

## How To Initiate a Payment through PayMyTuition

### Step 1: Access Your Portal

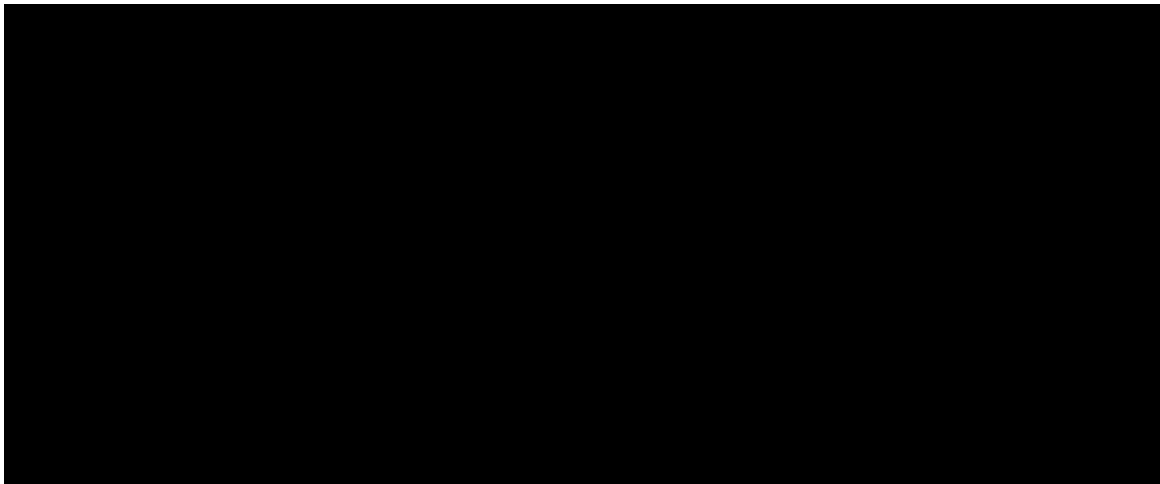
- Access Ramapo College of New Jersey's dedicated payment portal through the Office of Student Accounts website on the PayMyTuition page. Alternatively, you can go to [www.paymytuition.com](http://www.paymytuition.com), click on Make a Payment at the top of the screen, and locate your institution from the list

### Step 2: Initiate your Payment

- Provide your payment information by selecting the country your source of funds will be paid from, the amount you'd like the College to receive in USD dollars, and by selecting your preferred payment option. Then click Next on the bottom of the page:

The image contains two screenshots of the PayMyTuition payment interface. The left screenshot shows the 'What country are you paying from?' dropdown menu with 'United Kingdom' selected. Below it is the 'Make a payment' section with a text input field containing '100.00'. The right screenshot shows the 'Payment Options' section with '80.00 GBP' displayed at the top. Below this, there are three radio button options: 'Trustly Bank Transfer in British Pound (GBP)', 'Credit in GBP', and 'PayPal'. The 'Credit in GBP' option is selected, and it shows '80.00 GBP' next to it. The 'PayPal' option shows '83.00 GBP'. There is also a partially visible option 'Pay in another currency' at the bottom.

- You will be requested to input payer information. Enter your email address, and you will then be prompted to "Create an account" which is optional. If someone else is making the payment on behalf of the student, please select "Someone else" as the payer and fill out the secure form. Enter your name, address, etc. To comply with anti money laundering and compliance regulations, you will be asked to upload Government Issued Identification for both the student and the payer, if the payer is different than the student:

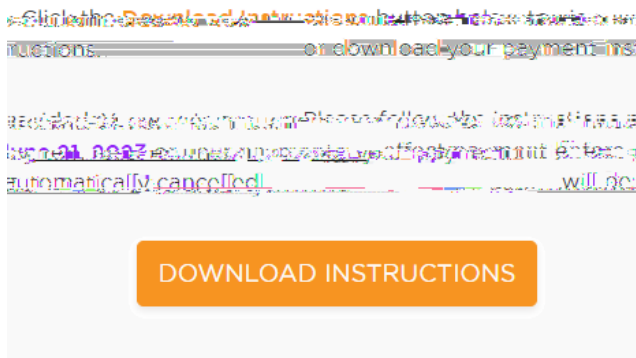


- To complete the payment form, provide student information and finally review and confirm your payment form details ahead of Confirming your transaction. **PLEASE BE AWARE, your payment IS NOT COMPLETE and you still need to fund your payment through your bank, credit card, or eWallet**

#### How To Fund Your Payment

- PayMyTuition will email you a unique URL for your payment dashboard, so be on the lookout for communications from the PayMyTuition team. To fund your payment, simply select the “Pay Now” or “Download Instructions” button from your payment dashboard (the option will vary depending on the method of payment selected):

If paying via bank transfer, click on “Download Instructions”



If paying via credit card, click on “Pay Now”



If paying via eWallet, click on “Checkout”

