eCheck and Credit Card Payment Instructions

- Go to secure website: [https://secure.rutgers.edu/reservations/](https://secure.rutgers.edu/reservations/)
- Enter Reservation Number
- Click Search

Student Centers Reservations

**Reservation Search**

Enter your Reservation ID: 30733

Search

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

Student Centers Reservations

**Reservation Details**

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Scholar-chip Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reservation</td>
<td>30733</td>
</tr>
</tbody>
</table>

**Make a Payment**

Payment amount: 500

Proceed to Payment

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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

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.

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.

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