Shared Services Center Credit Card Payments

1.) Navigate to the SSC credit card website: https://ssc.umich.edu/payments/pay-by-credit-card/

2.) Near the bottom of the page click the Pay Now button
3.) Click the green button Go To Secure Payment Provider to Pay My Bill to access our secure vendor, Authorize.Net

4.) Enter the Amount of the payment, Security Code that is presented on the screen and click Continue
5.) Enter the following fields then click Pay Now:

- Invoice Number – Unique Identifier
- Description – Not required but can be used at the discretion of the department
- Card Number and Expiration Date
- First Name and Last Name
- All Address Fields
- Email
- Phone

Note: The University of Michigan does not take credit card payments in excess of $10,000 or for Sponsored Research invoices. For alternative payment methods or for questions or concerns, please contact the Shared Services at 734-615-2000

Order Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Taxable</th>
<th>Unit Price</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SSC Invoice Payment</td>
<td>1 N</td>
<td>$1.00 (USD)</td>
<td>$1.00 (USD)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer specified amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $1.00 (USD)

Payment Information

- Card Number: [enter number without spaces or dashes]
- Expiration Date: [mm/yy]

Billing Information

- Customer ID: Not Required
- First Name:
- Last Name:
- Address:
- City:
- State/Province:
- Zip/Postal Code:
- Country:
- Email:
- Phone:

Important: The Shared Services Center does not administer benefit coverage or student accounts, including tuition and housing payments. Questions? Contact our Shared Services Accounts Receivable Office at 734-615-2000 or email electronicpmts@umich.edu

Pay Now