

## Credit card payments

**User:** Please contact the core to provide your credit card information via phone. **NOTE:** Please do not fax, email or mail credit card information.

**Core Administration:** The Core will need to contact the Research Finance Cores Team with the credit card information via phone and email the invoices that the payment needs to be applied to.

**Research Finance Cores Team:** Once the information is provided to the Cores Team will process the payment and on the 6<sup>th</sup> of the following month. A confirmation will be sent to the Cores to confirm that the payment has been processed and the core in turn will need to send their User a confirmation email letting them know that the payment has been processed.

Thanks!!!