



## **Online Payment Instructions**

To submit your online payment, students and parents need to register through our Resident Portal on our website.

Once you register, you will have access to:

The Maintenance Request System

The Resident Account

The Online Payment System

The Online Payment Feature is ONLY available to Students and Parents of Students who have their Room Assignments.

To register, students and/or parents must visit [www.pacatubman.com](http://www.pacatubman.com) , click on the Residents Tab and then click on the “Resident Portal”, in the upper right hand area of the page. Please note, Parents and Students may make payments to the Student’s Account.

If it is a student’s first time visiting the portal, you will need to click on “Register Now!” and then fill in the requested information. If you are registering for the first time, it may take up to two business days to have your registration approved (for security reasons). Once you have registered and been approved, then you may access your account. You would just need to enter your email address and password that was emailed to you to login. Once logged in, all you have to do is click on “Make a Payment” and follow the instructions. If you wish to provide your Parental Guarantor with Resident Portal access please click on the “Contacts” tab. You will then click on the “Update Information” icon. You will see a small box that can be checked that says “Allow Contact To Log-in To Portal”.

Please note that payments will not appear on your account until we process the transaction, which can take up to two business days. Payments can be made by ACH (Automated Clearing House) from your checking account or by Credit Card (Visa and Mastercard Only). Service fees of 2.5% are charged for online credit card transactions. There are no fees for bank drafts. You will need your bank routing number and account number to utilize the bank draft option.

If you have any questions technical problems, please contact 410-704-7484 or email [living@pacatubman.com](mailto:living@pacatubman.com) for assistance.