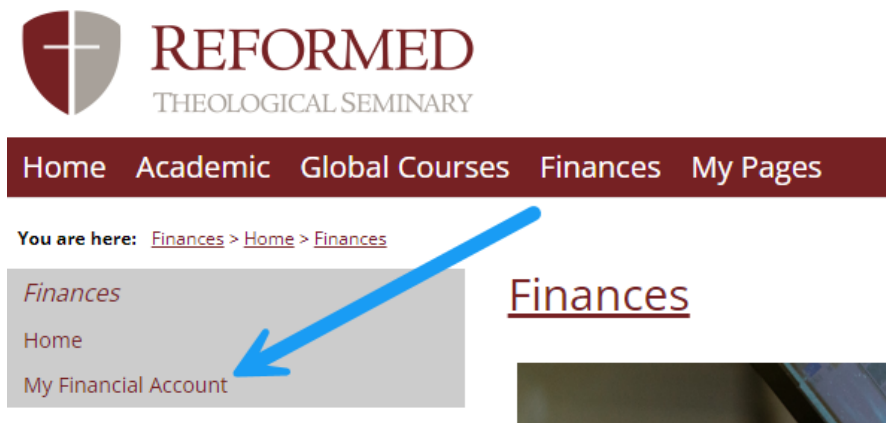


Financial Account

1. In your web browser, visit myportal.rts.edu.
2. On the main menu, select *Finances*.



3. On the finances page, select *My Financial Account* from the left-hand menu.



4. Your financial account information will be displayed in Transact Payments, RTS' payment processor. On the finances page, select the *Go to Transact Payments* button.

My Financial Account

Pay using Transact Payments

Go to Transact Payments

Use the Go to Transact Payments button to view your student balance and make payments.

5. The home page of Transact Payments displays summary balances. Note that balances may be broken down into up to four categories:
 - (a) Tuition & Fees
 - (b) Student Housing Rent

- (c) Housing Deposit
- (d) Enrollment Deposit

Summary

Tuition & Fees	\$10,001,250.00
Balance	\$10,001,250.00

6. To view the details behind your summary balance, including charges and credits by year/term and their description, select *Activity Details* from the left-hand menu.

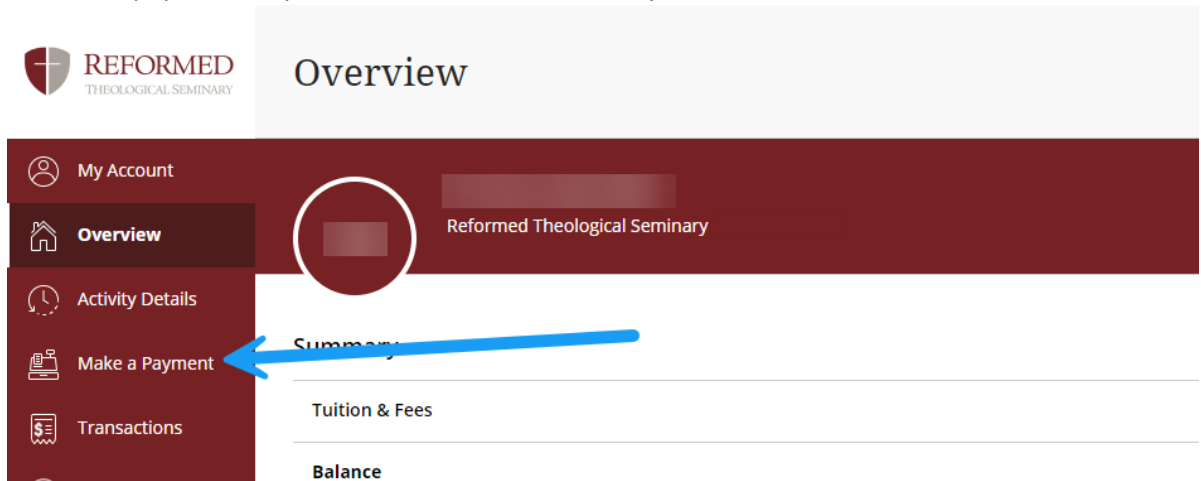
The screenshot shows the 'Overview' page of the Reformed Theological Seminary student portal. The left-hand navigation menu includes: My Account, Overview, Activity Details, Make a Payment, Transactions, and Help. A red circle highlights the 'Reformed Theological Seminary' header, and a blue arrow points to the 'Activity Details' menu item.

Student ID: 91488

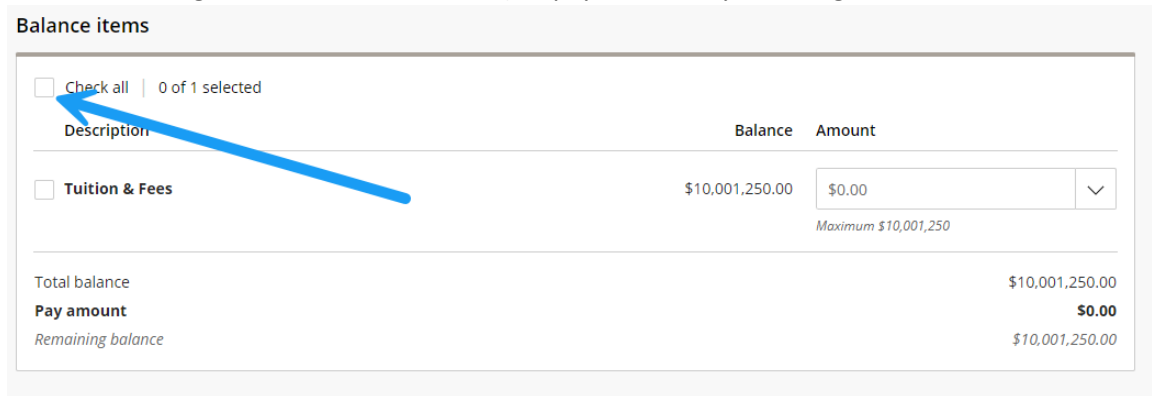
Activity History

Date	Term	Description	Charges	Credits	Balances
		Balance Forward	\$0.00		\$0.00
09/04/2023	2023-2024 AY Fall	Transact Payment		\$1,002,296.68	\$-1002296.68
09/04/2023	2023-2024 AY Spring	Transact Payment		\$250.00	\$-1002546.68
09/04/2023	2023-2024 AY Winter	Transact Payment		\$500.00	\$-1003046.68
10/20/2023	2023-2024 AY Fall	Church Partnership Program 33%		\$998.32	\$-1004045.00
10/20/2023	2023-2024 AY Spring	Library Fine - Charlotte	\$250.00		\$-1003795.00
10/20/2023	2023-2024 AY Winter	Library Fine - Jackson	\$500.00		\$-1003295.00
10/20/2023	2023-2024 AY Fall	Library Fine - Orlando	\$11,000,000.00		\$9996705.00
10/20/2023	2023-2024 AY Winter	Library Fine - Orlando	\$500.00		\$9997205.00
10/20/2023	2023-2024 AY Spring	Library Fine - Orlando	\$750.00		\$9997955.00
10/20/2023	2023-2024 AY Fall	Technology Fee HT-6325-G5	\$120.00		\$9998075.00
10/20/2023	2023-2024 AY Fall	Technology Fee NT-5350-G5	\$180.00		\$9998255.00
10/20/2023	2023-2024 AY Fall	Tuition HT-6325-G5	\$1,198.00		\$9999453.00
10/20/2023	2023-2024 AY Fall	Tuition NT-5350-G5	\$1,797.00		\$10001250.00

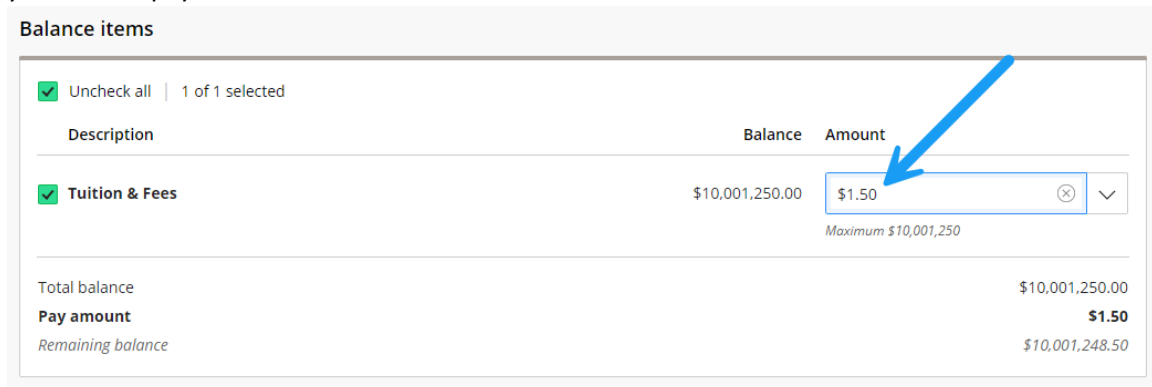
7. To make a payment on your balance, select *Make a Payment* from the left-hand menu.



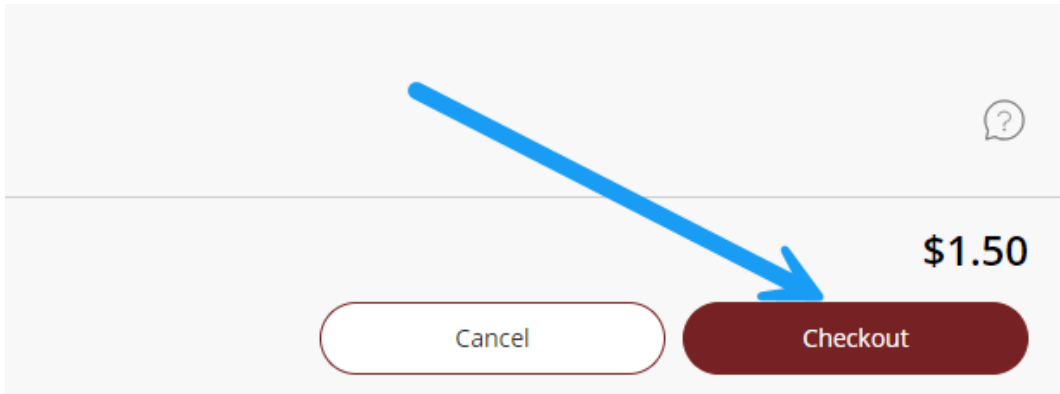
8. On the Make a Payment screen, you can select one or more of your balances owed (if, e.g., you owe for 'housing rent' and 'tuition & fees') or pay them all by selecting the *Check All* box.



9. Once you have selected the balances toward which you want to make a payment, it will automatically populate the payment amount as the full amount. You can also edit the amount you wish to pay.



10. To proceed with payment, click the *Checkout* button at the bottom right-hand corner of the screen.



11. On the subsequent screen, select the method by which you want to pay and click the *Continue* button at the bottom right-hand corner of the screen. You can select one of four methods:

- (a) Credit or Debit Card – **Note that a 2.85% transaction fee is assessed. This fee can be avoided entirely by paying via a bank account.**
- (b) Bank Account – eCheck payment
- (c) 529 Savings Plan
- (d) International Payment via TransferMate

How would you like to pay?

Payment amount
\$1.50

*** Payment method**

My Visa (****1111) **VISA**
Please note a 2.85% service fee is added to your payment amount and is the responsibility of th...

New credit or debit card
Please note a 2.85% service fee is added to your payment amount and is the responsibility of th...

New bank account
There is no fee to process and ACH/eCheck Payment.

New 529 Savings Plan

International payment

12. In the example below, the student is paying via credit card. Transact Payments will calculate the 2.85% transaction fee and prompt you to acknowledge the terms and conditions prior to proceeding.

Service fee

\$0.04


This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service fee of **\$0.04**, so your total amount is \$1.54. This charge is assessed by Transact Campus, Inc. Service fees are included in your transaction and are paid directly to Transact Campus, Inc. Service fees are non-refundable.

I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service fee of **\$0.04** for the use of Transact Campus SmartPay.

13. On the next page, you will be prompted to enter an email address for payment receipt. You can then click “Pay \$[Amount]” to process your payment.

Last step! Let's make sure we have your correct information.

*** Email address**

claire.veldkamp@student.rts.edu 

Summary [Change](#)

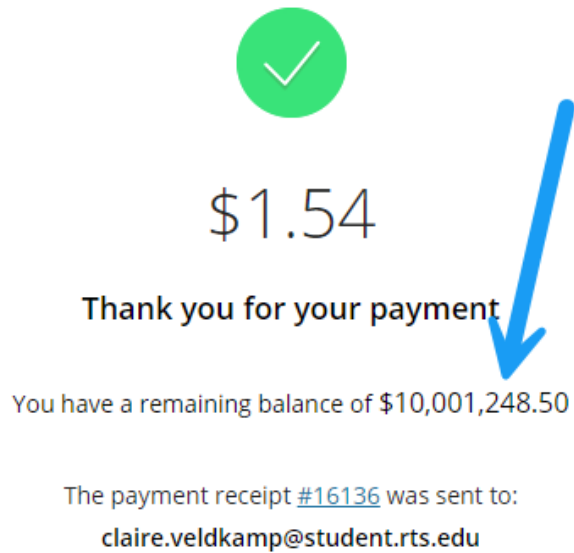
Tuition & Fees	
Amount	\$1.50
Subtotal	\$1.50
Service fee	\$0.04
Total	\$1.54

Payment details [Change](#)

Card number 1111	VISA
Expiration date	09 / 25	
Zip/Postal code	32606	

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

14. The following page will confirm that the payment has processed and display your remaining account balance.



15. If you have any questions about your student account balance or about making payments, contact studentbilling@rts.edu or call (601) 923-1717.