How to make payment:

Step 1. Visit ssc.umich.edu and click on '**Payments**'

Step 2. Click on '**Pay by Credit Card**'

Step 3. Click on '**Pay Now**' button.
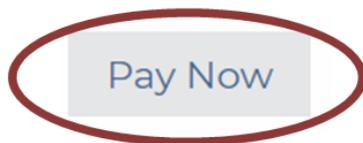
A second window appears which will redirect you to the payment site.

Step 4. Click on '**Go To Secure Payment Provider to Pay My Bill**' button to continue to Authorize.Net.

Please note that by clicking this button, you will be leaving the Shared Services website and redirected securely to Authorize.net for entering your credit card information. Authorize.net is certified (PCI level 1 compliant) to securely manage credit card payments.

Go To Secure Payment Provider to Pay My Bill

The credit card subscriber fills in the information below on the secured site Authorize.Net

Step 5. Fill in the 'Amount' field and the security code shown. Click '**Continue**' to proceed.

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

Authorize.Net
SECURE CHECKOUT

Order Information   * Required Fields

Item	Description	Amount
1	SSC Invoice Payment	
	SSC Accounts Receivable 1000 Victors Way Suite 1A Ann Arbor, MI 48108-2744	

Total: --

Security Code

t88GN

Please enter the security code above.

Questions? Contact our Shared Services Accounts Receivable Office at 734-615-2000

Continue

Note: All payments must be less than 10,000 dollars. If the invoice or payment is greater than $10,000 - please contact the Shared Services at (734) 615-2000 or electronicpmts@umich.edu for approval.

Step 6. Fill in required fields: (* indicates required fields) and click '**Pay Now**'.

** If paying multiple registration/conference fees please list attendees in the description field.

Required Fields:
- Invoice Number/Unique Identifier (Enter "C&FL FEES)
- Card Number
- Expiration Date (Month/Year on card)
- First Name and Last Name is card holder name (full name of the cardholder on the credit card you are using)
- Email
- Phone
- List the individual name in the description field

If you have any problems using Authorize.net, please call the Shared Services at 734-615-2000 or email electronicpmts@umich.edu