

## Online Payment Instructions

Students must pay online if using a debit or credit card. Students may pay online by accessing their account information through [My Portal](#). Please follow the steps below:

- Sign into your My Portal account
- Click on "Student Profile"
- Click on "Student Account" (Under Additional Links)
- Click on "Pay Now \* (CashNet)"
- Click on "Make a Payment"
- Click on "Make a Payment on your Student Account" (Enter Amount)
- Click on "Add to payment"
- Click on "Continue" (At the bottom of the page)
- Select a payment method

**Please note** — A convenience fee of 2.75 percent will be added to all credit/debit payments. We will no longer be able to accept payments over the phone. We are able to accept Mastercard, Discover, American Express and Visa. **There will be no fee for payments made online and in person using your bank account (checking or savings).** All credit/debit payments must be made online.

## Mail your payment

University of Detroit Mercy  
Attn: Cashier, SAO  
4001 W. McNichols Road  
Detroit, MI 48221

**Important to note:** When mailing, remember to **write your student account number on your check**, and to allow at least eight business days for the payment to be processed to your account.

## Pay in person

At the Student Accounting Office (Fisher Administration Center, McNichols Campus, Room 40 Ground Level), our cashier can accept cash and check payments in person. All credit/debit payments must be made online.