AUTO PAYMENTS FOR CELL PHONE CHARGES

BY: STUDENT FINANCIAL SERVICES
SETTING UP AUTO PAYMENTS
Step 1. Log into My Financial Center at mfc.byu.edu
Step 2. Click on “Charges/Payments,” then click on “Auto Pay.”
Step 3. Click “Create New Series.”
Step 4. Select a payment type. From the drop-down menu, choose “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”.

![Create Payment Series](image)
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.”

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.
CANCELING AUTO PAYMENTS
Step 1. Log into My Financial Center at mfc.byu.edu
Step 2. Click on “Charges/Payments,” then click on “Auto Pay.”
Step 3. Select the series number you wish to cancel.

Auto Pay Series Summary

<table>
<thead>
<tr>
<th>Series Number</th>
<th>Payment Type</th>
<th>Payment Schedule</th>
<th>Created Date/Time</th>
<th>Series Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000007017</td>
<td>Housing</td>
<td>Monthly</td>
<td>10/11/18 12:56PM</td>
<td>Cancelled</td>
</tr>
<tr>
<td>000000007108</td>
<td>Housing</td>
<td>Monthly</td>
<td>01/03/19 1:52PM</td>
<td>Completed</td>
</tr>
<tr>
<td>000000007109</td>
<td>Meal Plans</td>
<td>Monthly</td>
<td>01/03/19 1:53PM</td>
<td>Cancelled</td>
</tr>
<tr>
<td>0000000010486</td>
<td>Cell Phone Charges</td>
<td>Pay Balance When Due</td>
<td>02/16/22 11:20AM</td>
<td>Cancelled</td>
</tr>
<tr>
<td>0000000010492</td>
<td>Cell Phone Charges</td>
<td>Pay Balance When Due</td>
<td>02/18/22 2:50PM</td>
<td>Active</td>
</tr>
</tbody>
</table>
Step 4. Click “Cancel This Series.”
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.
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.”
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.
If you have any questions, please contact the Cell Phone Office at (801) 422-7311 or email cellular@byu.edu.