

## Online Payment Instructions

To submit your online payment, students need to register through our Resident Portal on our website. Once they register, they will have access to:

The Maintenance Request system

Their Resident Account

The Online Payment System

Their Personal Information

The Online Payment Feature is ONLY available to Students and Parents of Students who have their Room Assignment. It is not available for Students or Parents of Students who are new to Millennium and wish to use it to pay their Reservation fee, however.

To register, students must visit [www.millenniumhall.com](http://www.millenniumhall.com), click on the Residents tab and then click on the "Resident Portal", in the upper right hand area of the page. Please note, Parents or Students may make payments to the Student's Account.

If it is a student's first time visiting the portal, they'll need to click on "Register Now!" and then fill in the requested information. If they are registering for the first time, it may take up to two business days to have their registration approved. Once they've registered, then they may access their account. They would just need to enter their email address and password that was emailed to them to login. Once logged in, all they have to do is click on "Make a Payment" and follow the instructions. **Parents would need to submit the student's email address (that is on file with Millennium) and receive the login password from the student to be able to view their account and make payments.**

Please note that payments will not appear on your account until we post it, which can take up to two business days. Payments can be made by ACH (Automated Clearing House or direct debit) from your checking account or by credit card (Visa and Mastercard Only). Credit card payments will be assessed a 2.5% processing fee; processing fees do not apply to ACH payments. The only option to pay with a credit card is through the Resident Portal as credit card payments are not taken in the Management Office.

If you have any questions or technical problems, please contact 410-704-6455 or email [info@millenniumhall.com](mailto:info@millenniumhall.com) for assistance.