HOW TO MAKE A PAYMENT VIA STUDENT SELF-SERVICE PORTAL
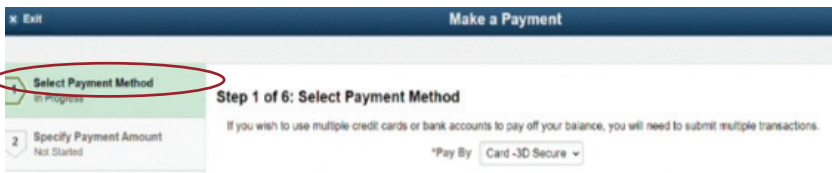
1

Log into student self-service portal:

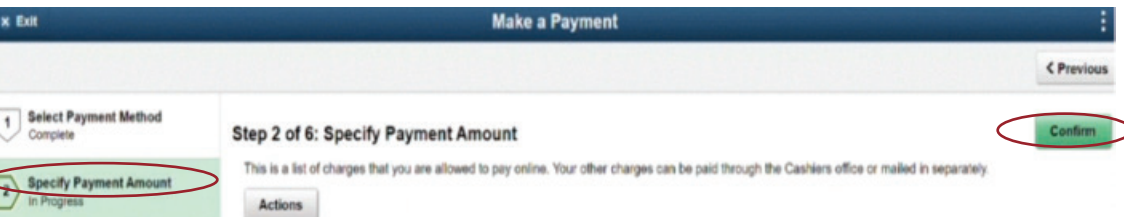https://self-service.wits.ac.za/

Click on **Campus finance**

2

Make a Payment

1. Click on **make a payment**
2. Validate that it's a tuition payment
3. Once tuition payment is validated, please proceed with payment
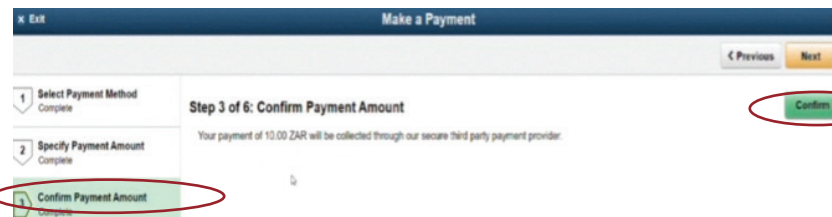

3

Select Payment Method:

1. Ensure that you are on the secure 3D
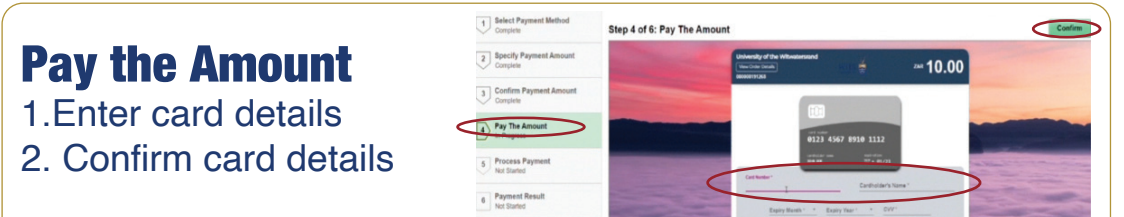2. Confirm payment method

4

Specify Payment Amount

1. Confirm amount is correct
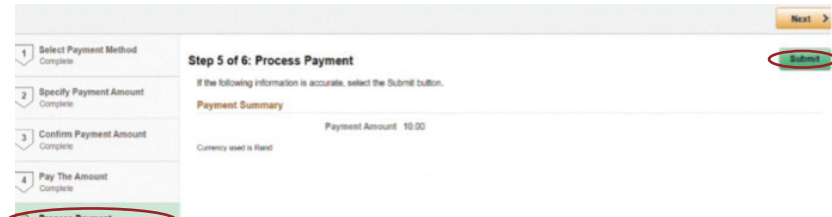2. Enter amount to be paid ensuring the use of a decimal

5

Confirm Payment Amount:

1. Once confirm **go to next step**
2. Second step confirmation

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Pay the Amount

1. Enter card details
2. Confirm card details

3. Please be patient…

4. Once authenticated please **click confirm**

5. Once authentication is completed, please continue and **click confirm**

6. Once transaction is successful **click confirm**

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Process Payment:

1. Once submitted go to next
2. Second step confirmation

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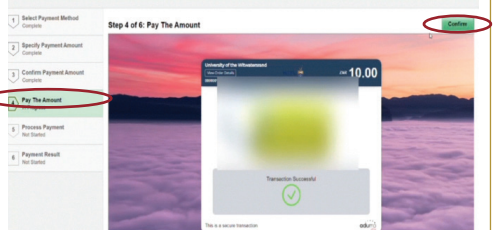## Payment Result:

1. If you have reached this stage your payment should now be reflecting on your statement. Please follow below to check
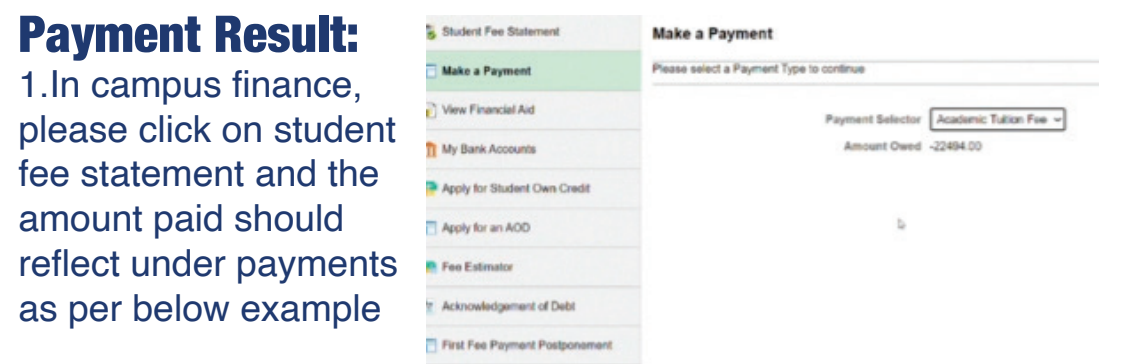

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Payment Result:

1. In campus finance, please click on student fee statement and the amount paid should reflect under payments as per below example

Payments/Misc. Credits		
02-Feb-23	Direct payment FNB	-9,400.00
	Total Payments:	**-9,400.00**