



## SHARED SERVICES CENTER UNIVERSITY OF MICHIGAN

LSO Membership Fee Instructions to pay using:

### Shared Services Center Credit Card Payments

- 1.) Navigate to the SSC credit card website:  
<https://ssc.umich.edu/payments/pay-by-credit-card/>
- 2.) Near the bottom of the page click the Pay Now button

**SHARED SERVICES CENTER**  
UNIVERSITY OF MICHIGAN

My Requests | Forms

HUMAN RESOURCES TRAVEL & EXPENSE ACCOUNTING SERVICES BILLING & COLLECTIONS SUPPLIER RECORDS & REPORTING DOCUMENT IMAGING

How can we help you? I want to...

### Pay By Credit Card

Contact Accounts Receivable  
734-615-2000 press 3, press 1  
sharedservices@umich.edu  
M-F, 8:00AM-5:00PM

Pay By Credit Card Forms  
[Online Credit Card Acceptance eForm](#)  
See all forms >

Were You Looking For...  
[Student Tuition Payments](#)  
[Benefits Payments](#)

Pay By Credit Card

Pay an Invoice  
Pay Without Invoice  
Pay an Individual  
Pay Another U-M Unit  
Pay the University  
Pay a Foreign Supplier  
Check Payment Status  
PeoplePay Processing

## Online Credit Card Payments Now Accepted!

If your University of Michigan invoice indicates **credit card** as a payment option.

Please note the following conditions relating to use of the University of Michigan Shared Services Center (SSC) online payment portal:

- Each invoice must be paid using a single payment.
- Multiple invoices cannot be combined into a single payment.
- We are unable to accept credit card payments on Sponsored projects starting with N0 or F0 and other invoice types over \$10,000

Please note, if you pay the wrong type of invoice, your payment will be refunded.

**What information do I need to pay an invoice online?**

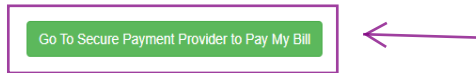
- The AR invoice number and/or customer number
- Invoice total amount (how much you are paying)
- Credit card information

Pay by Credit Card **Pay Now**

Looking to offer online credit card payments?  
Click here to use the [Online Credit Card Acceptance eForm](#) to set up online payments for your unit or organization.


- 3.) Click the green button Go To Secure Payment Provider to Pay My Bill to access our secure vendor, Authorize.Net

Please note that by clicking this button, you will be leaving the Shared Services website and redirected securely to Authorize.net for entering your credit card information. Authorize.net is certified (PCI level 1 compliant) to securely manage credit card payments.



- 4.) Enter the Amount of the payment, Security Code that is presented on the screen and click Continue

Note: The University of Michigan does not take credit card payments in excess of \$10,000 or for Sponsored Research invoices. For alternative payment methods or for questions or concerns, please contact the Shared Services at 734-615-2000


 **Authorize.Net**  
SECURE CHECKOUT

**Order Information** \* Required Fields

Item	Description	Amount
1	SSC Invoice Payment SSC Accounts Receivable 1000 Victors Way Suite 1A Ann Arbor, MI 48108-2744	<input type="text"/>

**Total:** --

**Security Code**

  
Please enter the security code above.  
 \*

Important: The Shared Services Center does not administer benefit coverage or student accounts, including tuition and housing payments. Questions? Contact our Shared Services Accounts Receivable Office at 734-615-2000 or email [electronicpmts@umich.edu](mailto:electronicpmts@umich.edu)

Enter LSO membership fee here:  
*Student Rate \$50*  
*Faculty, staff, alumni and family rate \$75*

5.) Enter the following fields then click Pay Now:

- Invoice Number – Unique Identifier **TYPE: LSOMember**
- Description – **Enter the name of the Orchestra Member if different from name on the credit card**
- Card Number and Expiration Date
- Email
- Phone

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**Order Information** \* Required Fields


Invoice Number:  \*

Description:  ← optional

Item	Description	Qty	Taxable	Unit Price	Item Total
1	SSC Invoice Payment Customer specified amount	1	N	\$1.00 (USD)	\$1.00 (USD)

**Total: \$1.00 (USD)**

**Payment Information**



Card Number:  \* (enter number without spaces or dashes) ←

Expiration Date:  \* (mmyy)

**Billing Information**

Customer ID:

First Name:  \*      Last Name:  \*

Address:

City:

State/Province:       Zip/Postal Code:  ←

Country:

Email:  \*

Phone:  \*

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←

Unique Identifier goes here



← optional

