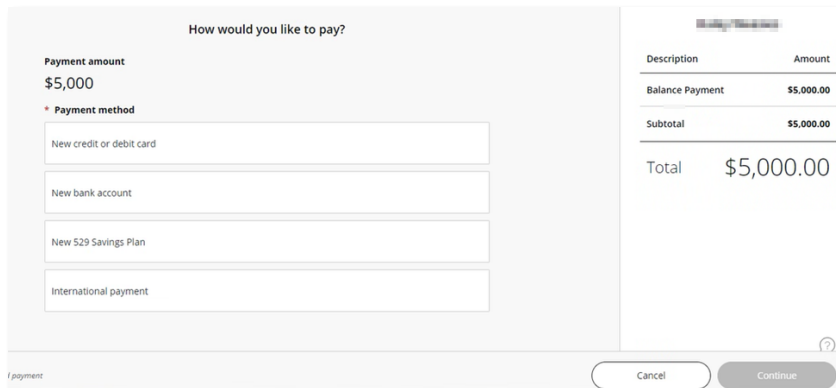
- Check the **Confirm** box.
- Click **OK** to continue

- Wait a moment until the payment portal (Transact Cashnet) opens. Before Workday transfers you to the payment portal, you may see a box that says the session is “processing.” Please do *not* click anything; you will be transferred to the payment portal automatically, but it may take 10-20 seconds to load.



- Once you have been transferred to the payment portal, select your method of payment: credit or debit card; bank account; or 529 savings plan.
  - Select a **Payment** method: credit or debit card, bank account, 529 savings plan, or international payment.
 

→ *Note: Credit card transactions have a service fee.*
  - Click **Continue**.



Description	Amount
Balance Payment	\$5,000.00
Subtotal	\$5,000.00
Total	\$5,000.00

- Review payment information, then click **Pay** to complete the transaction.
- Your transaction is now complete.
    - You will receive an email confirmation shortly after submitting the payment.
    - The payment will also appear on the student’s **Account Activity**, but it may take a few minutes to post. If you do not see it immediately, refresh and try again.

If you have questions or concerns about a student’s statement, balance, or payments, please contact Financial Services at [studentaccounts@calvin.edu](mailto:studentaccounts@calvin.edu).