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.

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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).*