Follow this guide to make a payment online through the U-M Payment system.

Go to the MARI payment page: **mari.umich.edu/online-payment**. Click on the box that says "Payment Portal" to go to the U-M Shared Services Center payment website to make a MARI payment.

Online Client Payment

We are now able to accept client payments online through the U-M shared services secure payment link. If you would like step-by-step directions on how to make a payment using the secure online option, see: MARI Payment Directions for Clients (PDF). If you have questions about your bill or the process, please contact the MARI Billing team at (734) 647-1064.

Preparing for Payment

It is helpful to have this information ready beforehand:

- The invoice code: this is your MARI chart number. You can find it next to your name when you log into the MARI Patient Portal.
  - You will enter your chart number followed by MARI. For example, Invoice Code: 123456MARI
- Your credit card number and the expiration date.
- Full name of cardholder as it appears on the card.
- Email address.

Online Payment Step-by-Step

1. Click the button below or visit https://ssc.umich.edu/payments/pay-by-credit-card/ directly.
2. Click **Pay Now** button (a new window should open - if it doesn't make sure you have enabled "pop ups" for that page).
3. Click **Go To Secure Payment Provider to Pay My Bill**.
4. Fill in the **Amount** field with the dollar amount of your invoice or payment amount and click **Continue**.
5. Fill in required fields and click **Pay Now**.

NOTE: After completing payment, print, take a screenshot or photo of payment confirmation for your records. The U-M online payment system is not currently able to offer electronic receipts.

Secure Payment Portal

Click here to go to the U-M Shared Services payment portal. Follow the identified steps once there.

⌨ PAYMENT PORTAL

A new page will open; scroll down the page to find the button that says "Pay Now" and click it to open the payment section.

Pay by Credit Card   Pay Now

A new page will open again, and you will then click on the green"Go To Secure Payment Provider to Pay My Bill" button.

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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.

Go To Secure Payment Provider to Pay My Bill

A new page will load from *authorize.net* asking you for the payment amount and to enter the security code found on that page.

Enter the payment amount you want to make. Payments of $10,000 or less are accepted. Enter the randomly generated code (each time will be a different code). Click "Continue."

Order Information   * Required Fields

Item	Description	Amount
1	SSC Invoice Payment	
	SSC Accounts Receivable 1000 Victors Way Suite 1A Ann Arbor, MI 48108-2744	

Security Code

kfCW1

Please enter the security code above.

[ ] *

Continue

Fill in all the required fields (* indicates required) as shown here. Then click "Pay Now" when you are ready to submit payment. After you click "Pay Now," it will confirm if the payment was accepted.

Description Field:
Enter **date of birth** and the first, middle, and last **initials of the client** you are paying for.
Example: 01/20/1999 SEA

Order Information   * Required Fields

Invoice Number: [ ] *

Description: [ ]

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

Payment Information

VISA MasterCard American Express DISCOVER Diners Club International JCB

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: [ ] *

Pay Now

Invoice Number Field:
The client chart number followed by MARI. **Example: 123456MARI**

To find the client chart number, log-in to the MARI patient portal. The **chart number is next to the client's name in the patient portal**.

Billing Information:
Make sure the First and Last Names you enter are the same as on the credit card you are using. Email address and phone number are also required in case there is a question about the payment.

IMPORTANT: The University is not able to offer emailed receipts at this time. After you complete your credit card payment, please print or take a screenshot of the confirmation page for your records. **If you have problems submitting payments to Authorize.net after following these steps, please contact U-M Shared Services at (734) 615-2000 or electronicpmts@umich.edu**