

Oakland University

Staff Benefits Online Payment Guide

1. To make/schedule payments for Medical, Dental, and/or Optical, first navigate to www.oakland.edu/benefitspayment.
2. The MarketPlace Benefits Payment page appears. Read the description carefully before scheduling payments.
3. After reading the description, choose the type of benefit (medical, dental, or optical) that you would like to pay/schedule first. You will have the opportunity to pay/schedule the other benefits types in future steps.
4. Enter your payment amount, either your one-time payment amount or the amount that you would like to pay monthly. Then also select the appropriate radio button (Yes or No) indicating whether the amount you entered is a one-time or a monthly scheduled payment.

Benefit Type: Medical ▾

Payment Amount (One-time or Monthly Payment Amount): \$

Do you wish to make payments on a monthly basis? Yes No

5. Then Click 'Add to Cart'.
 - If you chose not to schedule monthly payments, skip to step 11
 - if you chose to schedule monthly payment, continue to step 6.
6. Scroll toward the bottom of the page until you see where the recurring payment information is collected.

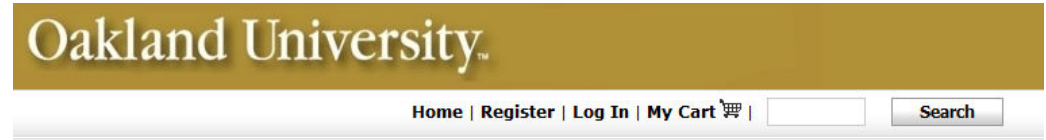
Payment Amount (One-time or Monthly Payment Amount) of each payment: \$

How often will your payment recur? Monthly ▾

Date of first payment: 6 ▾ / 20 ▾ / 2010 ▾

End of payment schedule: 11 ▾ / 20 ▾ / 2010 ▾

NOTE: If the selected "End of payment schedule" date does not coincide with a scheduled payment date (as determined by the selected frequency and start date), the final payment will be the last regularly scheduled payment date before the "End of payment schedule" date.



Benefit Payment

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Benefit Payment

Enter your payment amount below. If you are scheduling monthly payments enter the monthly payment amount. If you choose 'Yes' for making payments on a monthly basis, the payment amount that you enter will be automatically charged to the credit card or bank account that you provide during the checkout process monthly, until the end of the year.

If you are making a one-time payment or paying your entire balance remaining for the year, enter you payment amount and choose 'No' for making payments on a monthly basis.

Please schedule or make separate payments for dental, medical, and optical benefits.

You will be asked to provide your name, address, telephone number and SB# during checkout.

Note: If you schedule payments, the system will not accept a credit card that will expire before the date that your final payment will be made.

Important! If you schedule payments, use the date of your next payment due date as the 'Date of first payment' and **12/1/10 as the 'End of payment schedule'**. If you select a date after 12/1/10 your premium will be late.

Benefit Type: Medical ▾

Payment Amount (One-time or Monthly Payment Amount): \$

Do you wish to make payments on a monthly basis? Yes No

7. Select 'Monthly' for 'How often will your payment occur' (Monthly is the only option available).
8. For 'Date of first payment' choose the next date that you would like to pay the amount, probably your next bill due date.
9. For 'End of payment schedule' choose the date of the last payment you would like to make prior to December 1, 2010. (New payment information will be sent to you about scheduling payments

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after December 1, 2010 closer to that date). So for instance if you scheduled your first payment for the 20th of June, likely your last payment will be the 20th of November. If you enter December 1, 2010 as the end of payment schedule, it will make one payment per month up to that point (so it would accomplish the something as setting the end of payment schedule to November 20, 2010 in this case).

10. Select 'Add to cart' Again

11. Your 'Shopping Cart' Appears.

- If you do not wish to make/schedule additional payments then select 'Checkout', and continue to Step 12.
- If you do want to make/schedule other payments, select 'Continue Shopping', and return to step 3.

12. Enter your e-mail address in the 'Contact Information: E-mail Address:' area. (You can also register with MarketPlace if you would like to save your billing information in the system).

13. Click 'Continue Unregistered'

14. The Payment Methods page appears. Choose to either pay with a Credit Card (MasterCard or Visa) or with an Electronic Check.

- When choosing between a Credit Card and an Electronic Check, you may want to consider whether you earn rewards for using your Credit Card or an Electronic Check and how confident you are that they money will be available at the time of payment (if you scheduled payments) – specifically considering Credit Limits on Credit Cards and Overdrafts on Electronic Check.
- Please note that an electronic check often takes about 3 days to clear and can take up to a week.
- Also note that the system will not allow you to use a Credit Card that expires before the last scheduled payment.
- You can use Multiple Payment Methods if you are making or scheduling multiple benefits payments, to do this use the 'Use Multiple Payment Methods' toward the bottom of the screen.

15. On the Payment Methods page also enter your Billing Address, this is the address that corresponds with your payment information. A contact address will be collected later.

Shopping Cart

Home | Staff Benefits | Benefit Payment | Shopping Cart

| Items in your Shopping Cart | | | | |
|-----------------------------|----------------|---|--------|-----------------------------|
| Item Name | Store | Quantity | Remove | Amount |
| Benefit Payment : Medical | Staff Benefits | Schedule for 6 Payments (Date - Amount) 06/20/2010 - \$500.00 | | \$3,000.00 |
| Benefit Payment : Dental | Staff Benefits | Schedule for 6 Payments (Date - Amount) 06/20/2010 - \$30.00 | | \$180.00 |
| | | | | Item Total: 3,180.00 |

Delivery Address

Home | Shopping Cart | [Address](#) | Payment Methods | Buyer Info | Review | Receipt

| Enter the Contact Information | Order Summary |
|---|---|
| <p>Please enter the email address for this Order.</p> <p>Contact Information: E-mail Address: <input type="text" value="tyamal@oakland.edu"/></p> <p><input type="button" value="Continue Unregistered"/></p> | <p>Item Total: 3,180.00 Order Total: 3,180.00</p> |
| | <p>Registered Users</p> <p>Username: <input type="text"/></p> <p>Password: <input type="text"/></p> <p><input type="button" value="Sign In and Continue"/></p> |

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16. Click 'Use this payment method' to continue.
17. Next the Buyer Information page appears. This page collects a contact address, your SB#, and other personal information. This is the information to which the Staff Benefits Staff will have access.
18. Click 'Review your order'.
19. This page gives you a final overview of your payment/s to review. Click 'Submit Your Order' when you are satisfied. Note that your order is not complete until you Click 'Submit Your Order'.
20. On the Order Receipt page, click 'Click Here for a Printer-Friendly version' for a printable receipt. You will also receive a confirmation e-mail for each payment that you made/scheduled. Also if you scheduled monthly payments you will receive an e-mail each time your scheduled payment is processed.

Order Receipt

Thank you! This is your Order summary.

An Order confirmation was sent by e-mail to the following address:
tlyarnal@oakland.edu

[Click Here for a Printer-Friendly version](#)

[Continue Shopping](#)

This is your Order Summary

Order #: 564
 Order Date: May 27, 2010 1:18 PM CDT
 Payment Type: Credit Card

STORE: Staff Benefits
 STORE CONTACT: benefits+test@oakland.edu

BILLING ADDRESS: Bob Garth
 833 Slimek Hill
 Rochester, MI 48309
 United States

Credit Card Type: MasterCard
 Credit Card Number: xxxxxxxxxxxx5454

Order Confirmation (#564) Inbox | X

☆ benefits+test@oakland.edu to me [show details](#) 2:18 PM (18 hours ago)

Thank you for shopping at Oakland University's Online MarketPlace.

Thank you for your payment.

----- ORDER #564 -----

Date: May 27, 2010 1:18 PM CDT

Store: Staff Benefits
 For questions, comments, or order status, send e-mail to mailto:benefits+test@oakland.edu and refer to Order #564

Payment Methods

[Home](#) | [Shopping Cart](#) | [Address](#) | [Payment Methods](#) | [Buyer Info](#) | [Review](#) | [Receipt](#)

Select a Payment Method

Payment method

Pay with a Credit Card

Card Type:

Credit Card Number:

Expiration Date:

Card Verification Value: [What is this?](#)

Pay with an Electronic Check (ACH)

Bank Account Type:

ABA Routing #:

Account #:

Confirm Account Number:

* Name:

* Street Address 1:

* Street Address 2:

* City:

* State / Province:

* Zip / Postal Code:

* Country:

* Required Information

Order Summary

Item Total: 3,180.00
 Tax: 0.00
 Order Total: 3,180.00

Promotional Code

Enter promotional code, then click Apply. You can use one code per order.

[Apply](#)

[Use This Payment Method](#)

Buyer Information

[Home](#) | [Shopping Cart](#) | [Address](#) | [Payment Methods](#) | [Buyer Info](#) | [Review](#) | [Receipt](#)

Enter Buyer Information

Please enter the Buyer information requested.

Staff Benefits Buyer Information

* First Name

* Last Name

* SB#

* Street Address

* City

* State

* ZIP Code

* Contact Telephone Number (xxx-xxx-xxxx)

* Required Information

Order Summary

Item Total: 3,180.00
 Tax: 0.00
 Order Total: 3,180.00

Promotional Code

Enter promotional code, then click Apply. You can use one code per order.

[Apply](#)

[Review your Order](#)