



Payment Link Quick Start Guide for Students

This guide provides a simplified overview of how to create and share a one-time **Payment Link** through the **PayMyTuition** portal.

1

Open Payment Links – STUDENT MUST DO THIS

Log into Experience > Billing & Payments Card > Payment Page link
Click PayMyTuition/Payment Plan link to navigate to the PayMyTuition portal
Payment Center > Payment Links
Select Create Link to begin.

2

Select Payment Items

Choose the payment items you want included in the Payment Link, such as:

- Payment Plan installments
- Term balances

Multiple installments can be selected for the payment plan, however, if you are requesting just a single installment to be paid, only check on that installment.

3

Add Notes and Review Amount

Add any notes or instructions for the payer. Review the total amount displayed before continuing.

4

Choose How to Share the Link

Select one of the following options:

- Generate QR / Payment Link
- Download Payment Instructions PDF

The payer can use the QR code or secure payment link to complete payment.

5

Enter Payer Information

Enter the payer's:

- First Name
- Last Name
- Email Address

Optional supporting files can also be uploaded.

6

Select Payment Methods and Generate

Choose the payment methods you want available to the payer and click Generate. Once payment is completed, the Payment Link becomes invalid and cannot be reused.

IMPORTANT NOTES

- ✓ Payment Links expire after 10 days.
- ✓ Payment Links are for one-time use only.
- ✓ Ensure all payment details and payer information are reviewed before sending.