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Purpose
To enhance customer service, Human Resources offers choices for the payment of benefits for Retirees, COBRA participants and active employees on leave of absence through online payment. Participants will be able to securely log into TCU Human Resources’ payment website to schedule and make payments. Debit/Credit Card and Electronic check payments will be accepted through this website.

How to Pay your Benefits Online
  1. Go to https://wwwb.is.tcu.edu/upay2/hr_billing. (There is an underscore between hr_billing)
2. To log into the payment website, enter your TCU ID number and Last Name and click “Go.” Your 9 digit TCU ID number can be found on your benefit billing statement. Last name is not case sensitive.

3. The next screen after you login displays your Benefit Payment information. This information is what Human Resources has on file for you. If you update this information on this page it will not update your information in Human Resources. To update your personal information, visit my.tcu.edu, Retiree Self Service.

   The amount due and method of payment appears in the Payment Information section. There are two payment options – One-time Payment and Recurring Payment.
Payment Options

<table>
<thead>
<tr>
<th>Payment Option</th>
<th>Description</th>
<th>Payment Method Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Time Payment</td>
<td>Establish payment for current month.</td>
<td>Electronic Check &amp; Debit/Credit Card</td>
</tr>
<tr>
<td>Recurring Payment</td>
<td>Establish a recurring payment, which will process with specified payment information and payment date.</td>
<td>Debit/Credit Card</td>
</tr>
</tbody>
</table>

Select your Payment Option. The amount due is the current amount you owe for your benefits. Click Submit.
One Time Payment
Select Payment Method. You can pay with an electronic check or debit/credit card.

Electronic Check

Enter Account Type, Routing and Account Number, click Continue.

Review the payment information. If correct, click Continue. You will receive the following page while your payment processes. **Do not** click the browser’s back button or refresh – this could cause your payment to process multiple times.

You will also receive email notification of your payment.
Debit/Credit Card

With Debit/Credit Card Payments enter your credit card type, account number, expiration date. Click Continue.
# TCU Human Resources

Please enter your credit card information

<table>
<thead>
<tr>
<th>Total:</th>
<th>$25.00</th>
</tr>
</thead>
</table>

* Indicates required information

<table>
<thead>
<tr>
<th>Credit Card Type:</th>
<th>Visa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number:</td>
<td></td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>07/2016</td>
</tr>
<tr>
<td>Name on Card:</td>
<td>Addison Clark</td>
</tr>
</tbody>
</table>

**Billing Address of Credit Card**

<table>
<thead>
<tr>
<th>Street Address 1:</th>
<th>3100 W. Berry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address 2:</td>
<td>Address2</td>
</tr>
<tr>
<td>City:</td>
<td>Fort Worth</td>
</tr>
<tr>
<td>State:</td>
<td>Texas (TX)</td>
</tr>
<tr>
<td>ZIP / Postal Code:</td>
<td>76109</td>
</tr>
<tr>
<td>Country:</td>
<td>United States</td>
</tr>
</tbody>
</table>

Continue  Cancel this payment transaction:
Review the payment information. If correct, click Continue. You will receive the following page while your payment processes. **Do not** click the browser’s back button or refresh – this could cause your payment to process multiple times.

**Recurring Payment**
You can opt to establish a recurring payment with your credit card. The payment will process on the day you specify. Do not establish a recurring payment for longer than the current calendar year. Rates typically change January 1st, and once a recurring payment has been established you cannot stop the payment. Recurring payments must be stopped by Human Resources. To request your recurring payment stopped, contact Tracy Thompson of Human Resources either by email at t.thompson@tcu.edu or at TCU Box 298200. All requests to stop a recurring payment must be received in writing.

To create a recurring payment, select Recurring Payment as your payment option, click continue. Indicate you which to schedule a recurring payment.
Enter your debit/credit card information, click Continue.
Enter payment recurrence (monthly), date of first payment and end of payment schedule (schedule to end as of December of the current calendar year). Click continue.

Verify payment information. If correct, continue with payment.
Once you click Continue, you will receive the following page while your payment processes. **Do not** click the browser’s back button or refresh – this could cause your payment to process multiple times.
Thank you. Please print this receipt for your records.

Note: Do not use your browser’s Back button. To continue please use the link below or close this window.

<table>
<thead>
<tr>
<th>Payment Amount:</th>
<th>$100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Payments:</td>
<td>6</td>
</tr>
<tr>
<td>Total:</td>
<td>$800.00</td>
</tr>
</tbody>
</table>

Date and Time: 7/2/14 10:45 AM
Name on Card: Addison Clark
Account Number: xxxxxxxxxxxxx5454
Recurring Frequency: Monthly
Date of First Payment: 7/2/14
Date of Last Payment: 12/2/14
External Transaction ID: 1A070210432236215
System Tracking ID: 2084

If you need to make changes or cancel your recurring payment, here is the person to contact:
Contact Name: Jenny Dick
Contact Phone: 817-257-6853
Contact Email: j.dick@tcu.edu

Payment Schedule
7/2/14 | $100.00
8/2/14 | $100.00
9/2/14 | $100.00
10/2/14 | $100.00
11/2/14 | $100.00
12/2/14 | $100.00

Thank you for your payment. Click here to continue:  Print  Print without Schedule