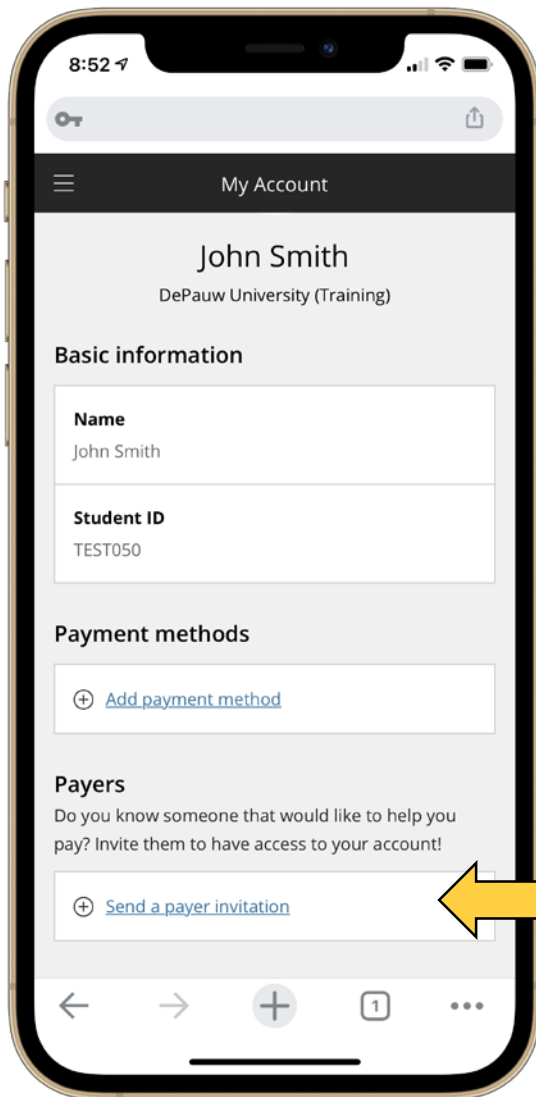


DePauw University has contracted with Transact Campus to provide student account e-commerce services. Students will access Transact Payments by selecting **"Make A Payment"** under the **"Financials HUB"** in Workday.

## INVITE A PAYER

Students have the option of inviting another individual as a payer on their account. This is useful if another person, such as a parent or legal guardian, would be responsible for paying the student's tuition and fees. If no payers are invited, then the student will be solely responsible for ensuring the account is paid in a timely manner.



Once the student has accessed Transact Payments, the "Overview" screen will display. Open the menu to the left and select "My Account."

While on the "My Account" screen, students will select "Send a payer invitation" from the link under the "Payers" section.

If you have any questions or concerns, please contact:

Payment Services  
204 E Seminary St., Suite 201  
765-658-4015 | [paymentservices@depauw.edu](mailto:paymentservices@depauw.edu)