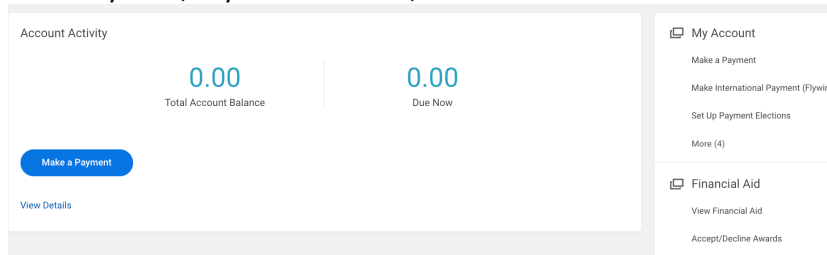# Make a Payment

Overview

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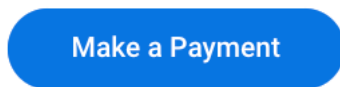
Process

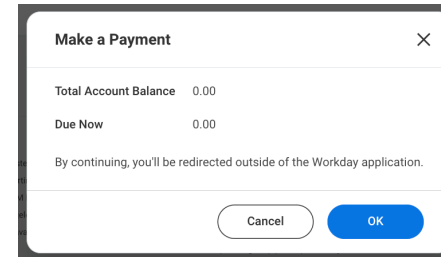1. After logging into Workday, click the **Finances** icon on your home page.

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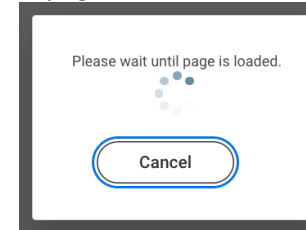

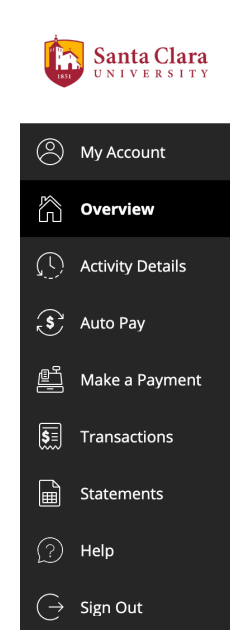3. To make a payment in Transact – click the blue **Make a Payment** button.

4. Click **OK** to be transferred to Transact, our payment system.

5. Please wait for the page to load. Do not click cancel.

6. Once you are transferred to Transact, you should see the following options.

7. To make an international wire payment in Flywire - Under **My Account,** click **Make International Payment (Flywire)**.