Direct Deposit Instructions

1. Log into Vandal Web at: http://www.vandalweb.uidaho.edu/
2. Select “Students”
3. Select “Student Accounts”
4. Select “Direct Deposit Information”.
   a. At this point you may add/change/delete your direct depositing information.
      To delete or change, click on the button that says “Change direct deposit information”.

Payment Plan Instructions

Payment Plans are ONLY accessible for students enrolled in the current semester. If not enrolled or the semester has ended, make payment arrangements by calling 208-885-6760.

1. Log onto Vandal Web at: http://www.vandalweb.uidaho.edu/.
2. Select “Students”
3. Select “Student Accounts”
4. Select “Student Accounts Center”
   **A third party website populates. If it asks for log in credentials, please see **NOTE** on next page.
5. Select “Payment Plans” tab on the tool bar, and follow prompts.

*Remove Automatic Payments after enrolled in a Payment Plan

6. Complete steps 1-4 above.
7. Click on the “Make Payment” Tab.
8. Under “Scheduled Payments”, you will see a list of future scheduled payments.
9. Click on “delete” next for the date you want removed out of the automatic payment.

Online Payment

ALL debit and credit card transactions have a convenience fee of 2.85% or $3.00, whichever is greater. Checks do not have a convenience fee. Check payments may take up to 10 days to process from your checking/savings account, however the payment is reflected instantly on the student account. Electronic Check require routing and account numbers.

1. Log onto Vandal Web at: http://www.vandalweb.uidaho.edu/.
2. Select “Students”
3. Select “Student Accounts”
4. Select “Student Accounts Center”
   **A third party website populates. If it asks for log in credentials, please see **NOTE** on next page.
5. Select “Make a Payment”
   a. If you want to pay the balance in full, continue to next page.
   OR
   b. If you want to make a partial payment, enter the amount in the box to the far right that automatically populates with the full amount. This will allow a partial payment to be made.
6. Select a payment method using a US national banking information for either Credit/Debit Card or Checking/Savings in the drop down menu. Some international cards may be approved.
Payment Methods
1. Log onto Vandal Web at: http://www.vandalweb.uidaho.edu/.
2. Select “Students”
3. Select “Student Accounts”
4. Select “Student Accounts Center”
   **A third party website populates. If it asks for log in credentials, please see **NOTE** below**
5. On the right-hand side, under My Profile Setup, click on “Payment Profile”.
6. At this point, you may add, edit, or delete your payment methods:
   a. **ADD**: Click “Add New Payment Method” and select either “Electronic Check” or “Credit Card” in the drop down menu. Click on “Select” and enter in your account information. Once done, click “Continue”. **ALL debit and credit card transactions have a convenience fee of 2.85% or $3.00, whichever is greater. Electronic checks do not have the convenience fee.**
   b. **EDIT/DELETE**: Select “Saved Payment Methods” and next to the line of payment information, select either “Edit” or “Delete”.

Authorize Other Users
This method is to allow other users to view, make payments, or set up a payment plan on a student’s account through Vandal Web. **This does not grant permission to discuss account details with the University in person or over the phone. To grant verbal permission, a Release of Consent form needs to be signed by the student and turned in to the Student Accounts office, which is available on the Student Accounts website under forms.**
1. Log onto Vandal Web at: http://www.vandalweb.uidaho.edu/.
2. Select “Students”
3. Select “Student Accounts”
4. Select “Student Accounts Center”
   **A third party website populates. If it asks for log in credentials, please see **NOTE** below**
5. On the right-hand side, under My Profile Setup, click on “Authorized Users”.
6. Type in the e-mail address of the user, then select yes/no for each prompt and select “Continue”:
7. Two emails are sent to the new authorized user’s email; one with the temporary password and the other with the user’s log-in information.

Edit/Delete Users
8. Complete steps 1-5 above.
9. Next to the person’s name, click either “Edit” or “Delete”.
   a. **EDIT** only allows changes to the user’s access. If user has a new email, delete and re-add user.

**NOTE** If the third party Student Accounts Center does not populate or if it asks for log-in credentials, please try using Internet Explorer or Google Chrome from a computer (not a phone or tablet). Make sure the browser has the Pop-Up Blocker disabled. If a Pop-Up blocker is on, please disable through options/settings, then close the browser, and log in a new session. Further issues please contact ITS at 208-885-HELP (4357).