SOUTH CAROLINA STATE UNIVERSITY’S

STUDENT PAYMENT SYSTEM

TRANSACT
Make Payments
View Statements
Using SC STATE UNIVERSITY’S
TRANSACT System
GETTING STARTED

Log into SCSU APPS PORTAL
apps.scsu.edu
ENTER USERNAME AND PASSWORD
Click "TRANSACT"
ACCOUNT OVERVIEW

Total Account Balance: $9,429.29

Summary of charges for each semester enrolled:
Click "My Account" to view your account information (i.e. name, ID number, contact information).

Click "Overview" to view your account balance and summary of charges.

Click "Make a Payment" to make a payment on your account.

Click "Transactions" to view all transactions on your account.

Click "Statements" to view your account statements.

Click "Sign Out" to sign out of your account.
View Statement

### Overview

<table>
<thead>
<tr>
<th>Summary</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Balance (Summer 2019)</td>
<td>$1,185.00</td>
</tr>
<tr>
<td>Tuition Balance (Fall 2019)</td>
<td>$1,156.89</td>
</tr>
<tr>
<td>Tuition Balance (Spring 2020)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Tuition Balance (Spring 2021)</td>
<td>$6,962.40</td>
</tr>
<tr>
<td>Balance</td>
<td>$9,429.29</td>
</tr>
</tbody>
</table>

Click here to view your recent Statement.
CURRENT STATEMENT

Statement Details

<table>
<thead>
<tr>
<th>Date Posted</th>
<th>Term</th>
<th>Description</th>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUS ACCOUNT BALANCE</td>
<td></td>
<td></td>
<td>$2,466.80</td>
<td></td>
</tr>
<tr>
<td>Current Activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/01/2021</td>
<td>Spring 2021</td>
<td>Student Health Insurance</td>
<td>$469.00</td>
<td></td>
</tr>
<tr>
<td>02/01/2021</td>
<td>Spring 2021</td>
<td>Undergrad Resident Tuition</td>
<td>$5,530.00</td>
<td></td>
</tr>
<tr>
<td>02/09/2021</td>
<td>Spring 2021</td>
<td>Rent Plan University Village S</td>
<td>$2,512.20</td>
<td></td>
</tr>
<tr>
<td>02/09/2021</td>
<td>Spring 2021</td>
<td>Spring 100 Block Commuter Plan</td>
<td>$525.00</td>
<td></td>
</tr>
<tr>
<td>03/12/2021</td>
<td></td>
<td></td>
<td>$2,466.80</td>
<td></td>
</tr>
</tbody>
</table>

* CURRENT BILLED BALANCE *: $9,429.29
* TOTAL ANTICIPATED CHARGES/CREDITS *: $0.00

Total Amount Due: $9,429.29
From the Menu, click “Make a Payment” to make a payment on your account.
Enter the amount of your payment.

Click "Balance" to pay your total balance.

Enter your payment amount or Click "Balance" to pay your total balance.
Would you like to pay for something else?
Select one of the “Available Items (i.e. ID Card, Housing Dep-Returning Students)” by clicking on the icon and then clicking “Add to Payment.” Click “Continue” to enter payment information.
ENTER CREDIT CARD INFORMATION

How would you like to pay?
Enter the “Card Number, Expiration Date, Security Code, and Zip/Postal code”. Choose “Save card for future use” to save the Payment Card Information. Click “Continue”.
SERVICE CHARGE

Click to acknowledge the fee amount and accept the terms and conditions and click “Continue”.

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service charge of $0.03, so your total amount is $1.03. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

☐ I acknowledge that I have read and accept the terms and conditions of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge of $0.03 for the use of Transact Campus SmartPay.
Last step! Let’s make sure we have your correct information. Review the Transaction Details. Make changes by clicking “Payment Method”. To change your payment amount, click “Change (next to Summary). To change your card information click “Change (next to Payment Details). Click “Pay $”, to make payment. Click “Cancel” to terminate the process. You will receive a confirmation Email at your SCSU Email Address.
SEND A PAYER INVITATION

Do you want help paying?

Do you know someone that would like to help you pay? Invite them to have access to your account!

Send a payer invitation

Click “Send a payer invitation” to give someone access to make payments on your account.

Enter the Payer information, click “Allow access to statements” to allow the payer access to your account statements, and click “Send Invitation” to send the invitation.
Click the bell in the top right corner of the account overview page to see your account notifications.
FOR ASSISTANCE

For Assistance with Making Payments or with your Student Account:
Contact: Accounts Receivable at (803) 536-8550

If you have forgotten your User Name or Password, or if you need to get a User Name and Password, please click here or http://www.scsu.edu/accounts/. You may also contact: IT Help Desk at Telephone: (803) 536-8111 or Email: helpme@scsu.edu.