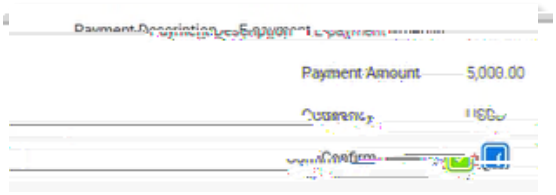
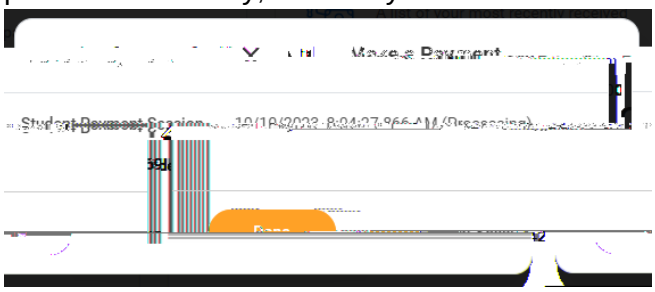
5. On the next screen, review the payment amount and confirm.



   a. Check the **Confirm** box.
   b. Click **OK** to continue

6. Wait for the payment portal (Transact Cashnet) to open; this may take a few moments. Before Workday transfers you to the payment portal, you may see a box that say says the *not* click anything; you will be transferred to the payment portal automatically, but it may take 10-20 seconds to load.



7. Once you have been transferred to the payment portal, select your method of payment: credit or debit card; bank account; or 529 savings plan.
   a. Select a **Payment** method: credit or debit card, bank account, 529 savings plan, or international payment.
      → Note: Credit card transactions have a service fee.
   b. Click **Continue**.

   c. Review payment information, then click **Pay** to complete the transaction.

8. Your transaction is now complete.
   a. You will receive an email confirmation shortly after submitting the payment.
   b. **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 statement, balance, or payments, please contact Financial Services at studentaccounts@calvin.edu.