



# AUTO PAYMENTS FOR CELL PHONE CHARGES

BY: STUDENT FINANCIAL SERVICES





# SETTING UP AUTO PAYMENTS

# Step I. Log into My Financial Center at mfc.byu.edu

**BYU** My Financial Center Sign Out

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

### UNPAID CHARGES

Tuition and Fees	\$	0.00
Other Charges	\$	0.00
<b>Total</b>	<b>\$</b>	<b>0.00</b>

[View/Pay Charges](#)

### DEPOSITS AND UNAPPLIED PAYMENTS

Deposits	\$	0.00
Unapplied Payments	\$	0.00
Unapplied Financial Aid	\$	0.00

### FINANCIAL AID STATUS

Select Term:

Aid Type	Status	Amount
Federal Aid	<a href="#">Submit FAFSA</a>	\$0.00

\*For more detail on your financial aid status, visit [My Aid Dashboard](#).

### COUGAR CASH / MEAL PLANS

Plan Description	Balance
Cougar Cash Direct - Employee	\$0.00

[Manage Account](#)

### UNREAD MESSAGES

### PROFILE

[Guest Access \(Edit\)](#)

[Individuals I Have Given Access](#)

[Individuals Who Have Given Me Access](#)

[Payment Accounts \(Edit\)](#)

[Bank Accounts](#)

[Credit Cards](#)

[Cougar Cash Direct \(Edit\)](#)

[Direct Deposit \(Edit\)](#)

[My Financial Center - Refunds](#)

[Payroll](#)

Step 2. Click on “Charges/Payments,” then click on “Auto Pay.”

**BYU** | My Financial Center

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

- Unpaid Charges
- Transaction History
- Payment Accounts
- Statement History
- BYU Short Term Loan
- Cougar Cash
- Auto Pay**

UNPAID CHARGES		
Tuition and Fees	\$	0.00
Other Charges	\$	0.00
<b>Total</b>	<b>\$</b>	<b>0.00</b>

[View/Pay Charges](#)

DEPOSITS AND UNAPPLIED PAYMENTS		
Deposits	\$	0.00
Unapplied Payments	\$	0.00
Unapplied Financial Aid	\$	0.00

### Step 3. Click “Create New Series.”

**BYU** My Financial Center  
Auto Pay

[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
000000007017	Housing	Monthly	10/11/18 12:58PM	Cancelled
000000007108	Housing	Monthly	01/03/19 1:52PM	Completed
000000007109	Meal Plans	Monthly	01/03/19 1:53PM	Cancelled
000000010486	Cell Phone Charges	Pay Balance When Due	02/16/22 11:20AM	Cancelled

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

Step 4. Select a payment type. From the drop-down menu, choose “Cell Phone Charges.”

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Auto Pay

Sign Out Search

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

## 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

When creating a payment series for cell phone charges, the only option for Schedule Type is to pay when the balance is due. So...

Step 5. Select 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. Credit card payments will be charged a 2% processing fee for each transaction. Once you choose the payment method, click “Create Payment Series”.

**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. Select a previously saved account (or card, if you choose that method) or add a bank account/card if necessary. Once you select a payment method, click “Review.”

**BYU** Secure Payments Sign Out

### Select Payment Option

#### Bank Accounts

**ADD BANK ACCOUNT**

Nickname ↑	Bank	Account Number	Account Type	Actions
<input checked="" type="checkbox"/>	WELLS FARGO BANK NA	*****2971	Checking	

Rows per page: 5 1-1 of 1

**CANCEL** **REVIEW**

For eChecks, you should verify the routing and account numbers with your bank to avoid submitting bad eChecks. If you choose the credit card method and need to add a credit card, make sure the billing address matches exactly what is on your credit card statement.

Step 8. Agree to all Terms and Conditions, then click, “Submit.” Your auto payment should be set up successfully and you will be redirected to the Auto Pay Summary screen.

**BYU** Secure Payments Sign Out

### Review & Submit

Please review your payment details before submitting.

**Payment Method**

Payment by Free eCheck  
\*\*\*\*\*2971

**Online Payment Terms and Conditions**

The Payment Terms and Conditions for payments can be found here: <https://payments.byu.edu/terms>.

I agree to all Terms and Conditions associated with this payment.

BACK CANCEL SUBMIT



# CANCELING AUTO PAYMENTS

# Step I. Log into My Financial Center at mfc.byu.edu

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### UNPAID CHARGES

Tuition and Fees	\$	0.00
Other Charges	\$	0.00
<b>Total</b>	<b>\$</b>	<b>0.00</b>

[View/Pay Charges](#)

### DEPOSITS AND UNAPPLIED PAYMENTS

Deposits	\$	0.00
Unapplied Payments	\$	0.00
Unapplied Financial Aid	\$	0.00

### FINANCIAL AID STATUS

Select Term:

Aid Type	Status	Amount
Federal Aid	<a href="#">Submit FAFSA</a>	\$0.00

\*For more detail on your financial aid status, visit [My Aid Dashboard](#).

### COUGAR CASH / MEAL PLANS

Plan Description	Balance
Cougar Cash Direct - Employee	\$0.00

[Manage Account](#)

### UNREAD MESSAGES

### PROFILE

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**Individuals I Have Given Access**

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[Payment Accounts \(Edit\)](#)

**Bank Accounts**

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**Credit Cards**

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[Cougar Cash Direct \(Edit\)](#)

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[Direct Deposit \(Edit\)](#)

**My Financial Center - Refunds**

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**Payroll**

Step 2. Click on “Charges/Payments,” then click on “Auto Pay.”

**BYU** | My Financial Center

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- Cougar Cash
- Auto Pay**

UNPAID CHARGES		
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Other Charges	\$	0.00
<b>Total</b>	<b>\$</b>	<b>0.00</b>

[View/Pay Charges](#)

DEPOSITS AND UNAPPLIED PAYMENTS		
Deposits	\$	0.00
Unapplied Payments	\$	0.00
Unapplied Financial Aid	\$	0.00

Step 3. Select the series number you wish to cancel.

**BYU** My Financial Center Auto Pay Sign Out

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### Auto Pay Series Summary

Series Number	Payment Type	Payment Schedule	Created Date/Time	Series Status
<a href="#">00000007017</a>	Housing	Monthly	10/11/18 12:58PM	Cancelled
<a href="#">00000007108</a>	Housing	Monthly	01/03/19 1:52PM	Completed
<a href="#">00000007109</a>	Meal Plans	Monthly	01/03/19 1:53PM	Cancelled
<a href="#">00000010486</a>	Cell Phone Charges	Pay Balance When Due	02/16/22 11:20AM	Cancelled
<a href="#">00000010492</a>	Cell Phone Charges	Pay Balance When Due	02/18/22 2:50PM	Active

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

# Step 4. Click “Cancel This Series.”

## Auto Pay Series Detail

Series Number 000000010492      Payment Type Cell Phone Charges  
Created Datetime 02/18/22 2:50PM      Created By  
Last Updated 02/18/22 2:50PM      Updated By  
Series Status Active      Payment Schedule Pay Balance When Due  
Payment Method e-Check      Account Number \*\*\*\*\*2971

[View Notes](#)

[Cancel This Series](#)

Cashnet ID	Status	Payment Date	Amount

[Back to Series Summary](#)

Step 5. When you cancel an auto pay series, you have the option to enter a note for future reference. You can click “Continue” with or without a note.

**Auto Pay Series Detail**

Payment Type Cell Phone Charges

Created By

**Cancel Series** [X]

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.

Note

**Continue** **Return**

Step 6. A message should appear, letting you know that your auto pay has been cancelled. Click “OK.” The Series Status on the Detail page should also change to “Cancelled.”

The screenshot shows the 'My Financial Center' interface for 'Auto Pay'. The page title is 'Auto Pay Series Detail'. The 'Series Status' is highlighted in yellow and reads 'Cancelled'. A modal dialog box is centered on the screen with the text: 'Thank you. Your Auto Pay payment series has been cancelled.' and an 'OK' button. Other visible elements include a 'View Notes' button, a 'Cancel This Series' button, and a table with columns for 'Cashnet ID', 'Status', and 'Amount'. A 'Back to Series Summary' button is at the bottom left.

**BYU** My Financial Center  
Auto Pay

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### Auto Pay Series Detail

Series Number 000000010492 Payment Type Cell Phone Charges  
Created Datetime 02/18/22 2:50PM Created By  
Last Updated 02/18/22 3:07PM Updated By  
**Series Status** Cancelled Payment Schedule Pay Balance When Due  
Payment Method e-Check Account Number \*\*\*\*\*2971

View Notes Cancel This Series

Thank you. Your Auto Pay payment series has been cancelled.  
OK

Cashnet ID	Status	Amount
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Back to Series Summary

Step 7. Click “Back to Series Summary” to view a history of your auto payment(s), and/or to set up a new auto pay series.

**BYU** My Financial Center  
Auto Pay

Sign Out Search

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### Auto Pay Series Detail

Series Number 000000010492 Payment Type Cell Phone Charges  
Created Datetime 02/18/22 2:50PM Created By  
Last Updated 02/18/22 3:07PM Updated By  
Series Status Cancelled Payment Schedule Pay Balance When Due  
Payment Method e-Check Account Number \*\*\*\*\*2971

View Notes Cancel This Series

Cashnet ID	Status	Payment Date	Amount
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Back to Series Summary



If you have any questions, please contact the Cell Phone Office at (801) 422-7311 or email [cellular@byu.edu](mailto:cellular@byu.edu).