

**CELL PHONE AUTO PAY
INSTRUCTIONS**

CREATING A NEW AUTO PAY SERIES

Step 1. Click on the “Charges/Payment” tab on the home page of My Financial Center. (mfc.byu.edu), then select “Auto Pay” from the drop-down menu.

The screenshot shows the 'My Financial Center' website interface. The top navigation bar includes the 'BYU' logo, 'My Financial Center' text, a 'Sign Out' button, and a search bar. Below this is a secondary navigation bar with tabs: 'Home', 'Charges/Payments' (highlighted with a red box), 'Refunds', 'Financial Aid/Scholarships', 'YMessage', 'Other', and 'FAQ'. A dropdown menu is open under 'Charges/Payments', listing options: 'Unpaid Charges', 'Transaction History', 'Payment Accounts', 'Statement History', 'BYU Short Term Loan', 'Cougar Cash', and 'Auto Pay' (highlighted in yellow). The main content area is divided into several sections:

- UNPAID CHARGES:** A table showing 'Tuition and Fees' (\$ 0.00), 'Other Charges' (\$ 0.00), and 'Total' (\$ 0.00). A green 'View/Pay Charges' button is present.
- DEPOSITS AND UNAPPLIED PAYMENTS:** A table showing 'Deposits' (\$ 0.00), 'Unapplied Payments' (\$ 0.00), and 'Unapplied Financial Aid' (\$ 0.00).
- FINANCIAL AID STATUS:** Includes a 'Select Term' dropdown set to 'Fall 2021' and a table with columns 'Aid Type', 'Status', and 'Amount'. One row shows 'Federal Aid' with status 'Submit FAFSA' and amount '\$0.00'. A note below reads: '*For more detail on your financial aid status, visit My Aid Dashboard.'
- COUGAR CASH / MEAL PLANS:** A table with columns 'Plan Description' and 'Balance'. One row shows 'Cougar Cash Prepaid - Employee' with a balance of '\$5.00'. A green 'Manage Account' button is present.
- UNREAD MESSAGES:** A section header at the bottom left.
- TASKS:** A red header section with text: 'If the problem persists, please contact the Office of Information Technology: Phone: (801) 422-4000, e-mail: it@byu.edu, Web: it.byu.edu'.
- APPOINTMENTS:** A red header section with text: 'If the problem persists, please contact the Office of Information Technology: Phone: (801) 422-4000, e-mail: it@byu.edu, Web: it.byu.edu'.
- PROFILE:** A blue header section with sub-sections: 'Guest Access (Edit)', 'Payment Accounts (Edit)', 'Bank Accounts' (with text 'No bank accounts found'), and 'Credit Cards' (listing 'Approval - American Express (ends in 0005)', 'Approval - Discover (ends in 6611)', 'Approval - Master Card (ends in 4444)', and 'Approval - Visa (ends in 1111)').

Step 3. Click “Create New Series”.

BYU My Financial Center
Auto Pay Sign Out Search

Home Charges/Payments Refunds Financial Aid/Scholarships YMessage Other FAQ

Auto Pay Series Summary

Series Number	Payment Type	Payment Schedule	Created Date/Time	Series Status
00000002508	Meal Plans	Monthly	08/21/15 4:11PM	Cancelled
00000005165	Cell Phone Charges	Pay Balance When Due	06/28/17 2:10PM	Cancelled
00000009228	Housing	Monthly	03/31/21 10:38AM	Cancelled
00000009341	Housing	Monthly	05/27/21 10:49AM	Cancelled
00000009749	Cell Phone Charges	Pay Balance When Due	07/19/21 10:12AM	Cancelled
00000010075	Cell Phone Charges	Pay Balance When Due	08/26/21 4:00PM	Cancelled
00000010128	Cell Phone Charges	Pay Balance When Due	09/07/21 1:54PM	Cancelled
00000010229	Cell Phone Charges	Pay Balance When Due	10/20/21 3:02PM	Active

[Create New Series](#) [Refresh](#)

Step 4. You need to select the charges for which you would like to set up auto payments. From the drop-down menu, choose “Cell Phone Charges”.

BYU My Financial Center
Auto Pay

Sign Out Search

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Create Payment Series

When establishing payment dates and amounts, please realize that **you are still responsible for paying all charges in full when they are due** and to ensure that your bank account or credit card has sufficient funds to make the payment.

For any charges that remain unpaid past their due date, you may have a hold placed on your account as well as any other consequences related to late payments.

Payment Type

1

2 Cell Phone Charges

You don't need to worry about selecting a schedule type. When scheduling payments for cell phone charges, the only option is to pay when the balance is due. So...

Step 5. Select a payment method. We recommend using the free eCheck, but you will need to make sure there is enough money in the chosen bank account every month for the cell phone charge payment. There is a 2% processing fee for cell phone payments made by credit card. Click "Create Payment Series" after you choose your preferred payment method.

BYU My Financial Center
Auto Pay Sign Out Search

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Create Payment Series

When establishing payment dates and amounts, please realize that **you are still responsible for paying all charges in full when they are due** and to ensure that your bank account or credit card has sufficient funds to make the payment.

For any charges that remain unpaid past their due date, you may have a hold placed on your account as well as any other consequences related to late payments.

Payment Type

Cell Phone Charges

Schedule Type

Scheduled cell phone payments must be paid when due. To create an autopayment, select the Payment Method below and click the Create Payment Series button. The system will attempt to pay your cell phone charges each month on the charge's due date **until you cancel your phone service or the payment series.**

Pay Balance When Due

Payment Method

We encourage you to use a free eCheck for all transactions to avoid bank processing fees for both you and BYU.

Free eCheck (U.S. Banks Only)

Credit Card

Create Payment Series

Step 6. Choose your preferred bank account or credit card for your auto payments. Next, click “Review” in the bottom-right corner of the screen.

BYU Secure Payments Sign Out

Select Payment Option

Credit Cards

ADD CREDIT CARD

Choose a saved card or bank account here →

	Nickname ↑	Name on Card	Card Number	Expiration Date	Actions
<input type="checkbox"/>	Approval	DISCOVER	*****6611	08/2025	
<input type="checkbox"/>	Approval	MASTER_CARD	*****4444	08/2025	
<input type="checkbox"/>	Approval	VISA	*****1111	08/2025	
<input type="checkbox"/>	Approval	AMERICAN_EXPRESS	*****0005	08/2025	
<input type="checkbox"/>	AVS N	DISCOVER	*****6611	04/2023	

Rows per page: 5 1-5 of 24

CANCEL **REVIEW**

If your card or bank account is not already saved, you can add it by clicking here →

Step 7. Check the box next to “I agree to the above terms and conditions.” Finally, click “Submit” and you are all done! You will be re-directed to the Auto Pay screen in My Financial Center.

BYU Secure Payments Sign Out

Review & Submit

Please review your payment details before submitting.

Payment Method

Payment by Credit Card: Citi
***** 11, Expires 02/2022

I authorize Brigham Young University, or its agents, to process a Credit Card payment from my selected financial institution to my BYU student account for the scheduled payment amount on the payment date(s) I have selected. This authorization will remain in effect until my scheduled payment series comes to an end or I cancel my scheduled payment series.

I understand that if any payment is returned for insufficient funds, the payment will be reversed on my BYU student account, and I may be charged an additional \$25 fee per returned payment.

Note: I understand that if I wish to cancel one or more scheduled payments, I must cancel the payment at least one day prior to the payment's scheduled date. If I wish to cancel a payment after it has already processed, I must contact my financial institution to request a Stop Payment Order. The Stop Payment Order must be completed by my financial institution before my account is charged for it to have any effect.

I agree to the above terms and conditions.

BACK CANCEL SUBMIT

Note that it will take a few seconds for your new auto pay series to show in your Auto Pay Series Summary. Click “OK,” then click the “Refresh” button after a short time to see the new series.

The screenshot shows the 'Auto Pay Series Summary' page in the BYU My Financial Center. The page features a table with the following data:

Series Number	Payment Type	Payment Schedule	Created Date/Time	Series Status
00000002508	Meal Plans	Monthly	08/21/15 4:11PM	Cancelled
00000005165	Cell Phone Charges	Pay Balance When Due	06/28/17 2:10PM	Cancelled
00000009228	Housing	Monthly	03/31/21 10:38AM	Cancelled
000000010128	Cell Phone Charges	Pay Balance When Due	09/07/21 1:54PM	Cancelled
000000010229	Cell Phone Charges	Pay Balance When Due	10/20/21 3:02PM	Active

At the bottom of the page, there are two buttons: 'Create New Series' and 'Refresh'.

If your payment information changes, then you will need to cancel your current auto pay series and create a new series with the new payment information.

CANCELLING AN AUTO PAY SERIES

Step 1. In the Auto Pay Series screen, click on the active Series Number you wish to cancel.

BYU My Financial Center
Auto Pay

Sign Out Search

Home Charges/Payments Refunds Financial Aid/Scholarships YMessage Other FAQ

Auto Pay Series Summary

Series Number	Payment Type	Payment Schedule	Created Date/Time	Series Status
000000002508	Meal Plans	Monthly	08/21/15 4:11PM	Cancelled
000000005165	Cell Phone Charges	Pay Balance When Due	06/28/17 2:10PM	Cancelled
000000009228	Housing	Monthly	03/31/21 10:38AM	Cancelled
000000009341	Housing	Monthly	05/27/21 10:49AM	Cancelled
000000009749	Cell Phone Charges	Pay Balance When Due	07/19/21 10:12AM	Cancelled
000000010075	Cell Phone Charges	Pay Balance When Due	08/26/21 4:00PM	Active

Create New Series Refresh

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Step 2. Click, "Cancel This Series."

BYU My Financial Center
Auto Pay Sign Out

[Home](#) [Charges/Payments](#) [Refunds](#) [Financial Aid/Scholarships](#) [YMessage](#) [Other](#) [FAQ](#)

Auto Pay Series Detail

Series Number 000000010075 Payment Type Cell Phone Charges
Created Datetime 08/26/21 4:00PM Created By
Last Updated 08/26/21 4:00PM Updated By
Series Status Active Payment Schedule Pay Balance When Due
Payment Method e-Check Account Number *****7142

[View Notes](#) [Cancel This Series](#)

Cashnet ID	Status	Payment Date	Amount
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[Back to Series Summary](#)

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Step 3. Leaving a note is not required, but the option is available to you if you want to note why the series is being cancelled. You can click, “Continue,” with or without a note.

The screenshot shows the 'My Financial Center' interface for 'Auto Pay'. The page title is 'Auto Pay Series Detail'. The series information includes: Series Number 000000010075, Payment Type Cell Phone Charges, Created Datetime 08/26/21 4:00PM, Last Updated 08/26/21 4:00PM, Series Status Active, and Payment Method e-Check. A modal window titled 'Cancel Series' is open, displaying a message: 'If you click the Continue button below, the remaining Auto Pay in this series will be cancelled. Before continuing, if you'd like to, please enter a note as to why you're cancelling this payment.' Below the message is a text input field with the note 'Go Cougars!'. At the bottom of the modal is a green 'Continue' button, which is highlighted with a red box and red arrows. Other buttons visible on the page include 'View Notes', 'Cancel This Series', and 'Back to Series Summary'. The footer contains the text: 'BRIGHAM YOUNG UNIVERSITY Provo, UT 84602, USA | 801-422-4636 | 2021 © All rights reserved. Privacy Notice'.

If you have questions or concerns, please contact the Cell Phone Office by calling (801) 422-7311 or send an email to cellular@byu.edu.