

Student: Using Pathway to Make Payments

1. Go to Pathway <http://pathway.umkc.edu>
2. Type in your UMKC SSO ID (this is the part of your UMKC email before the @ symbol) and password and click “Sign In.” a. If you don’t know your SSO or the password, click on “Forgot My Password”.

Note: If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will have another menu option, “Self-Service”.

3. Click on Self Service, then Campus Finances, then Make a Payment. Click the continue button on the screen that comes up. *Note: Pop-up Blockers must be disabled at this step.*
4. You will be directed to a University of Missouri web site.
 - a. Click the “Make Payment” link in the left-hand blue menu bar
 - b. Enter a payment amount – the minimum shown on the last bill is visible, but another amount can be entered if multiple payments are to be made or changes have occurred since the last billing cycle. *(Note: If no amount due is shown, you can still make payment toward the current balance by typing in the amount you would like to pay.)*
 - c. Select your payment method: e-check or credit card. *(Note: Credit Card payments incur a 2.75% service charge that will show up as a separate transaction on your card.)*
 - d. You will now be given the total amount to be charged and asked to enter your credit card or checking account information and a profile name if you wish to save this credit card information for future use.
 - e. Click “Continue” and follow the prompts to complete the transaction. You will be able to print a receipt after the transaction processes.