**Making payments using revopay…**

Go to [www.revopay.com](http://www.revopay.com/)



Click the “Make A Payment” button.



Search the name of the school you wish to pay. The options are school specific as can be seen in the example above.



Click the blue button to go to the payment page.



Users have the option to register and active their account, or make a “Quick Payment”. The quick pay option will require an account number and payment category.

For new student registration, the account number is the student’s MSIS number. If the MSIS number is unavailable, the student can register using first and last name.



Once logged into the site, users can make payments by selecting the preset payment categories. The following screen shot defines “Benefits” as the payment category with no preset amount. The payment categories are defined by the school Revopay administrator.



Once logged into the Revopay website, the user can…

* make payments using Visa, MasterCard, or Discover
* set up auto payments for recurring payments
* save payment information
* review payment history
* link multiple student accounts