

## Student Web Payments

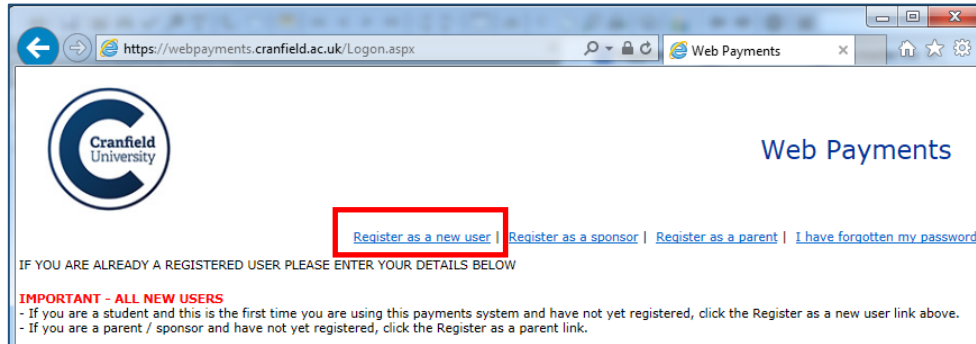
\*Please note – you have to wait at least 48 hours from accepting your place at Cranfield before registering onto web payments, this may be longer over the weekend and bank holidays\*

\*\*Account ID is your student number without the prefix of S, i.e. 123456\*\*

\*\*\*Passwords are set up on registering, they are not the EVE password\*\*\*

Go to: <https://webpayments.cranfield.ac.uk/Logon.aspx>

You must register as a user before you can make payments. Select **Register as a new user**:

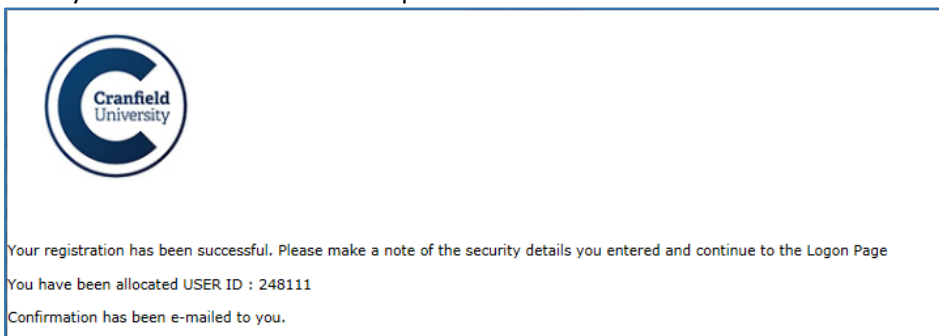


This will display this page:

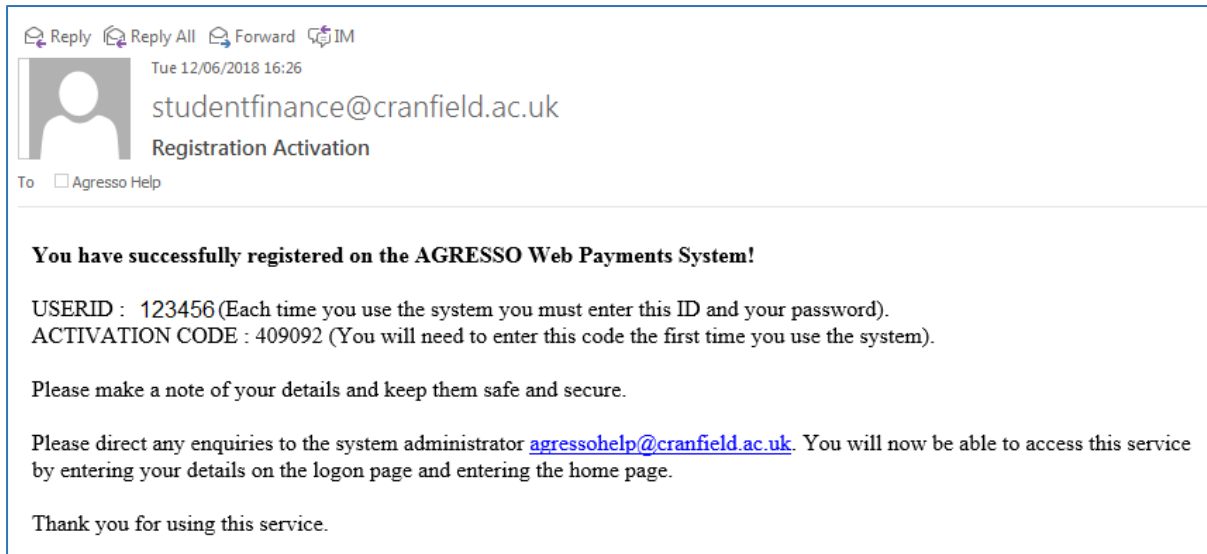
The registration form is titled 'As a new user we require the following information for security purposes.' It contains the following fields and annotations:

- Student ID:** Input field containing '123456'. Annotation: 'Enter your Student ID.'
- Date of Birth (dd/mm/yyyy):** Input field containing '01/01/1990'. Annotation: 'You will then be required to enter your Date of Birth.'
- Email:** Input field containing 'forename.surname@cranfield.ac.uk'. Annotation: 'Enter your Email address.'
- Password:** Input field with masked characters. Annotation: 'Enter the Password you wish to use to log in. This must be between 7 and 50 characters long, include at least one number, and contain no special characters (for example \* or -).'
- Confirm Password:** Input field with masked characters. Annotation: 'Enter the password again in the Confirm Password field for confirmation.'
- Security Question:** Input field containing 'Name of first pet'. Annotation: 'Enter a Security Question to be used if you ever forget your password.'
- Security Answer:** Input field containing 'Kitty'. Annotation: 'Enter the answer to the Security Question in the Security Answer field.'
- Confirm:** A button at the bottom left, highlighted with a red box.

Once you have entered all the required details click on the **Confirm** button.



An e-mail will then be sent to the Email address entered above to confirm your User ID and provide an activation code.



Back to web payments enter your user ID and password:

|                                       |                                         |
|---------------------------------------|-----------------------------------------|
| User ID                               | <input type="text" value="123456"/>     |
| Password                              | <input type="password" value="••••••"/> |
| <input type="button" value="Log on"/> |                                         |

Web payments will then ask for the password again and the activation code to be entered:

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| User ID                               | <input type="text" value="123456"/> |
| Password                              | <input type="password"/>            |
| Activation Code                       | <input type="text"/>                |
| <input type="button" value="Log on"/> |                                     |

An activation code is required. Please enter your password and activation code.

You will then be logged onto Web Payments.

## Payment of deposit

Paying for a deposit you will not have an invoice. Please use Pay on Account to pay the deposit amount and it will be subtracted from your invoice amount.

Select 'Pay on Account' from the main screen.

Then, if you go to Edit it will allow you to select POA Tuition Fees: and then Deposit

