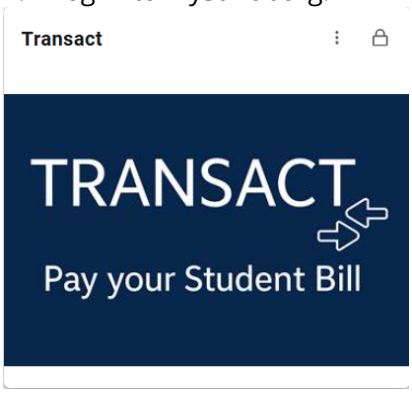
STUDENT GUIDE: USING TRANSACT FOR TUITION PAYMENTS

Transact is Carl Sandburg College's secure online payment system for managing tuition payments, payment plans and authorized payers. This guide walks you through how to access Transact, make payments, enroll in a payment plan and add someone else to your account.

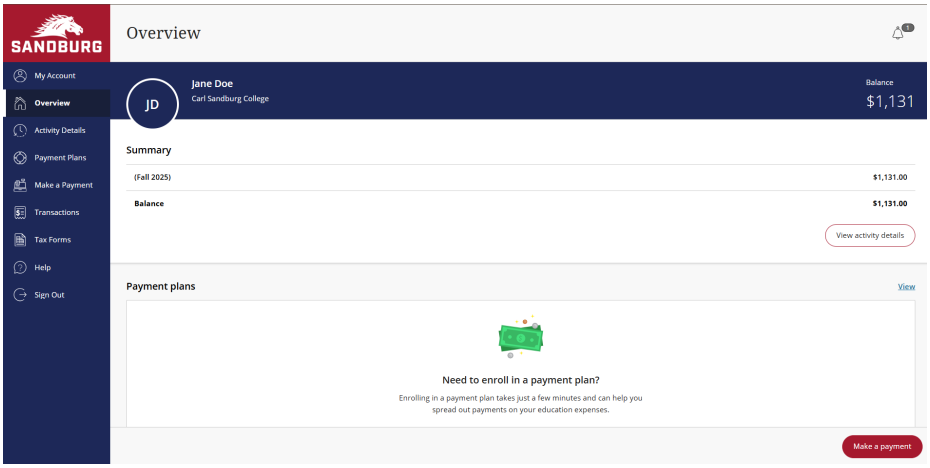
How to access Transact

1. Log in to MySandburg.



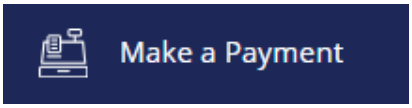
2. Click on the Transact tile to open the payment portal. (See photo below.)
3. Login to your Microsoft account. (Use your Sandburg student email.)

Student profile view



How to make a payment

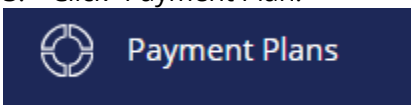
1. Log in to MySandburg.
2. Click on the Transact tile, which will take you to your profile.
3. Click “Make a Payment.”



4. Choose your payment method:
    - ACH (electronic check) (no fee)
    - Debit or credit card (A service fee applies.)
    - Apple Pay (A service fee applies.)
5. Follow the prompts to complete your payment.

How to enroll in a payment plan

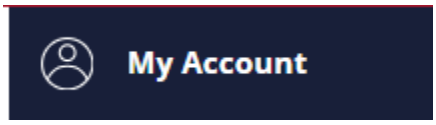
1. Log in to MySandburg.
2. Click on the Transact tile, which will take you to your profile.
3. Click “Payment Plan.



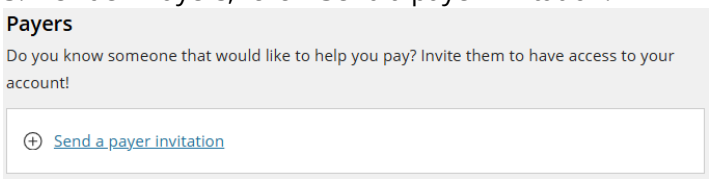
4. Choose from available plans **(A $37 non-refundable enrollment fee applies)**.
5. Select your payment method, and complete enrollment.
6. An additional **$30 fee** will apply for **NSF (non-sufficient funds)** payments.

How to add an authorized payer

1. Log in to mySandburg, and access Transact.
2. In the Transact portal, go to “My Account.”



3. Under “Payers,” click “Send a payer invitation.”



4. Enter the payer’s name and email address.
5. The authorized payer will receive an email with instructions to set up their account and make payments on your behalf.

Note: Authorized payers can view your balance and make payments, but they cannot access your full student account. They don’t have to complete the multifactor authentication process with their separate login.