PeopleSoft Payment Instructions

Password Request

1. Go to myuh.uh.edu.
   a) If you already know your username and password, you may skip to the *Tuition and Fee Payment* section below.
   b) If you do not know your password, click on the “password” link.

2. Enter your User ID (7 digit number) and click “Continue”.

**Forgot My Password**

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID: [ ]

Continue
3. Verify your “User ID” and “Email ID”. Make sure your “Email ID” is the email that you use because the password will be sent to that email. Enter your birthdate in MMDDYYYY format and click “Email New Password”.

**Forgot My Password**

User ID: 

Email ID: 

Please answer the following question below for user validation.

**Question:** What is my date of birth? (MMDDYYYY format)

**Response:** 

After pressing the Email New Password button, you will receive an email with your new password, and you will be automatically transferred to the Portal login page.

**Email New Password**

4. Check your email for the password reset.
Tuition and Fee Payment

1. Enter your User ID (7 digit number) and password to login.

2. Select “UH Self-Service”.

3. Click “Make a Payment” to start the payment process.
4. Enter payment information:
   
a) Enter the payment amount in the “Payment Amount”.
   
b) Select “Pay By” with “Credit Card” or “Electronic Check”
   
c) Select “I accept the above Terms and Conditions” and click “Submit”

### Make a Payment

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

<table>
<thead>
<tr>
<th>What I Owe</th>
<th>Outstanding Charges</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Payment</td>
<td>0.00</td>
<td>3.256.00</td>
</tr>
</tbody>
</table>

**How to Pay**

*Pay By Credit Card

A Convenience Fee of 1.89% ($61.54) is added for Credit Card payments. Your Credit Card will be charged $3317.54

**Terms and Conditions**

ANY FALSE INFORMATION ENTERED HEREBY CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

ELECTRONIC CHECK POLICY
I hereby authorize the University to initiate debit entries to my Depository, according to the terms below, and for my Depository to debit the same to such account. In the event that this electronic payment is returned for Non-Sufficient Funds or any reasons, I understand that a return fee of $20.00 will be applied to my account.

REFUND POLICY
Cancellation Refund
If you cancel your registration by withdrawing from all your classes before the first official day of classes for any term, you are entitled to a full refund of tuition and refundable fees minus a $15.00
5. Enter payment details:

- Credit Card: Enter your credit card and billing information and click “Submit Payment”. The “Amount” includes the credit card fee.

Required fields are highlighted with an asterisk.

Payment information:

**Amount:** $3,317.54

**Campus:** 60730

**EmplID:** 0540069

Please enter the following information about your payment method:

**Cardholder’s Name:**

**Card Number:**

**Signature Panel Code:**

**Expiration Date:**

Billing information:

**Address:**

**City:**

**State:** Texas

**Zip:**

Receipt information:

**Email Address:**

**Submit Payment**  **Reset**
- Electronic Check: Enter the information from your check. Make sure to void the check after you “Submit Payment” so you do not use it again.

- Print out the payment confirmation and make sure to log out of the your account after you are finished the payment.