eCheck and Credit Card
Payment Instructions

- Go to secure website: https://secure.rutgers.edu/reservations/
- Enter Reservation Number
- Click *Search*

- Enter payment amount
- Client should refer to booking acknowledgement for payment amounts and due dates.
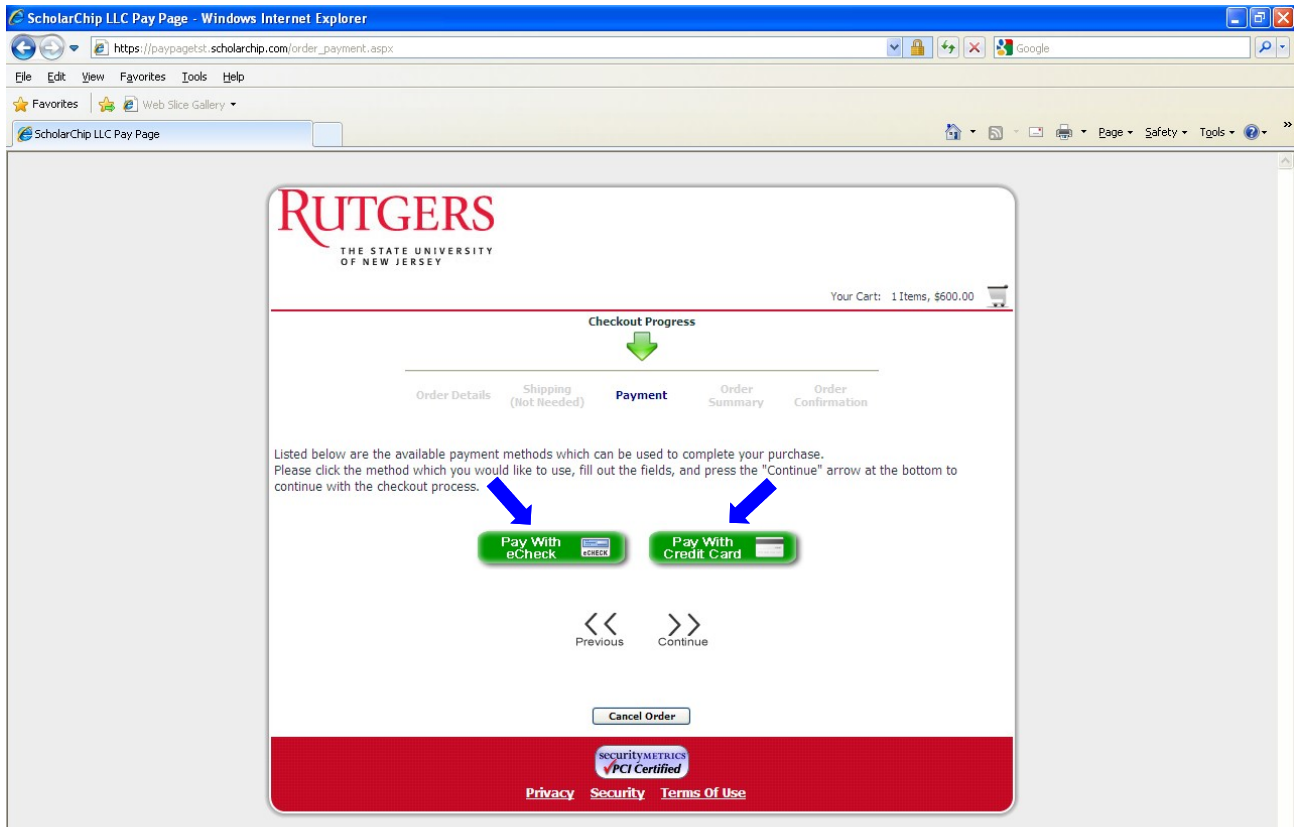- Click *Proceed to payment*

Checkout Progress

Checkout Progress
- Review Order (i.e. payment amount)
- Click *Continue*
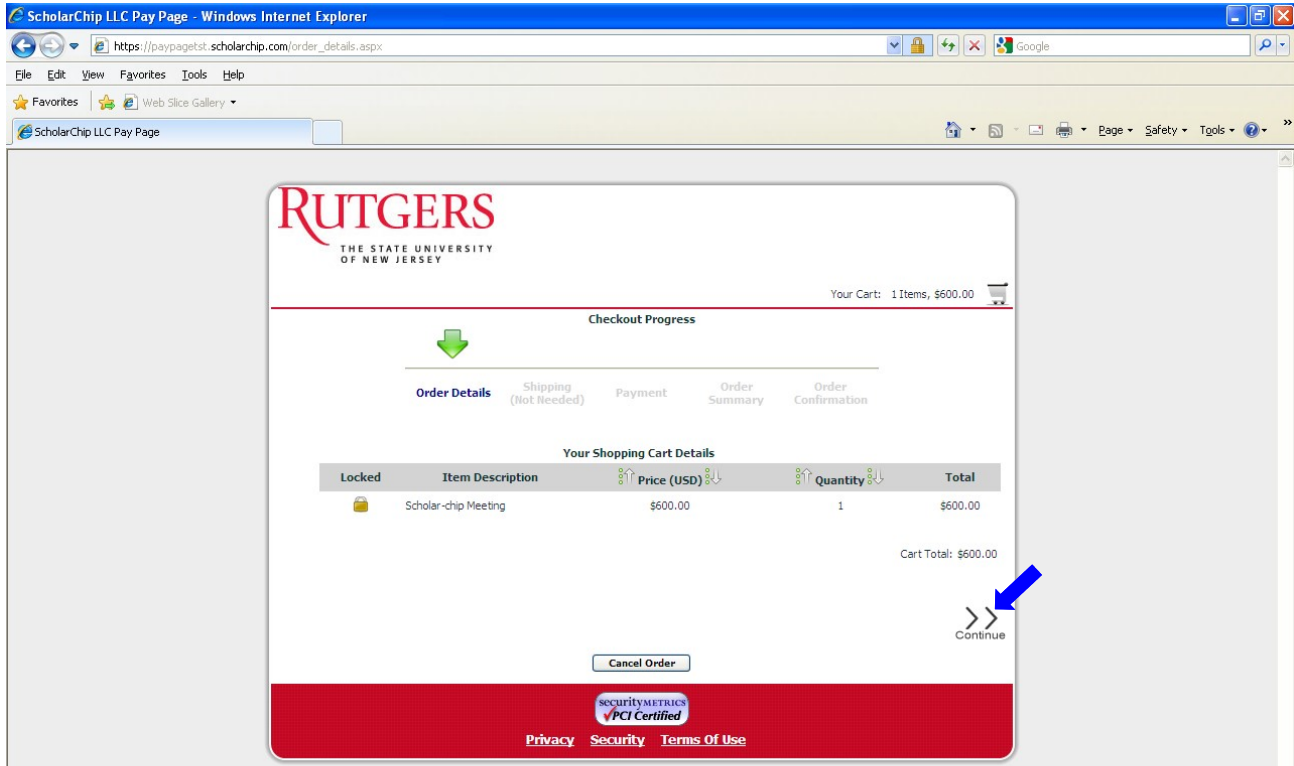
Checkout Progress continued
- Click payment button: "Pay With eCheck" or "Pay with Credit Card"

E-Check Payments
(Preferred Payment Method)

Checkout Progress (Payment-eCheck)
- Complete required fields
- Click continue

Checkout Progress (Payment-eCheck)
- Review Order Summary
- Click Proceed to Confirmation

Credit Card Payments

Checkout Progress (Payment-Credit Card)
- Choose Card Type
- Click Continue

Checkout Progress (Payment-Credit Card)
- Complete required fields
- Click continue

Checkout Progress (Payment-Credit Card)

- Review Order Summary
- Click Proceed to Confirmation

E-Check and Credit Card Payments Authorization

Account Authorization
- Check Authorization box*
- Enter email and name
- Click Submit

Student Center staff cannot take payments by phone.

Final Order Submission
- Download receipt for a record of your transaction.
- Payment will be applied to reservation within 3 business days.