

eCheck and Credit Card Payment Instructions


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

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Student Centers Reservations

Reservation Search

Enter your Reservation ID: 

For questions or help regarding this system, please contact [IT Services](#), [New Brunswick Chancellor's Office](#)
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- Enter payment amount
- Client should refer to booking acknowledgement for payment amounts and due dates.
- Click *Proceed to payment*

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Student Centers Reservations

Reservation Details

Event Name	Scholar-ship Meeting
Reservation	30733

Make a Payment

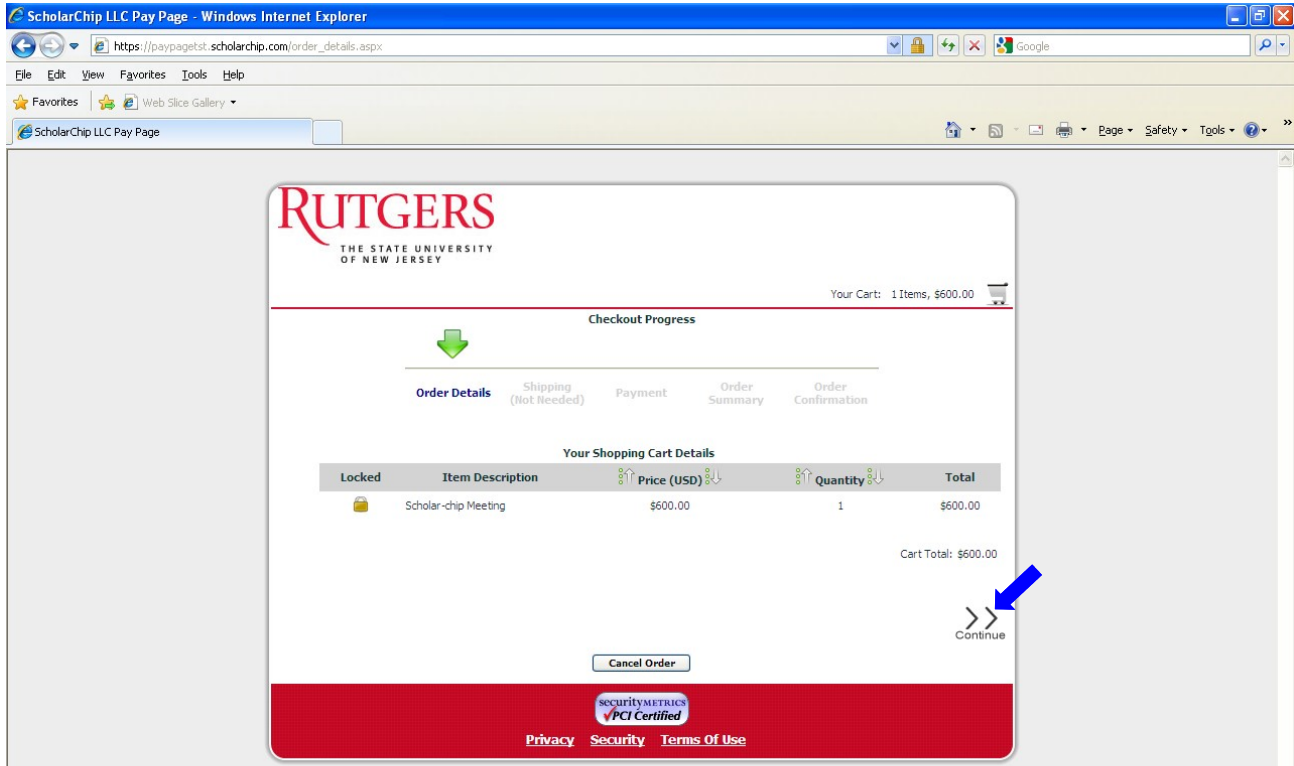
Payment amount: 

For questions or help regarding this system, please contact [IT Services](#), [New Brunswick Chancellor's Office](#)
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Checkout Progress

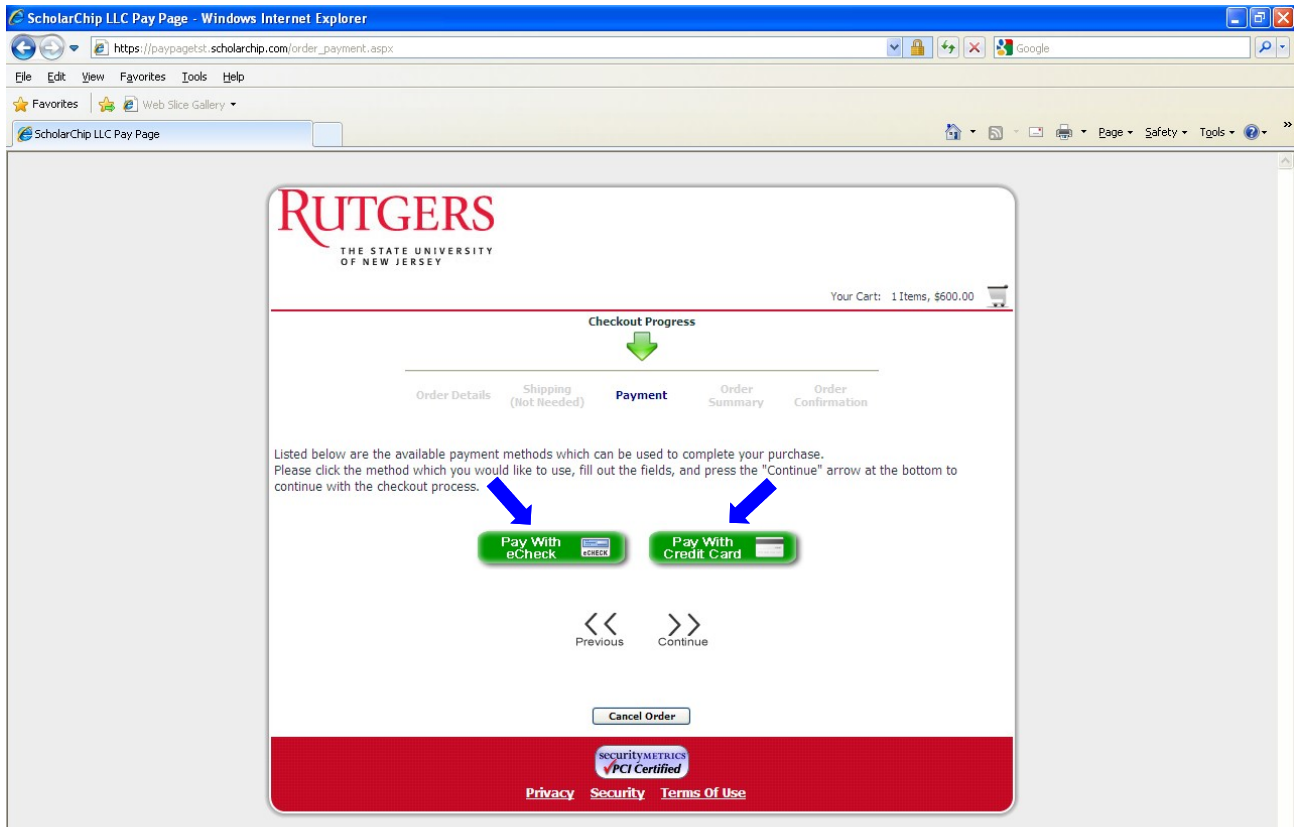
Checkout Progress

- 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

Your Cart: 1 Items, \$600.00

Checkout Progress

Order Details Shipping (Not Needed) **Payment** Order Summary Order Confirmation

Listed below are the available payment methods which can be used to complete your purchase. Please click the method which you would like to use, fill out the fields, and press the "Continue" arrow at the bottom to continue with the checkout process.

Pay With eCheck  Pay With Credit Card 

* - Indicates Required Field

Account Info

First Name* Last Name*
 Account Type* Routing Number*
 Account Number* Confirm Account Number*

Account Holder Address

First Name* Last Name*
 Address Line 1* Address Line 2
 City* State Zip
 Country
 Province Foreign Postal Code

<< Previous Continue >>

Checkout Progress (Payment-eCheck)

- Review Order Summary
- Click Proceed to Confirmation

Your Cart: 1 Items, \$600.00

Checkout Progress


Order Details Shipping (Not Needed) Payment **Order Summary** Order Confirmation

Order Details


Item Description	Price (USD)	Quantity	Total
Scholar-ship Meeting	\$600.00	1	\$600.00

Cart Total: \$600.00

Payment Details

Type	Account Number	Billing Info	Amount To Pay	Convenience Fee	Total Payment
	*6789	JAMES SMITH 123 Apple Lane NEW BRUNSWICK, NJ 08901 UNITED STATES	\$600.00	+ \$0.00 =	\$600.00

Order Total: \$600

Edit Payments 

>>>> Proceed To Confirmation

Credit Card Payments

Checkout Progress (Payment-Credit Card)

- Choose Card Type
- Click Continue

Your Cart: 1 Items, \$600.00

Checkout Progress

Order Details Shipping (Not Needed) **Payment** Order Summary Order Confirmation

Listed below are the available payment methods which can be used to complete your purchase. Please click the method which you would like to use, fill out the fields, and press the "Continue" arrow at the bottom to continue with the checkout process.

Pay With eCheck

Pay With Credit Card

* - Indicates Required Field

Card Info

Card Type*
Visa
Select Card

VISA MasterCard AMERICAN EXPRESS

<< Previous Continue >>

Cancel Order

SECURITYMETRICS PCI Certified

Checkout Progress (Payment-Credit Card)

- Complete required fields
- Click continue

Your Cart: 1 Items, \$600.00

Checkout Progress

Order Details Shipping (Not Needed) **Payment** Order Summary Order Confirmation

Listed below are the available payment methods which can be used to complete your purchase. Please click the method which you would like to use, fill out the fields, and press the "Continue" arrow at the bottom to continue with the checkout process.

Pay With eCheck

Pay With Credit Card

* - Indicates Required Field

Card Info

Card Type* Transaction Type*
Visa Credit
Clear

First Name On Card* Last Name On Card*
James Smith

Card Number* Confirm Card Number* CWV2*
4111111111111111 4111111111111111 987

Expiration Month* Expiration Year*
5 (May) 2014

Card Billing Address

First Name* Last Name*
James Smith

Address Line 1* Address Line 2
123 Apple Lane

City* State Zip
New Brunswick NJ 08901

Country
-- Country --


Province Foreign Postal Code


VISA MasterCard AMERICAN EXPRESS

<< Previous Continue >>

Checkout Progress (Payment-Credit Card)

- Review Order Summary
- Click Proceed to Confirmation

Your Cart: 1 Items, \$600.00 

Checkout Progress 


Order Details Shipping (Not Needed) Payment **Order Summary** Order Confirmation

Order Details


Item Description	Price (USD)	Quantity	Total
Scholar-ship Meeting	\$600.00	1	\$600.00



Cart Total: \$600.00

Payment Details

Type	Account Number	Billing Info	Amount To Pay	Convenience Fee	Total Payment
	*1111	JAMES SMITH 123 Apple Lane NEW BRUNSWICK, NJ 08901 UNITED STATES	\$600.00	+ \$0.00 =	\$600.00

Order Total: \$600

Edit Payments 


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.*

The screenshot shows the Rutgers Account Authorization form. At the top left is the Rutgers logo (THE STATE UNIVERSITY OF NEW JERSEY). Below the logo are three buttons: "View Privacy", "View Security", and "View Terms Of Use". The main content area is titled "ACCOUNT AUTHORIZATION" and contains the following text: "I hereby certify that I am an authorized holder on this bank or card account. By submitting this payment, I authorize ScholarChip to deduct the designated funds from the account on a one-time basis. I agree to provide true, accurate and current information. ScholarChip is not responsible for the correctness, completeness, nor the quality of the information provided. eCheck payments made after 1:30 PM Eastern time are processed on the next banking day." Below this text is a blue arrow pointing to a checkbox labeled "I have read and agree to the above authorization." which is checked. Underneath the checkbox, it says "After clicking Submit, DO NOT use your browser BACK or STOP button." Below this is the text "Your account(s) will be charged \$600.00". Then, it asks for email address with two input fields: "Email Address" (containing "jamesmith@home.com") and "Confirm Email Address" (containing "jamesmith@home.com"). Next, it asks for name with two input fields: "First Name" (containing "James") and "Last Name" (containing "Smith"). Below the name fields are two buttons: "SUBMIT!" and "Cancel Order". A warning message in a blue box says "WARNING! DO NOT CLICK SUBMIT MORE THAN ONCE". At the bottom of the form is a red banner with the SecurityMetrics PCI Certified logo and links for "Privacy", "Security", and "Terms Of Use".

Final Order Submission

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

The screenshot shows the Rutgers Final Order Submission confirmation page. At the top left is the Rutgers logo (THE STATE UNIVERSITY OF NEW JERSEY). The main content area contains the following text: "Your order has been successfully submitted for \$600.00." Below this is "Order ID" followed by "140000071208". Then, it says "Please download a copy of your receipt below." Below this text is a green download icon (a green arrow pointing down into a document) with the text "Download Receipt" underneath it. At the bottom of the page is a red banner with the SecurityMetrics PCI Certified logo and links for "Privacy", "Security", and "Terms Of Use".