



Controller's Office
Division of Financial Affairs
777 Glades Road Boca
Raton, FL 33431 Tel:
561-297-6101 Fax:
561-297-0683
www.fau.edu

View Statements and Online Payment Instructions for Employees

1. Go to www.fau.edu
2. Select the Faculty & Staff tab
3. Select MyFAU Login
4. Login to MyFAU
5. Select FAU Self Service (on the left side of the webpage)
6. Select Employee
7. Select View Accounts Receivable Charges
8. Click on the "View Statements or Pay Now" button
9. Click on "Make a Payment" to pay by credit card or web check and to view the statements that are available.

Please note: Statements are not mailed, they are only available electronically using these steps.

If you choose to pay your balance online using a checking or savings account, please follow these instructions:

1. Re-enter the account number in reverse order when asked to confirm the account number. If you do not re-enter in reverse order you will get an error message.
2. Use a bank statement or check to locate the account number and include all account number digits from the statement or check, including leading zeroes.
3. Do not use a debit card number as the account number -this will result in returned payments and added fees.
4. The Bank Routing Number must be the ACH routing number and is usually found on the bottom of a check.
5. Do not use a Bank Routing Number from a deposit slip, this is usually not a correct routing number for ACH transactions.

Payments returned for any reason, including invalid account numbers will be charged a returned check fee with **NO EXCEPTIONS.**

The example below illustrates how to locate your account number:



FLORIDA
ATLANTIC
UNIVERSITY

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Jane Doe 1001
1234 Main St. Apt 101
Lenexa, KS 66215

DATE: _____

PAY TO THE ORDER OF \$ _____

DOLLARS

Your Bank
Address of Your Bank
Lenexa, KS 66215

⑆ 123456789 ⑆ Bank Routing Number

⑆ 1234567 ⑆ Bank Account Number

~~⑆ 1001 ⑆~~ Check #

The MICR line configuration on the bottom of your checks should match the example shown here. The Routing Number **ALWAYS** comes first, is 9 digits exactly and starts with 0, 1, 2, or 3. When entering your account number, do not enter your check number in the account number field, be sure to include all leading zero's (**IF ANY**) and omit any special characters or spaces. Your account number may be shorter or longer than this example.

Should you have any questions when making a payment, please email webcontroller@fau.edu or call 561-297-6101.