



UNIVERSITY  
of BELIZE

## Student Portal Online Credit Card payment

log into the student portal

<https://registration.ub.edu.bz>

- Click “View/Pay invoices” under the “my account heading”



- Click on the invoice number you wish to view.  
*(a new window will open displaying the selected invoice)*

**Note: you can download in PDF to view and print.**

- Select the Invoice you wish to pay by clicking in the pay column of the table to place a checkmark, then click “pay now”.

Amount Due	Pay	Running Balance
\$ 2,282.00	<input checked="" type="checkbox"/>	\$ 2,282.00
\$- 175.00		\$ 2,107.00
<b>Total Due:</b>		<b>\$ 2,107.00</b>

- Enter the amount you wish to pay and click continue

- Click submit to proceed. (You will be directed to Atlantic Bank’s payment gateway.)

- Enter the name on the card, the card number, expiration date and security code.

Description: 0000000000  
Amount: \$2282  
Name on Card: [Text Field]  
Card Number: [Text Field]   
Expiration Date: [MM/YY] [MM/YY]  
Card Security Code: [Text Field]

Note: Your credit/debit card will be charged the total value above at the time payment is authorized.  
All fields are required fields

- Review your entries and click Authorize payment.

- If all is successful, you will receive a message followed by a receipt via. email.

*Payment should reflect on your account immediately.*