

IPayment Step-by-Step Instructions Searching Transactions

1. Logon <https://ipayment.tamu.edu> (page 12 of manual)
 - Enter User ID and Password
 - If this is your first log on, enter New Password and Confirm New Password before selecting “Sign In” button.
 - If this is your first log on and you do not have Java, you will be prompted to install it.
 - BE SURE TO ALLOW POP-UPS FROM THIS SITE.**

2. From the homepage
 - Click the “View” button
 - Enter the File # which should be 10 digits (2009365001-1 should be entered as 2009365001). The payfile number can be found in the description in FAMIS on screen 46. Click the PF11 key to see the full description
 - Click the “Find” button.
 - This will pull up every transaction in that payfile.
 - If additional information is required, please contact the department you are doing business with

3. Log Off (page 15 in manual)
 - Click on the picture of the yellow key on the toolbar and select “Log Off Transaction Suite” option.