**Transact Payments Overview**

Students will access Transact Payments by selecting “Billing & Payments” under the “Financial” menu in e-Services. Payers (parents, guardians, and third parties) will access Transact Payments by navigating to the following link: depauw.edu/thirdpartypay

---

**An organized new menu can be opened by clicking the three horizontal bars in the top left of your screen.**

**The Overview screen will show you your current balance, available payment plans, and recent payments.**
Transact Payments – Making Payments

Transact Payments gives students the option to pay by credit/debit card, bank account, 529 account, and foreign currency. Simply select “Make a Payment” from the menu.

Credit or Debit Card (2.9% fee)
Bank Account (no fee)
529 Account ($10 fee)

Payment Services
313 South Locust Street | P.O. Box 37 | Greencastle, IN 46135
765-658-4015 | paymentservices@depauw.edu
Transact Payments – Pay with Foreign Currency

Students have the option of submitting payment in their home currency with the help of Western Union. Simply select “International Payment” as the payment method. Students will then be directed to the Western Union Business Solutions website to complete the payment.

Why Western Union?

Western Union was chosen by DePauw University to give students a simple, reliable way to pay. This allows payment in their home currency, either online or by bank transfer, with competitive exchange rates and takes the stress and uncertainty out of paying for tuition.
Students have the option of inviting another individual and granting access to pay their account. Formerly, this was known as creating a Third Party PIN. Students will navigate to the “Profile” screen from the menu and select “Send a payer invitation.”

Students will fill in the first name, last name, and email address of the payer in order to invite them to the account. They will select “Send Invitation” when finished.
Once the invitation is sent, the designated payer will receive an email from Payment Services with their user name and a temporary password. They will be prompted to change their password upon login.

Students can view their invited payers on the “My Account” screen from the menu.