Log into the Bill and Payment System with your PatriotWeb Username and Password. Authorized Users sign in through the Authorized User area with their email, and the password set up through the Authorized User set up process.*

*To create an Authorized User, refer to the Authorized User Set Up instructions on the Student Accounts’ website: (http://studentaccounts.gmu.edu/Forms/AuthorizedUserSetup.pdf)

On the Welcome screen, click on “Make a Payment”.

Choose the balance you wish to pay. “Current account balance:” includes full balance due. “Pay by term:” allows payer to choose to pay a specific term balance.*

Click “Continue”.

*Please note that the amount to be paid can be edited in the text box.
Select method of payment by clicking the drop down menu “Select Payment Method”.

Choose method of payment and continue below for Electronic Checks. For Credit Card via Paypath payments, please skip to the Credit Card payments instructions on page 3.

*If the payment amount needs to be adjusted, then click “Previous Step”.

For ELECTRONIC CHECK (checking) payment method:

If you wish to pay by electronic check, choose “Electronic Check (checking)” as your method of payment, then click “Select”.

*Please note, ONLY PERSONAL CHECKING ACCOUNTS can be used.

The Account Information fields will appear to the right of the payment method selection box.

Enter your information and click “Continue”.*

*A $50 fee is charged for all returned web checks including incorrect account information.
Review the Terms and Conditions.

Click the box next to “I agree to the above terms and conditions” if you agree to the Terms and Conditions as set forth.

Press “Submit Payment”.

A confirmation email will be sent to your email address on file (GMU email).*

*We encourage you to print and save a copy of the receipt on the next screen for your records.

For Credit Card via PayPath payment method:

If you wish to pay by credit card, then choose “Credit Card via PayPath” as your method of payment, then click “Select”.*

*Please note that a non-refundable convenience fee is charged for credit card payments.

A prompt confirming the payment amount and the payment type will appear.

Press “Continue to PayPath”*.

*A new window will open taking the payer to the PayPath site to complete the transaction.
When the new window for the PayPath Payment Service opens, press “Continue”.

Verify the payment amount. If the payment amount is correct, then press “Continue”.

Enter Credit Card Information. All the red-starred fields are required to proceed.

After completing the form, please press “Continue”.
Review the details of the payment. If everything looks correct and you agree to the Terms and Conditions, then check the “I Agree to the terms and conditions” box.

Then, click “Submit Payment”.*

If the payment information is not correct, then please click “Change Information”.

*Please click the “Submit Payment” button only once, as multiple clicks may result in multiple payments.

Click “Print” to print a copy of the receipt. We strongly advise payers to keep a copy of their receipt for their records.

Click “Close” to close PayPath window and return to the Bill and Payment System.