

Customer opens browser and enters <https://fmo.tamu.edu/invoice-payment-02> into url.

This screen opens.

The screenshot shows the 'O2AR Payment Web' interface. On the left, there is a form titled 'ENTER CUSTOMER NUMBER OR INVOICE NUMBER BELOW'. It contains two input fields: 'CUSTOMER NUMBER' and 'INVOICE NUMBER', each followed by a text box. Below these fields are two buttons: 'CONTINUE' and 'CANCEL'. At the bottom left, there is a note: 'Please email ipay@tamu.edu or call 979-458-7995 Monday-Friday 8:00am to 5:00pm CST for assistance.' On the right side of the interface, there is the Texas A&M University logo and the text 'Business Center-Invoice Payment Portal'. At the bottom right, it says 'TOTAL AMOUNT: \$0.00'.

Customer may enter their 13 digit customer number (no dashes) OR can enter their 7 digit invoice number and click Continue.

Customer Number example: This screen shows outstanding invoices tied to this customer.

The screenshot shows the 'O2AR Payment Web' interface displaying a list of outstanding invoices. The top right corner has an 'Exit' button. The Texas A&M University logo and 'Business Center-Invoice Payment Portal' are visible. The main content area is divided into sections: 'Customer Information' and 'Invoice Details'.
Customer Information:

| CUSTOMER NUMBER | CUSTOMER NAME | ALIAS | LINE1 ADDRESS | LINE2 ADDRESS | CITY | STATE | ZIP | COUNTRY |
|-----------------|------------------------------|-------|---------------|---------------|-----------------|-------|-------|---------|
| 6888888888888 | Ipay Business Center Testing | | 6000 TAMU | | COLLEGE STATION | TX | 77843 | |

Total: AMOUNT DUE: \$0.50, PAY ALL , AMOUNT PAID: \$0.00
Invoice Details: BALANCE: \$0.50, AMOUNT PAID: \$0.00

| SELECT | BILLING DEPARTMENT | INVOICE DATE | INVOICE NUMBER | LINE | ACCOUNT | FEE DESCRIPTION | AMOUNT DUE | AMOUNT PAID |
|--------------------------|--------------------|--------------|----------------|------|---------|-------------------------|------------|-------------|
| <input type="checkbox"/> | FISC | 02/18/2019 | Q146904 | 1 | | BUSINESS CENTER TESTING | \$0.50 | \$0.00 |
| <input type="checkbox"/> | | | Q146904 | 2 | | BUSINESS CENTER TESTING | -\$0.50 | \$0.00 |
| <input type="checkbox"/> | FISC | 02/18/2019 | Q146907 | 1 | | BUSINESS CENTER TESTING | \$0.10 | \$0.00 |
| <input type="checkbox"/> | | | Q146907 | 2 | | BUSINESS CENTER TESTING | \$0.10 | \$0.00 |
| <input type="checkbox"/> | | | Q146907 | 3 | | BUSINESS CENTER TESTING | \$0.10 | \$0.00 |
| <input type="checkbox"/> | | | Q146907 | 4 | | BUSINESS CENTER TESTING | \$0.20 | \$0.00 |

At the bottom, there are buttons for 'CONTINUE', 'BACK', and 'CANCEL'. A note at the bottom left states: 'Please note that a 2.75% fee will be charged for each credit card transaction. This fee is Non Refundable.' At the bottom right, it says 'TOTAL AMOUNT: \$0.00'.

Invoice number example

02AR Payment Web

Customer Information

| CUSTOMER NUMBER | CUSTOMER NAME | ALIAS | LN#1 ADDRESS | LN#2 ADDRESS | CITY | STATE | ZIP | COUNTRY |
|-----------------|------------------------------|-------|--------------|-----------------|------|-------|-------|---------|
| 688888888888 | Ipay Business Center Testing | | 6000 TAMU | COLLEGE STATION | TX | | 77843 | |

Total AMOUNT DUE: **\$0.50** PAY ALL AMOUNT PAID: **\$0.00**

Invoice Details BALANCE: **\$0.50** AMOUNT PAID: **\$0.00**

| SELECT | BILLING DEPARTMENT | INVOICE DATE | INVOICE NUMBER | LINE | ACCOUNT | FEE DESCRIPTION | AMOUNT DUE | AMOUNT PAID |
|--------------------------|--------------------|--------------|----------------|------|---------|-------------------------|------------|-------------------------------------|
| <input type="checkbox"/> | FISC | 02/18/2019 | Q146907 | 1 | | BUSINESS CENTER TESTING | \$0.10 | <input type="text" value="\$0.00"/> |
| <input type="checkbox"/> | | | Q146907 | 2 | | BUSINESS CENTER TESTING | \$0.10 | <input type="text" value="\$0.00"/> |
| <input type="checkbox"/> | | | Q146907 | 3 | | BUSINESS CENTER TESTING | \$0.10 | <input type="text" value="\$0.00"/> |
| <input type="checkbox"/> | | | Q146907 | 4 | | BUSINESS CENTER TESTING | \$0.20 | <input type="text" value="\$0.00"/> |

Please note that a 2.75% fee will be charged for each credit card transaction. This fee is Non Refundable.

TEXAS A&M UNIVERSITY

Business Center-Invoice Payment Portal

TOTAL AMOUNT: \$0.00

Customer can check the Select box marked in the picture above to choose all 4 lines to pay or they can select individual line items. If they select the 'Select' box, all items will highlight and auto check. Please note that the bottom of this page mentions the non-refundable credit card transaction fee.

| Total | | AMOUNT DUE: \$0.50 | | PAY ALL <input type="checkbox"/> | | AMOUNT PAID: \$0.50 | | |
|-------------------------------------|--------------------|---------------------------|----------------|---|---------|----------------------------|------------|-------------------------------------|
| Invoice Details | | | | BALANCE: \$0.50 | | AMOUNT PAID: \$0.50 | | |
| SELECT | BILLING DEPARTMENT | INVOICE DATE | INVOICE NUMBER | LINE | ACCOUNT | FEE DESCRIPTION | AMOUNT DUE | AMOUNT PAID |
| <input checked="" type="checkbox"/> | FISC | 02/18/2019 | Q146907 | 1 | | BUSINESS CENTER TESTING | \$0.10 | <input type="text" value="\$0.10"/> |
| <input checked="" type="checkbox"/> | | | Q146907 | 2 | | BUSINESS CENTER TESTING | \$0.10 | <input type="text" value="\$0.10"/> |
| <input checked="" type="checkbox"/> | | | Q146907 | 3 | | BUSINESS CENTER TESTING | \$0.10 | <input type="text" value="\$0.10"/> |
| <input checked="" type="checkbox"/> | | | Q146907 | 4 | | BUSINESS CENTER TESTING | \$0.20 | <input type="text" value="\$0.20"/> |

After clicking Continue, the items will pull to the receipt on the right hand side of the screen and the customer is given options to search for more invoices or click Pay. See items marked below.

The screenshot shows the 'O2AR Payment Web' interface. On the left, a large box contains a red-bordered button that says 'CLICK HERE to search for your invoices.' On the right, a receipt summary is displayed. At the bottom of the receipt, a blue 'Pay' button is highlighted with a red box. The receipt includes the following information:

- Business Center-Invoice Payment Portal
- O2AR Payment Web 50.50
- CUSTOMER NAME: bay Business Center Testine
- ADDRESS: 6000 TAMU
- CITY: COLLEGE STATION
- STATE: TX
- ZIP: 77843
- INVOICE DATE: 02/18/2019
- FEE DESCRIPTION: BUSINESS CENTER TESTING
- INVOICE DATE: 0146907
- FEE DESCRIPTION: BUSINESS CENTER TESTING
- INVOICE DATE: 0146907
- FEE DESCRIPTION: BUSINESS CENTER TESTING
- INVOICE DATE: 0146907
- FEE DESCRIPTION: BUSINESS CENTER TESTING
- INVOICE DATE: 0146907
- FEE DESCRIPTION: BUSINESS CENTER TESTING

TOTAL AMOUNT: \$0.50

Upon Clicking PAY, a credit card screen will display. It will show the amount of the processing fee at the top of the screen above the credit card holder information fields. This screen also has the statement about paying by check if declining to pay by credit card.

They also have the option of entering their email address if they want a receipt.

The screenshot shows the 'Please provide credit card information' screen. It includes the following fields and information:

- PAYMENT AMOUNT: \$0.50
- PROCESSING FEE: \$0.01
- TOTAL PAYMENT: \$0.51
- Please provide account holder's information
- FIRST NAME, LAST NAME, ADDRESS, ADDRESS2, CITY, STATE, ZIP CODE, COUNTRY (US), CARD NUMBER, CID, MONTH, YEAR
- EMAIL_RECEIPT (with a note: * denotes required fields)
- OK and CANCEL buttons
- At the bottom, a red-bordered box contains the text: 'If declining this payment, please remit check to the address listed on the invoice.'

The right side of the screen shows the same receipt summary as the previous screenshot, with the 'Pay' button now replaced by an 'EXIT' button.

The customer will receive a Terms and Conditions page that summarizes the payment and shows the Grand Total (marked in green) being charged. They have the option to accept or decline at this point. If they choose to decline, there is a note for them to submit payment by check.

Welcome to Texas A&M University iPayment System. By pressing "I Accept", you: (1) acknowledge that you have read and agree to the [Terms and Conditions](#) for using this site; (2) authorize Texas A&M University to charge your account for the payment amount; (3) confirm that the information provided by you is true, complete, and correct to the best of your knowledge and is supplied in good faith; (4) confirm that you are authorized to instruct this payment using the credit card account included in your payment instructions.

If you choose not to accept the Terms and Conditions, by declining to press "I Accept", you will not be able to make this payment and none of your personal information will be transmitted or retained by Texas A&M University. If you decline to make this transaction, you will be returned to the payment page.

PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS.

| | | | |
|---|--------|------------------------------|--------|
| Transaction Details: | | Tender Details: | |
| O2AR Payment Web | \$0.50 | Credit Card Payment: | \$0.50 |
| : 688888888888 | | Credit Card Nbr:*****5743 | |
| CUSTOMER NAME: Ipay Business Center Testing | | FIRST NAME: Stacie | |
| : Q146907 | | LAST NAME: Sodolak | |
| STATE: TX | | FEE TOTAL: 0.01 | |
| ZIP: 77843 | | GRAND TOTAL: 0.51 | |
| O2AR Payment Invoice Detail | \$0.10 | Credit Card Convenience Fee: | \$0.01 |
| : Q146907 | | Credit Card Nbr:*****5743 | |
| O2AR Payment Invoice Detail | \$0.10 | FIRST NAME: Stacie | |
| : Q146907 | | LAST NAME: Sodolak | |
| O2AR Payment Invoice Detail | \$0.10 | | |
| : Q146907 | | | |
| O2AR Payment Invoice Detail | \$0.20 | | |
| : Q146907 | | | |
| Visa-Web CONVFEET | \$0.01 | | |

If declining this payment, please remit check to the address listed on the invoice.


Upon Clicking I Accept, the customer will receive a screen to print their receipt if they so choose. Then they can close the window.

Your request for payment has been received.

Please print this page for your records.

[Printable Receipt](#)

An additional confirmation will be sent to your email account if it was provided with the payment.



Texas A&M University Invoice Payment Portal

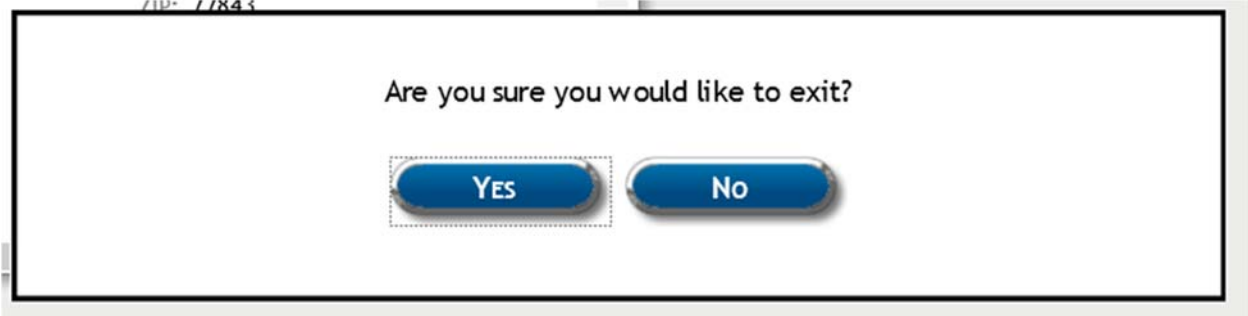
Receipt

Your Reference Number:
2019123003-5

05/03/2019 1:18:34 PM

| | |
|---|--------|
| TRANSACTIONS | |
| O2AR Payment Web | \$0.50 |
| 2019123003-5-1 | |
| : 688888888888 | |
| CUSTOMER NAME: Ipay Business Center Testing | |
| : Q146907 | |
| STATE: TX | |
| ZIP: 77843 | |
| O2AR Payment Invoice Detail | \$0.10 |
| : Q146907 | |
| O2AR Payment Invoice Detail | \$0.10 |
| : Q146907 | |
| O2AR Payment Invoice Detail | \$0.10 |
| : Q146907 | |
| O2AR Payment Invoice Detail | \$0.20 |
| : Q146907 | |

When Clicking Close Window, they will receive this message.



Yes re-directs them to <https://www.tamu.edu>