1) **Access the main website** for West Texas A&M University. Open Mozilla Firefox or Microsoft Internet Explorer and go to [www.wtamu.edu](http://www.wtamu.edu). Firefox is the preferred browser. See snapshot below of [www.wtamu.edu](http://www.wtamu.edu). The images or content may be different due to updating of the site.

2) **Click on the “My Buff Portal” button** found on the right pane of the website.
3) **Enter your login** credentials as shown below. Your login will be your first and last name initials followed by your Buff Gold Card number (with no leading zeros).

**NOTE:** If you have an issue logging into the My Buff Portal, contact the Information Technology Service Center (ITSC) at 806-651-4357. The ITSC is also known as the Help Desk. You’re also welcome to contact the Help Desk by email at itsc@wtamu.edu.
4) Once you successfully log in, **click on the “Buff Advisor” button** found at the top of the My Buff Portal page, as shown below. The Buff Advisor icon resembles a compass.
5) Within the Buff Advisor webpage as shown below, the first name of the student will display as “Welcome” plus his/her name.

**Click on the Students button** to access the Student web forms.
6) In the Student web forms as shown below, under the Financial Information Section, **click on “View Account and Make Payments” form** to access billing information. When you click, a separate web page will open for this particular form.
7) A summary bill screen will display as shown below. **Click on the "Expand All" button** to view the columns labeled as 'Item', 'Payment Group', 'Due Date', 'Amount Due' and 'Amount to Pay'.

(You can also expand the semester summary line by clicking the gray arrow on the left of each line.)

If you have multiple semester lines, make sure to expand all of them and check the ‘Select’ box for applicable terms you plan to pay.
8) Below is an example of all the summary terms expanded to reveal more columns for each semester.
9) If you have multiple semester lines, make sure to expand all of them and

a. Select the semesters you plan to pay by checking the box below it.

b. Enter the partial amount to pay for each Semester you checked the box for

c. Select your method of payment. (The example below shows a payment of $500 with MasterCard.)

d. Click on the “Proceed to Payment” button to continue the transaction.
10) Below is a summary of the transaction to make sure that is what is intended. If so, click on the “Pay Now” button.
11) Below is a snapshot of the next step. Enter the necessary credit card information to finalize the transaction.

![Credit Card Payment Snapshot]

**Note:** If you have an issue with finalizing the payment, please contact the Information Technology Service Center (the Help Desk) at 806-651-4357. ITSC personnel will open a work order for Information Services to assist you.

Also, if you are using a **Bank Debit card**, sometimes banks have limitations with a maximum daily amount or maximum transaction amount. So, if you are using a debit and are unable to complete the transaction, please check with your bank to see if you have a maximum limit that is blocking your payment.