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.

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.

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

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

**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.

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### Order Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SSC Invoice Payment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSC Accounts Receivable 1000 Victors Way Suite 1A Ann Arbor, MI 48108-2744</td>
<td></td>
</tr>
</tbody>
</table>

### Security Code

Please enter the security code above.

![Security Code Image]

Continue

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**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**