

Making Part Payments

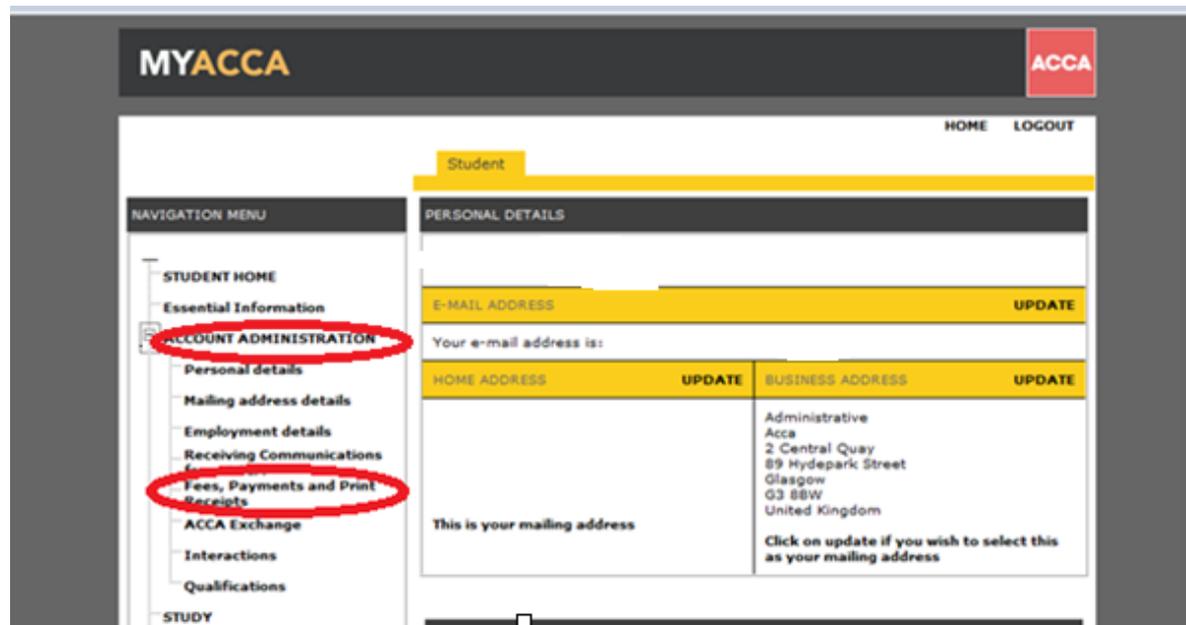
If you need to spread the cost of your fees, you're now able to part pay through *myACCA*. Failure to clear your outstanding balance will result in you receiving payment reminders (until you have settled your balance) and ultimately be removed from the register.

Please note that we can only accept part payments for fees that have already been debited to your ACCA account.

This option is **not** available for exam entries. At the time of making an entry you're required to pay all outstanding fees and your exam entry fee.

To make part payments log into you [myACCA](#) using your user name and password.

Once you have logged in, click on account administration, click on Fees, Payments and Print Receipts.



The screenshot displays the myACCA student portal interface. At the top, the 'MYACCA' logo is on the left and the 'ACCA' logo is on the right. Below the logo, there are 'HOME' and 'LOGOUT' links. A yellow bar indicates the user is logged in as a 'Student'. On the left, a 'NAVIGATION MENU' is visible, with 'ACCOUNT ADMINISTRATION' and 'Fees, Payments and Print Receipts' circled in red. The main content area is titled 'PERSONAL DETAILS' and includes sections for 'E-MAIL ADDRESS' with an 'UPDATE' button, 'HOME ADDRESS' with an 'UPDATE' button, and 'BUSINESS ADDRESS' with an 'UPDATE' button. The business address is listed as 'Administrative Acca, 2 Central Quay, 89 Hydepark Street, Glasgow, G3 8BW, United Kingdom'. A note states 'This is your mailing address' and 'Click on update if you wish to select this as your mailing address'.

You'll see all outstanding fees on your account. To make payment, select one of the fees as shown and then click on the red pay button. If you choose to select all outstanding transactions please note the amount paid will automatically be allocated to the oldest debt on your account.

ACCA

TRANSACTIONS SUMMARY

Name
Account Number
Account Balance

Select Transactions and **Pay**

Select All | Select None

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SELECT	TRANSACTION	TYPE	STATUS	DATE	ORIGINAL AMOUNT	REMAINING AMOUNT	DESCRIPTION	
<input type="checkbox"/>	3263309	Invoice	Overdue	11-Mar-2015	76.00	76.00	Exam Fees - Exam Fee	Print
<input checked="" type="checkbox"/>	1258740	Invoice	Overdue	02-Dec-2014	83.00	83.00	Annual Subscription Fee - Sub Fee	Print
<input type="checkbox"/>	2942251	Invoice	Overdue	26-Aug-2014	138.00	138.00	Exam Fees - Exam Fee	Print
<input type="checkbox"/>	2916257	Credit Memo	Overdue	17-May-2014	<69.00>	<69.00>	Exam Fees - Exam Fee	
<input type="checkbox"/>	2850620	Invoice	Overdue	22-Mar-2014	69.00	69.00	Exam Fees - Exam Fee	Print

Notes
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To make a part payment you must click into the payment amount box and overwrite the amount in the box with the amount you are going to pay, select recalculate and this will update balance due, then click on Pay.

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TRANSACTION PAYMENT DETAILS

Name
Account Number

TRANSACTION	TYPE	DESCRIPTION	DATE	AMOUNT DUE REMAINING	PAYMENT AMOUNT
340107	Debit Memo	Initial Registration - ACCA Qualification	19-Jun-2015	55.00	55

Account Balance	67.01
Total Payment Amount	55.00
Balance Due	12.01

Recalculate

Pay Cancel

You'll then be taken to the screen below, select your preferred payment method. Follow the instructions on the screens from here to continue with your payment.

Arthur x ACCA Portal x Step 1: Choose your Payment x

Barclays Bank PLC [GB] | <https://live.barclaycardsmartpay.com/hpp/pay.shtml?merchantReference=P10646142&paymentAmount=5500¤cyCode=GBP&skinCode=fge>

Apps ★ Bookmarks Ys Yammer Browse (2) Browse Suggested Sites ACCA Corporate Wel: ACCA Web site ACCANET Free Hotmail Imported From IE Please sign on - Barci

i If you are paying by credit or debit card from outside the UK, your card must be enabled to make international payments (GBP). Please contact your card provider to confirm that this has been done before making your payment.

Please select your payment method

Total payment amount GBP 55.00

Card Payment ▼

PayPal ▼

UnionPay ▼

Previous

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Contact us

14:11 24/10/2016

If you select card payment, you will be presented with the following:

The screenshot shows a web browser window with the following details:

- Browser tabs: Arthur, ACCA Portal, Step 1: Choose your Pay
- Address bar: Barclays Bank PLC [GB] | https://live.barclaycardsmartpay.com/hpp/pay.shtml?merchantReference=P10646142&paymentAmount=5500¤cyCode=GBP&skinCode=fge
- Page content:
 - Information box: If you are paying by credit or debit card from outside the UK, your card must be enabled to make international payments (GBP). Please contact your card provider to confirm that this has been done before making your payment.
 - Section: Please select your payment method
 - Total payment amount: GBP 55.00
 - Payment method: Card Payment
 - Accepted cards: American Express, MasterCard, VISA
 - Fields: Card Number, Card Holder Name, Card Expiry Date (dropdowns), CVC/CW/CID
 - Link: What is CVC/CW/CID?
 - Checkbox: Remember these card details for future payments with ACCA

Remember, in order to make payments quicker in the future you can save your card details for future payments to ACCA.

To continue with your payment please follow the instructions on the screens.