

Student ID Print - Online Payment Guide

Overview

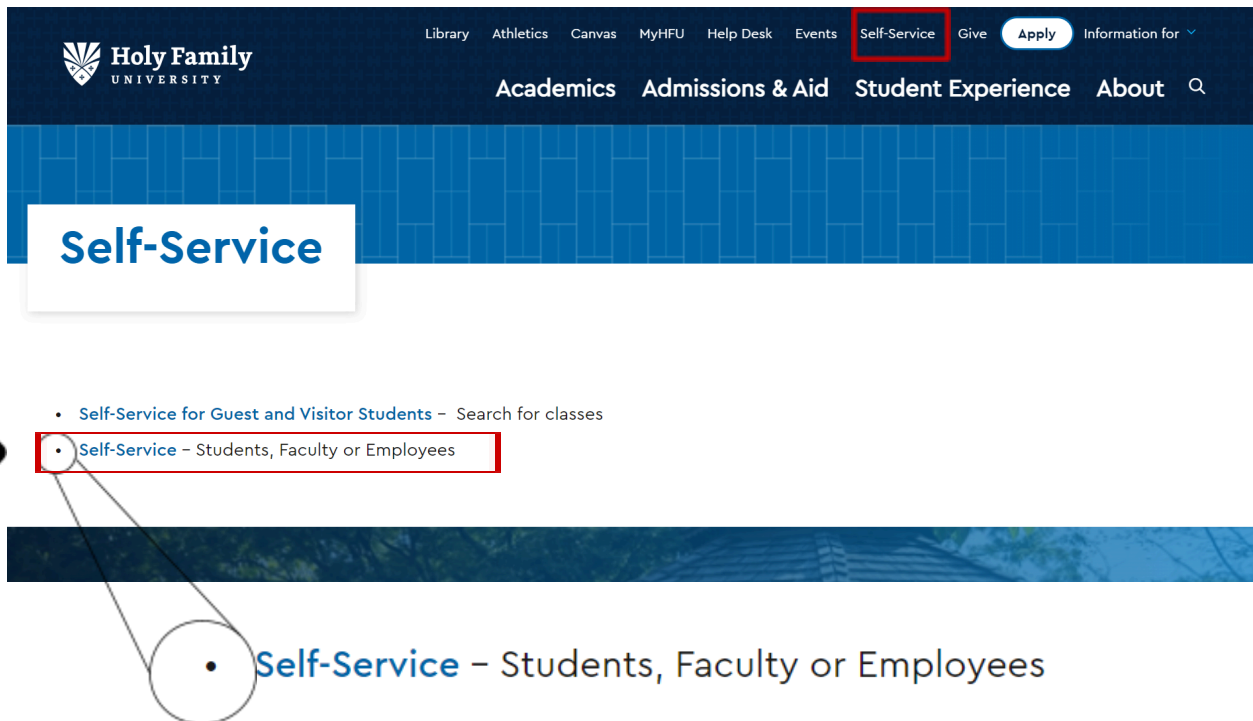
This guide provides detailed instructions for Holy Family University students on how to make an online payment for their Student ID, particularly if their ID has been lost or damaged and requires reprinting. To get your ID card, check with Campus Security Department, hfluid@holyfamily.edu, 267-341-3333.

Getting Started (Online Payment)

This section outlines the steps for making your Student ID payment online.

1. Log in to Self-Service

- Visit the Holy Family University Website.
- Click on the "[Self-Service](#)" link.
- Log in to your Self-service account using your HFU account information.



The screenshot shows the Holy Family University website navigation menu. The "Self-Service" link is highlighted with a red box. Below the menu, a white box contains the text "Self-Service". A large black arrow with a red outline points to the "Self-Service - Students, Faculty or Employees" link in the dropdown menu. A red box highlights this link, and a white circle with a black outline is drawn around it. A line connects the circle to the "Self-Service - Students, Faculty or Employees" link in the main navigation menu.

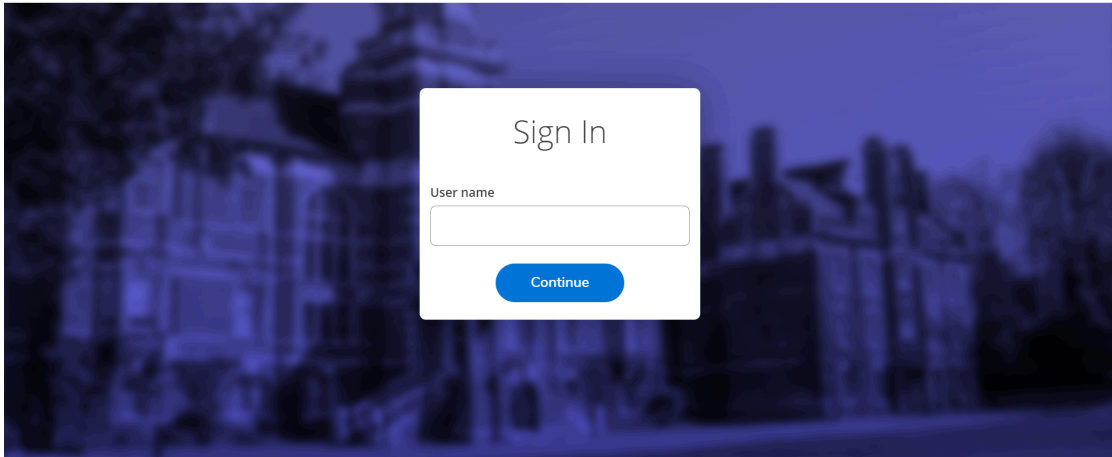
Library Athletics Canvas MyHFU Help Desk Events **Self-Service** Give Apply Information for ▾

Academics Admissions & Aid Student Experience About 🔍

Self-Service

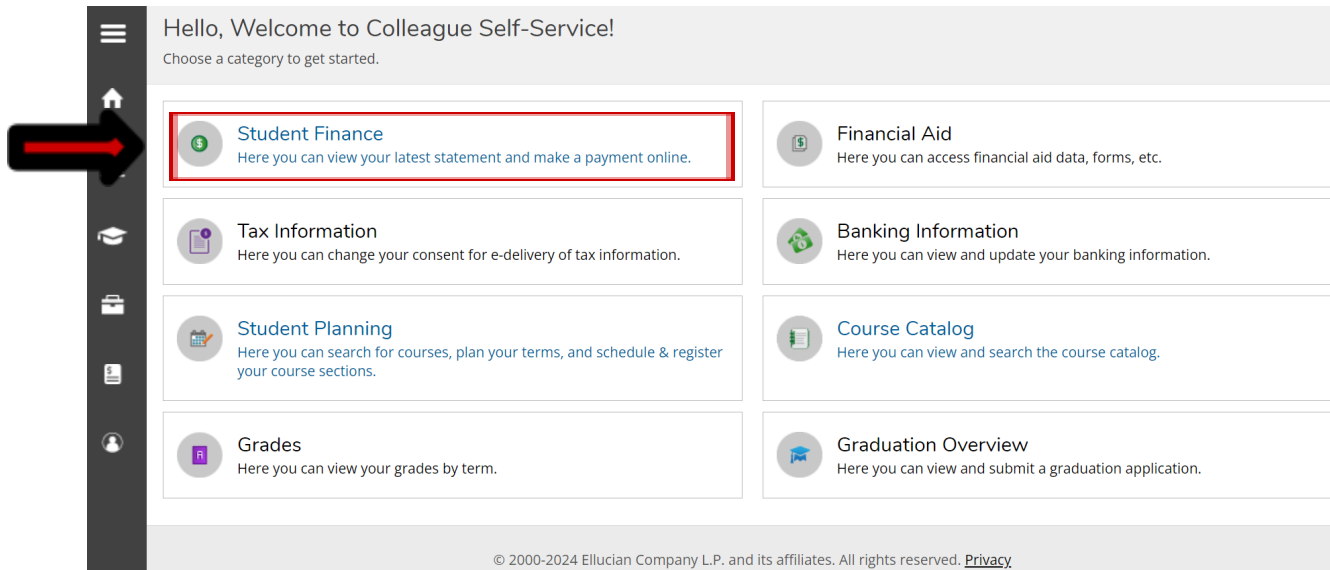
- Self-Service for Guest and Visitor Students - Search for classes
- **Self-Service - Students, Faculty or Employees**

• Self-Service - Students, Faculty or Employees











2. Navigate to Student Finance

- From the categories presented, click on the **"Student Finance"** tab. This section allows you to view your latest statement and make online payments.



Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

| | |
|--|--|
|  Student Finance Here you can view your latest statement and make a payment online. |  Financial Aid Here you can access financial aid data, forms, etc. |
|  Tax Information Here you can change your consent for e-delivery of tax information. |  Banking Information Here you can view and update your banking information. |
|  Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections. |  Course Catalog Here you can view and search the course catalog. |
|  Grades Here you can view your grades by term. |  Graduation Overview Here you can view and submit a graduation application. |

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3. Initiate a Payment

- On the "Account Summary" page, under "Account Overview," Click on the **"Make a Payment"** tab to proceed.

Account Summary

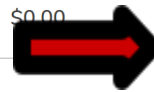
View a summary of your account

Account Overview

Amount Overdue \$0.00

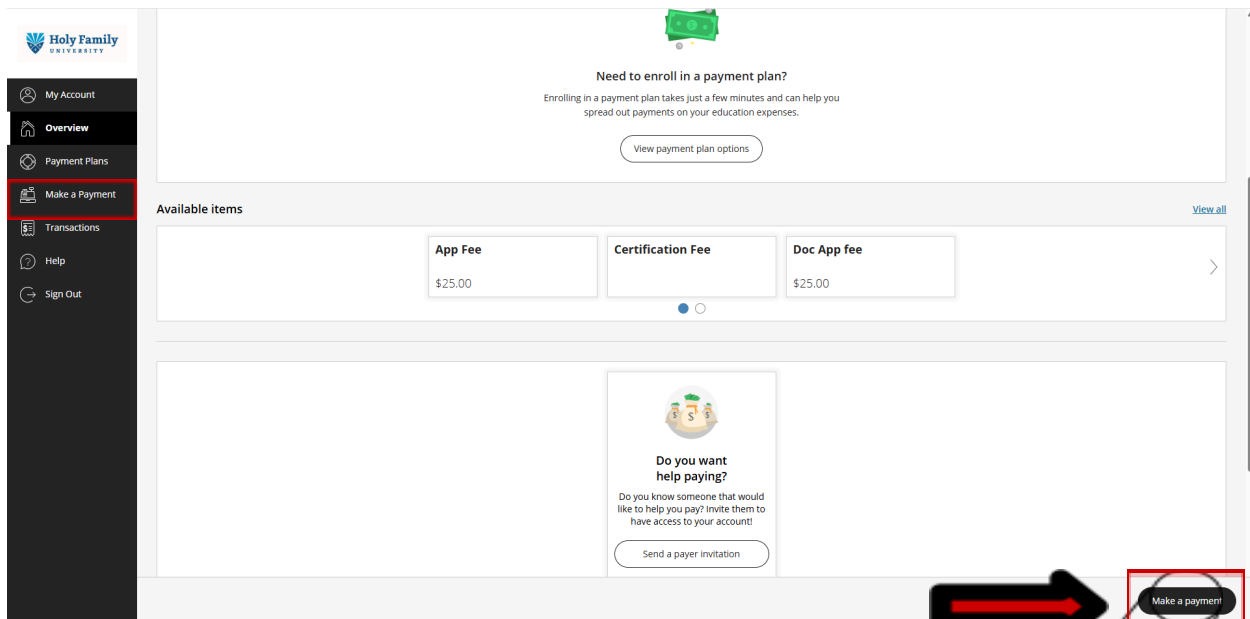
Total Amount Due \$0.00

[Make a Payment](#)



4. Making the Payment *(Follow the steps in the pictures)*

- You will be taken to the Commerce CashNet portal
- Next, click on **"Make a Payment"** to display the complete list of available payment options. Click on **"View all items."**



Holy Family UNIVERSITY

Need to enroll in a payment plan?
Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.
[View payment plan options](#)

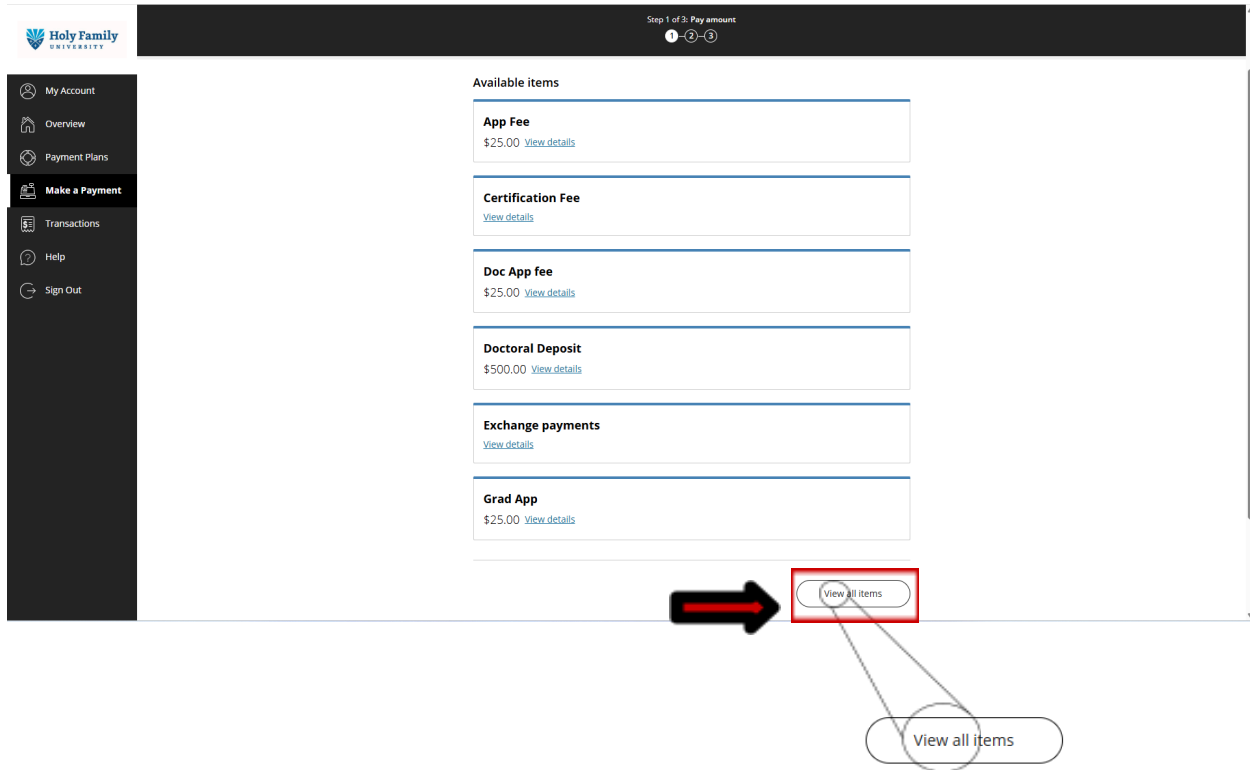
Available items [View all](#)

| App Fee | Certification Fee | Doc App fee |
|---------|-------------------|-------------|
| \$25.00 | | \$25.00 |

Do you want help paying?
Do you know someone that would like to help you pay? Invite them to have access to your account!
[Send a payer invitation](#)

[Make a payment](#)

[Make a payment](#)



The screenshot shows the Holy Family University payment portal. At the top, it says "Step 1 of 3: Pay amount" with a progress indicator showing 1, 2, and 3 steps. On the left is a navigation menu with options: My Account, Overview, Payment Plans, **Make a Payment**, Transactions, Help, and Sign Out. The main content area is titled "Available items" and lists several fees:

- App Fee**: \$25.00 [View details](#)
- Certification Fee**: [View details](#)
- Doc App fee**: \$25.00 [View details](#)
- Doctoral Deposit**: \$500.00 [View details](#)
- Exchange payments**: [View details](#)
- Grad App**: \$25.00 [View details](#)

At the bottom right of the list, there is a "View all items" button. A red arrow points to this button, and a callout box with a red border highlights it. A larger, rounded "View all items" button is shown below, connected to the highlighted button by a line.

- From the displayed list of available items, select **"ID Fee - \$10."**
- Continue to follow the prompts to complete the payment process.

Make a Payment Available items

\$500.00 [View details](#)

Exchange payments [View details](#)

Grad App \$25.00 [View details](#)

Grad/Adult Learner Deposit \$200.00 [View details](#)

Housing Deposit [View details](#)

ID Fee \$10.00 [View details](#)

J-1 Visitor Rent [View details](#)

View selected items

ID Fee
\$10.00 [View details](#)

View selected items

Make a Payment Available items

Available Items Item details

\$500.00 [View details](#)

Exchange payments [View details](#)

Grad App \$25.00 [View details](#)

Grad/Adult Learner Deposit \$200.00 [View details](#)

Housing Deposit [View details](#)

ID Fee \$10.00 [View details](#)

J-1 Visitor Rent [View details](#)

ID Fee \$10.00

Add to payment

Add to payment

Make a Payment

Available items

- Exchange payment \$500.00 [View details](#)
- Grad App \$25.00 [View details](#)
- Grad/Adult Learner Deposit \$200.00 [View details](#)
- Housing Deposit [View details](#)
- ID Fee \$10.00 [View details](#)
- J-1 Visitor Rent [View details](#)

Item added!

Do you want to pay now or add more items?

Pay now

[Add more](#)

Pay now

[View selected items](#)

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Make a Payment

Step 1 of 3: Pay amount

My Account
Overview
Payment Plans
Make a Payment
Transactions
Help
Sign Out

Selected items

| Description | Quantity | Amount | View details | Remove |
|--------------|----------|----------------|------------------------------|------------------------|
| ID Fee | | \$10.00 | View Details | Remove |
| Total | | \$10.00 | | |

Would you like to pay for something else?

Available items

- App Fee \$25.00 [View details](#)
- Certification Fee [View details](#)
- Doc App fee \$25.00 [View details](#)

Payment 1 Item

\$10

Checkout

\$10

Checkout

5. Select and Complete ID Fee Payment

- Click “**Checkout**”; Provide your preferred payment method in how you would like to make the payment!
- **Important:** After making the payment online, you will receive a confirmation email with a receipt to your official HFU email address!!!

In-Person Payment Option:

If you prefer to make your payment in person using cash or a credit card, please visit:

- **Office:** Student Accounts Office
- **Location:** Room HFH 202
- **Contact Number:** (267) 341-3202
- **Email:** studentaccounts@holyfamily.edu

Troubleshooting

- **Payment Not Reflecting:** If your online payment does not reflect after a reasonable period, please contact the Student Accounts Office using the details provided above.
- **Login Issues:** For Self-Service account login issues, contact the IT Help Desk at (267) 341-3402.

Frequently Asked Questions

FAQ 1: Why do I need to pay for a new ID?

Ans: This payment step is specifically for students who need a new ID because their previous one was lost or broken. For Students, their first ID card will be free!

FAQ 2: Can I pay for other fees through this process?

Ans: While the "Available items" section may show other fees, this guide specifically directs you to select and pay for the "ID Fee - \$10." For other payments, please ensure you choose the correct item.

FAQ 3: Where to get my ID after successfully making the payment?

Ans: Get your ID card from Campus Security Department, hfuid@holyfamily.edu, 267-341-3333.