



Make a Payment

Overview

This quick reference guide will cover how to navigate through Workday to external systems to make a payment.

Process

1. After logging into Workday, click the **Finances** icon on your home page.

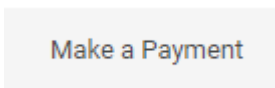


2. The **Finances** dashboard provides quick links to your Account Activity, Make a Payment, Payment Elections, 1098T information and Financial Aid.

3. To make a payment in Transact - Under **My Account**



4. To make an Online payment - Under **My Account**, click **Make a Payment**.



For Payment Description select **Connect to Make Online Payment**

Total Account Balance	0.00
Institution	* Santa Clara University
Due Now	0.00
Payment Description	* <input type="text" value="x Connect to Make Online Payment"/>
Payment Amount	* <input type="text" value="1.00"/>
Currency	* USD

Note: The Payment Amount can be updated once you are transferred to the payment system.

On the next screen click the **Confirm** box. This will open an external site, Transact, to enter payment information and process payment.

4. To make a wire payment in Flywire - Under **My Account**, click **Make International Payment (Flywire)**.

[Make International Payment \(Flywire\)](#)

This **Make International Payment (Flywire)** link will open an external site, Flywire, to enter payment information and process payment.