

Online Payment Instructions

- To submit your online payment, students and parents may utilize the link they are sent in their balance due email or register for the resident portal.
- The online payment option is **ONLY** available to current students and parents of Millennium Hall. New students receive access when they've received their Welcome newsletter. Students who no longer live at Millennium Hall will no longer have access to the resident portal to make payments. They must contact our office.
- To register, students must visit www.millenniumhall.com , click on the Residents tab and then click on the "Resident Portal", in the upper right-hand area of the page. (Registration will be completed during the business day by office staff). Please note: Parents or students may make payments to the lease. Please follow the prompts to register for portal access. **NOTE:** Students may select any unit when registering for the first time. This will not affect your room assignment. Once logged in, 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 depending on your individual bank. Payments can be made by bank draft (electronic check) from your checking account or by credit card. Credit card payments will be assessed a 2.5% processing fee; processing fees do not apply to bank draft payments.

To Make A Payment:

1. Log into the resident portal.
2. Click "Make A Payment".
3. Select your payment option
 - a. Bank Raft
 - b. Credit/Debit (2.5% service charge).
4. Adjust the dollar amount to reflect how much you wish to pay.
 - a. If rent has been posted, the balance due will show. If it has not, there will be a zero. Note: You can change the dollar amount for payment at any time.
 - b. If you wish to pay rent in advance, you may do so by changing the balance from 0 to whatever amount you wish. Once your payment has been applied, you account will show a (credit) until rent has been posted.