
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

BYU

My Financial Center

 Sign Out



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UNPAID CHARGES

Tuition and Fees	\$	0.00
Other Charges	\$	0.00
Total	\$	0.00

View/Pay Charges

DEPOSITS AND UNAPPLIED PAYMENTS

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

FINANCIAL AID STATUS

Select Term: Winter 2022

Aid Type	Status	Amount
Federal Aid	Submit FAFSA	\$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.”

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[Cougar Cash](#)
[Auto Pay](#)

UNPAID CHARGES

Tuition and Fees	\$	0.00
Other Charges	\$	0.00
Total	\$	0.00

[View/Pay Charges](#)

DEPOSITS AND UNAPPLIED PAYMENTS

Deposits	\$	0.00
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Unapplied Financial Aid	\$	0.00

Step 3. Click “Create New Series.”

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My Financial Center
Auto Pay

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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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My Financial Center

Auto Pay

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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

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”.

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My Financial Center
Auto Pay

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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.”

☰

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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	 



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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
Total	\$	0.00

View/Pay Charges

DEPOSITS AND UNAPPLIED PAYMENTS

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FINANCIAL AID STATUS

Select Term: Winter 2022

Aid Type	Status	Amount
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COUGAR CASH / MEAL PLANS

Plan Description	Balance
Cougar Cash Direct - Employee	\$0.00

Manage Account

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My Financial Center - Refunds

Payroll

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Unpaid Charges

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Statement History

BYU Short Term Loan

Cougar Cash

Auto Pay

UNPAID CHARGES

Tuition and Fees	\$	0.00
Other Charges	\$	0.00
Total	\$	0.00

View/Pay Charges

DEPOSITS AND UNAPPLIED PAYMENTS

Deposits	\$	0.00
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Unapplied Financial Aid	\$	0.00

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

BYU | **My Financial Center**
Auto Pay

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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
000000010492	Cell Phone Charges	Pay Balance When Due	02/18/22 2:50PM	Active

Create New SeriesRefresh

Step 4. Click “Cancel This Series.”

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Auto Pay

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Auto Pay Series Detail

Series Number

000000010492

Created Datetime

02/18/22 2:50PM

Last Updated

02/18/22 2:50PM

Series Status

Active

Payment Method

e-Check

Payment Type

Cell Phone Charges

Created By

Updated By

Payment Schedule

Pay Balance When Due

Account Number

*****2971

View Notes

Cancel This Series

Cashnet ID	Status	Payment Date	Amount
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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

Go Cougars!

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.”

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My Financial Center

Auto Pay

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Auto Pay Series Detail

Series Number000000010492

Created Datetime02/18/22 2:50PM

Last Updated02/18/22 3:07PM

Series StatusCancelled

Payment Methode-Check

Payment TypeCell Phone Charges

Created By

Updated By

Payment SchedulePay Balance When Due

Account Number*****2971

View Notes

Cancel This Series

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

OK

Cashnet ID

Status

Amount

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.

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Auto Pay Series Detail

Series Number

000000010492

Created Datetime

02/18/22 2:50PM

Last Updated

02/18/22 3:07PM

Series Status

Cancelled

Payment Method

e-Check

Payment Type

Cell Phone Charges

Created By

Updated By

Payment Schedule

Pay Balance When Due

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.