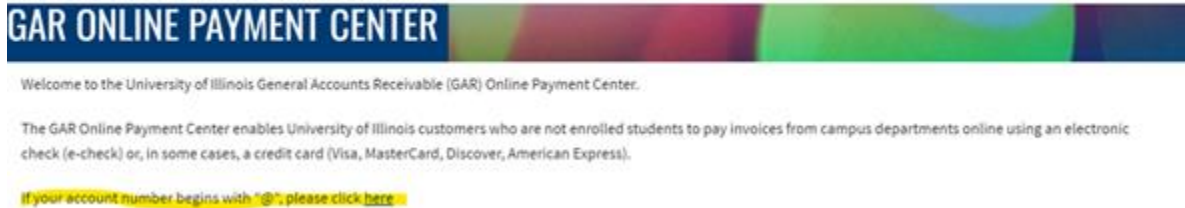


To Make a Credit Card Payment Online

1. Follow this [link](#) to the GAR Online Payment center. It will take you to the screen below:



2. Click the highlighted "[here](#)" on the page above for account numbers that begin with "@". This will take you to the screen below:

Log On

If your University of Illinois account number begins with "@" and you have not already enrolled by setting a password for your account, please [enroll](#).

If your University of Illinois account number begins with "@", enter your account number and password below and then click Log On.

The screenshot shows a login form with two input fields. The first field is labeled "Logon (ex. @12345678)" and the second field is labeled "Password". Below the fields are two buttons: "Log On" and "Cancel". A yellow highlight is placed over the "Logon" label and the "Log On" button.

3. If you have an account provide your account number located on the top right of the invoice (@xxxxxxx) in the Logon space provided along with your password. If you do not have an account click on the enroll button in the top right of the page that I have highlighted in the screen above. The enroll button will take you to the screen below:

Customer Enrollment

All invoices can be paid online via electronic check (e-check). If paying by credit card, not all departmental invoices are eligible to be paid online.

If your University of Illinois account number is entirely numeric (e.g. 612345678), you don't have to enroll and can **Log On** now.

Please complete all fields below and then click the Enroll button.

Account Number: (ex: @12345678)

Name on Account:

4. Fill out the Customer enrollment form provided and create your password. In the "invoice #" section (screenshot below) please enter the invoice number provided to you at the top right of your invoice (**URPXXXX**).

In order to confirm your identity, please enter one invoice# from your current statement.

Invoice #:

5. Once you create your account you should be able to use the [GAR Payment Center link](#) (first screenshot) to logon as indicated above in **step 2** to pay your invoice.

** Unfortunately, we are unable to process credit card payments over the phone at this time. If you are still having trouble creating your account please email aroperations@uillinois.edu and cc Sarah Shewan, EnterpriseWorks Accounting Associate at sshewan2@illinois.edu.**