AN ONLINE PAYMENT GUIDE

1 Login to the Resident Portal

- Go to https://harristubman.com/
- Scroll over Resident
- Click on current resident

2 Sign in to the Resident Portal using your registered email address and password.

Note: If you have not registered, you will need to click 'Register Now' to register your email address. Students MUST complete the registration. Parental Guarantors do not have access to the account until the student completes the registration. Once the student has access to the account, the student approves the guarantor's email address to have access to the account.
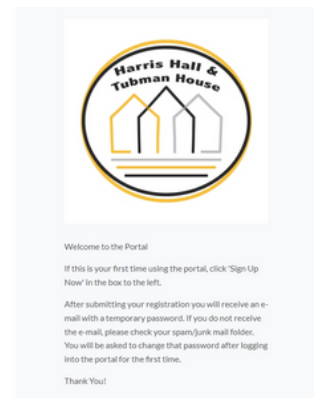
3 How to give parents access:

- Once the student has logged into the portal, click on 'contacts.'
- Click on your parental guarantor's name and click 'Update Information'
- Click to grant them and their email address to have permission to access the online portal account.

4 Payment Screen

- Once you have logged into your Resident Portal account you will click 'Make a One-Time Payment' located on the left hand side of the main page.

5 Make your payment

- This will bring you to the page on which you make your payment. Make your selection and enter the amount you would like to pay.
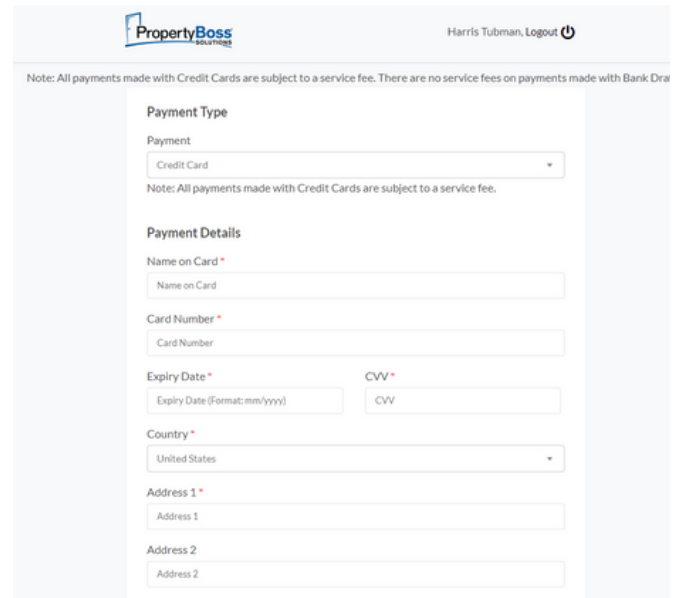
You may pay one of two ways:
- Credit Card (AMEX, Discover, Visa, Mastercard.) Visa/Mastercard debit cards process as a credit card. Cards are subject to a 2.5% fee.
- Bank Draft

6 Using a bank draft to make an online payment

- Enter the amount you wish to pay.
- Complete all required fields.
- You will need your account routing number and accounting number to complete this form of payment.
- Click 'continue' to process payment.
- You will receive a confirmation number that a payment attempt was sent to the office. This confirmation does not indicate that the transaction has been approved by the bank or credit card company.
- Please note that it can take 2-3 business days for funds to be drawn from your account.

What happens if my payment is denied?

- If your payment is declined, you will be notified via the email address you indicated as your preferred contact email to the office.
- You will need to log back into the resident portal and resubmit the payment information/payment.

Payment scan be declined for a variety of reasons. Here are the most common:

–Some accounts have daily spending limits. Please contact your bank to verify if your account does.
–Wrong account information was entered. Please go back and re-enter all numbers, verifying that each one is correct.