**Andrews University**
*General Accounting*
*Payer Guide*
PayAndrews.Flywire.com

flywire

# Step 1: Navigate to PayAndrews.Flywire.com
## Enter amount owed and select the country you are paying from.

# Step 2: Select Payment Type

- Based on your country selection Flywire will automatically display your local currency rate with the appropriate payment options, such as traditional bank transfer or debit/credit card payment.

- If you have an account in a different currency that you would prefer to use, select that country in the "what country are you paying from" field instead.

- Note that Flywire offers a "Best Price Guarantee" for the bank transfer option to ensure you a competitive exchange rate.



Payment

WE WILL BEAT YOUR BANK'S PRICE
**GUARANTEED**
Tell me more

**Why pay through Flywire?**

- Eliminate hidden bank fees – ensure your institution receives the correct amount.
- Save on exchange rates – in most cases you can make a payment in your home currency. Flywire will process the currency exchange – offering you wholesale exchange rates, unmatched by traditional banks.
- Peace of mind – 24 hours multilingual customer support when you need it most. Know where your payment is in the bank transfer process.

* In United States Dollars, the amount you want Andrews University - General Accounting Office (Non-Student Payments) to receive

$100.00

* What country are you paying from?

India

| Payment Options | Cost |
|---|---|
| **Pay in INR with A2 Pickup or Drop Off Service** <br> - Supports transfers from ALL Indian banks <br> - Payment methods: National Electronic Fund Transfer (NEFT)/Real Time Gross Settlement (RTGS). <br> - A2 form picked up by courier or dropped off at one of 4,400 partner locations in India. <br> (Price inclusive of fees and service tax) | 6,905.00 INR |
| **Debit/Credit Card in INR** <br> Use this option for cards issued in INR <br> Supports MasterCard VISA | 7,163.00 INR |

I want to pay in another currency

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# Step 3: Login/Create Account & Enter Personal Detail

- Enter Your name or Company Name, email, and password to create a Flywire account (this will allow you to track your payment each step of the way). In addition, your payment details will be saved and pre-fill for your next payment.

- Follow the prompts to fill in your personal details and contact information.

- Click the blue Continue with Payment Button.

## Flywire Account

- ● Create a new account
- ○ Sign into an existing account

**\* First / Given Name**

**\* Last name / Surname / Family nam**

**\* Email**

**\* Password**

**\* Password Confirmation**

By clicking "CONTINUE WITH PAYMENT" ;
Use and Privacy Policy.

**flywire**

If sending money from a company, Enter **COMPANY** name here

## Create a new account to...

- Send payments to Andrews University - General Accounting Office (Non-Student Payments)

any questions

## Contact Information

**\* AU Department Name**

**\* AU Contact Name**

**Invoice Number (if applicable)**

Enter payment information in '**Contact Info**' boxes

## Payer Information

**\* First name of Payer**

If you're a company/organization paying for a student, please enter the organization name in place of first name.

**Middle name**

**\* Last name**

If you're a company/organization paying for a student, please enter the organization name in place of last name.

**\* Address 1**

Post Office Boxes are not permitted

**CONTINUE WITH PAYMENT**

# Step 4: Confirm Payment Details

- Please review and confirm the information for your payment.

- If you are paying via bank transfer, you will receive a deadline by which you should complete the payment. (If you need more time, our Customer Support Department can allow for an extension.)

- Click the blue Continue with Payment Button.

## Contact Information

| | | | |
|---|---|---|---|
| AU Department Name | **TEST** | AU Contact Name | **Test** |
| Invoice Number (if applicable) | - | | |

## Payer Information

| | | | |
|---|---|---|---|
| First name of Payer | **Test** | Middle name | - |
| Last name | **Test** | Address 1 | **Test** |
| Address 2 | - | City | **TEst** |
| State / Province / Region | - | ZIP / Postal Code | - |
| Country | **India** | How can we reach you via phone if there are questions with your payment? | **+34 834 32 32 1** |

☑ I will initiate my payment of **6,905.00 INR** no later than **Feb 05**. ?

**CONTINUE WITH PAYMENT**   or   Edit payment information

Click for Live Help

flywire

# Step 5: Review Payment Instructions (Wire Transfer)

- You can enter your mobile phone at the prompt if you would like to receive payment status updates via text. If you do not want to receive text updates click the no thank you link.

- If you have selected a bank transfer, the payment delivery instructions will now be displayed. You can review the payment details and return as necessary to check the status of your payment.

- Please follow the banking instructions asap for prompt delivery of your funds to Andrews University.

- Flywire will convert to USD for the University.

- **IMPORTANT**: Your payment ID is only valid for this payment. Every payment requires a unique Flywire payment ID. This facilitates the payment tracking process.

# Step 5: Review Payment Instructions (Credit Card)

- You can enter your mobile phone at the prompt if you would like to receive payment status updates via text. If you would prefer not to receive text updates, click 'no thank you' at the prompt.

- For debit/credit card payments you will be taken to a web form to fill in your credit card information and complete your payment. Please note that funds will not be received immediately as your payment still needs to be processed and delivered to Andrews University.

- Please be sure to check your credit card limits to verify it can accommodate your payment size. In some cases you will need to call your bank to confirm your payment can be processed.

- **IMPORTANT:** Your payment ID is only valid for this payment. Every payment requires a unique Flywire payment ID. This facilitates the payment tracking process.

# Track Your Payment:

- Above the instructions you will notice a payment status bar. This will be updated each step of the process, and you will receive a final email confirmation when payment has been delivered to Andrews University.

- Keep in mind that Andrews University may take 2-3 business days to post your payment to your account once they have received it.

- If you have not sent your payment within 2 days, you will receive a notification from Flywire asking if you need more time, want to cancel, or have already sent your payment.

- Should you have any questions along the way, contact Flywire 24x7 via email, live chat, or phone.



**Payment Pending**

Pay before **February 5, 2016**



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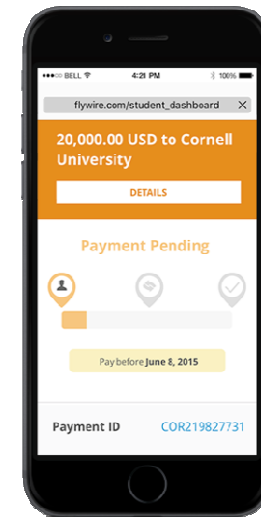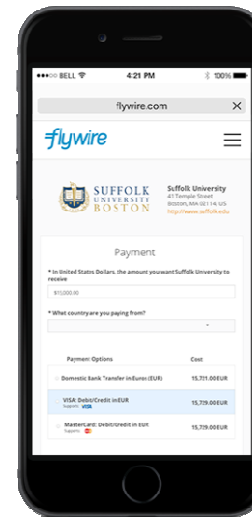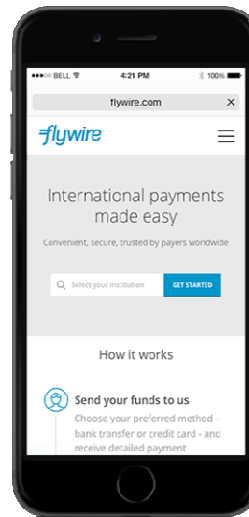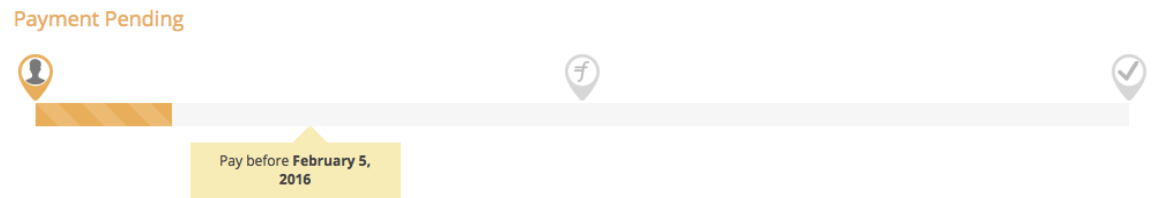
# Need Help?

**Customer Support Phone Numbers:**
USA Toll free +1 800 346 9252
USA Local number +1 617 207 7076
Spain +34 96 065 3947
Canada +1 647 930 9424
Australia +61 (2) 800 69 729
United Kingdom +44 (20) 32 394 729
Hong Kong +852 81 703 729
South Korea +82 (70) 78 479 729

**Email**
Support@Flywire.com

**Online**
Flywire.com/help

**Live Chat**
Live Chat is available as soon as you log into your Flywire account. Look for the blue box in the lower right once you have entered your username and password.