

## How to pay your Soil Testing Lab invoice with a credit card:

Customer Account services posted:

Effective July 1, 2017, credit card payments from corporate accounts will not be accepted over the phone.

**\*\*You now must pay with a check or pay with a credit card online\*\***

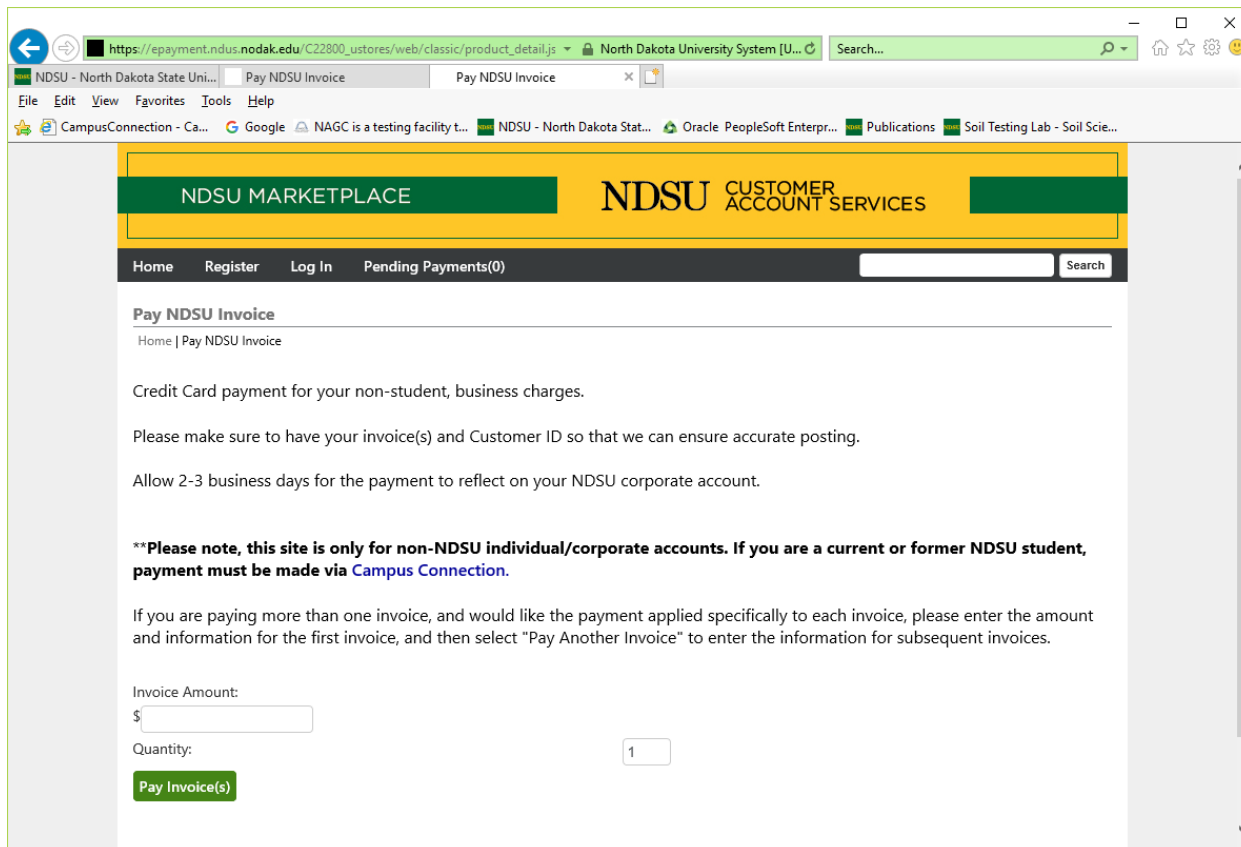
### To make a payment with a credit card online:

Google: **NDSU Marketplace** or enter <http://www.ndsu.edu/cas/marketplace> and open the page.

On the left side of the page under “**Customer Account Services**”, you will click on the heading “**Credit Card Payment-From Corporate Customers**”

The next step is to click on the “**NDSU Marketplace – Corporate Accounts**” Link in the middle of the page.

Start by entering the invoice amount from your statement, the quantity of invoices you are paying and then click on the green button “Pay Invoice(s)”.



The screenshot shows a web browser window with the URL [https://epayment.ndsu.nodak.edu/C22800\\_ustores/web/classic/product\\_detail.js](https://epayment.ndsu.nodak.edu/C22800_ustores/web/classic/product_detail.js). The page title is "Pay NDSU Invoice". The header features "NDSU MARKETPLACE" and "NDSU CUSTOMER ACCOUNT SERVICES". The navigation bar includes "Home", "Register", "Log In", and "Pending Payments(0)". The main content area has the following text:

Home | Pay NDSU Invoice

Credit Card payment for your non-student, business charges.

Please make sure to have your invoice(s) and Customer ID so that we can ensure accurate posting.

Allow 2-3 business days for the payment to reflect on your NDSU corporate account.

**\*\*Please note, this site is only for non-NDSU individual/corporate accounts. If you are a current or former NDSU student, payment must be made via Campus Connection.**

If you are paying more than one invoice, and would like the payment applied specifically to each invoice, please enter the amount and information for the first invoice, and then select "Pay Another Invoice" to enter the information for subsequent invoices.

Invoice Amount:  
\$

Quantity:

The next screen will ask you to enter your NDSU Customer ID and your Invoice number, which you can find at the top of your statement. Enter the information into these fields and click on the Green “Continue” button.

This will take you to the “check out page”, where you can enter your credit card information and complete the payment process.

Contact Christie at the NDSU Soil Testing Lab, 701-231-8942 with other questions.