

PeopleSoft Payment Instructions

Password Request

1. Go to myuh.uh.edu.

- If you already know your username and password, you may skip to the ***Tuition and Fee Payment*** section below.
- If you do not know your password, click on the “*password*” link.

The screenshot shows the top of the myUH website. At the top is a red banner with the text "UNIVERSITY of HOUSTON". Below this is a section titled "Student Announcements" with a sub-header "Links below open in a new window." followed by a list of six blue and red links. To the right is a yellow login box titled "Login to myUH" containing a text input field for "myUH ID (PeopleSoft)", a "LOGIN" button, and a link "Help me with my ID or password." with a green arrow pointing to it. Below the login box is another section titled "myUH Help and More" with a sub-header "Links below open in a new window." followed by a list of five red links.

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:

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.

The screenshot shows the University of Houston myUH login page. At the top is a red banner with the text "UNIVERSITY of HOUSTON". Below this is a "Student Announcements" section with a list of links and a "more announcements" link. To the right is a "Login to myUH" box with a text input field for "myUH ID (PeopleSoft)", a password field, and a red "LOGIN" button. Below the login box is a help section with contact information for the help desk and a link to "Frequently Asked Questions". At the bottom left is a "myUH Help and More" section with a list of links for help, self-help videos, satisfaction surveys, and IT security tips.

2. Select "UH Self-Service".

The screenshot shows the University of Houston System P.A.S.S. Site. At the top is a grey banner with the date and time "Thu, Jan 13, 11 9:45 AM". Below this is a navigation menu with three items: "P.A.S.S. Site" (Employee - People Advantage Self Service), "UH Self-Service" (University of Houston Student Self Service) with a green arrow pointing to it, and "PEOPLE Soft HR & Campus Solutions 8.9" (Human Resources & Campus Solutions 8.9).

3. Click "Make a Payment" to start the payment process.

The screenshot shows the Student Financials page. At the top is a blue banner with "Main Menu >". Below this is a section titled "Student Financials" with a sub-header "Select parking/alumni fees, view your account, select a payment plan, make a payment, and get your 1098T." Below this is a grid of nine links, each with a document icon and a description. A green arrow points to the "Make a Payment" link. The links are: "Optional Fees" (These are optional fees for Book Loans / Yearbook), "Account Summary" (Account Summary), "Make a Payment" (Make a credit card or eCheck payment toward your account.), "Payment Plans" (Installment Plan/Emergency Tuition Loan/Short-Term Loan), "Self Service Refund Request" (Self Service Refund Request), "Charges Due" (View your due charges.), "Pending Financial Aid" (View your pending Financial Aid.), "Payment History" (View your payment history.), and "Self Service 1098T" (Self Service 1098T).

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"

go to ...

summary charges due payments pending financial aid make a payment payment plans refund 1098t

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.

What I Owe		
Description	Outstanding Charges	Payment Amount
Online Payment	0.00	3,256.00

How to Pay

*Pay By

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 HEREON 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

I accept the above Terms and Conditions

Submit

5. Enter payment details:

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

- ▷ Advising
- ▷ Academic Records
- ▷ Campus Personal Information
- ▷ Degree
- Progress/Graduation
- ▷ Enrollment
- ▷ Financial Aid
- ▷ Student Admission
- ▽ Student Financials
 - ▷ Optional Fees
 - [Account Summary](#)
 - **Make a Payment**
 - [Payment Plans](#)
 - [Self Service Refund Request](#)
 - [Charges Due](#)
 - [Pending Financial Aid](#)
 - [Payment History](#)
 - [Self Service 1098T](#)
- ▷ Transfer Credit
- ▷ Housing Information
- [Student Center](#)
- [Password Reset/Setup](#)
- [Self Service Home](#)

Required fields are highlighted with an asterisk.

Payment information:

Amount:* \$3,317.54 ⓘ
Campus: 00730 ⓘ
EmplID: 0540969 ⓘ

Please enter the following information about your payment method:

Cardholder's Name:* ⓘ
Cards Accepted: 
Card Number:* ⓘ
Signature Panel Code:* ⓘ
Expiration Date:* ⓘ

Billing information:

Address:* ⓘ
City: ⓘ
State: ⓘ
Zip:* ⓘ

Receipt information:

Email Address: ⓘ

- 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.



Routing Transit Number Account Number Check Number (Do Not Include)

Required fields are highlighted with an asterisk.

Payment information:

Amount:* \$2,356.00
Campus:* 00730
Student ID:*
SF_PMT_REF_NBR: 000000726295

Please enter the following information about your Bank account:

First Name on Check:*
Last Name on Check:*
Routing Transit Number:*
Account Number:*
Confirm Account Number:*
Type of Account:* Checking Savings
Address:*
City:*
State:* Texas
Zip:*

Receipt information:

Email Address:

By clicking on the provided checkbox, I authorize University of Houston to initiate an electronic debit to my bank account in the amount displayed above. This authorization is to remain in full force and effect unless I provide written notification to University of Houston within an appropriate time frame to allow University of Houston to act on it.

Submit Payment

Reset

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