How to make payment:

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

Step 2. Click on 'Pay by Credit Card'

Pay by Credit Card

Make a payment by credit card online if your University of Michigan invoice indicates credit card as a payment option.

Step 3. Click on 'Pay Now' button.

Pay Now

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.

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

Order Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SBC Invoice Payment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SBC Accounts Receivable 1350 Visitor's Way Suite 1A Ann Arbor, MI 48109-2744</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Total: --

Security Code:

Please enter the security code above

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

Continue

LSO Member fees are $50.00
Step 6. Fill in required fields: (* indicates required fields) and click ‘Pay Now’.

Invoice Number: LSOMember

Description: Please insert the name of the orchestra member

Required Fields:
- Invoice Number/Unique Identifier
- 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