

Sending a wire to Andrews University Accounting Office

Go to following address on –line: payAndrews.peertransfer.com

1. Enter exact payment amount and the country you will pay from
2. Select the Payment Type from available options listed
3. Login/Create an account. (This only has to be done once and will allow you to track your payment)
 - The Andrews University Department you are sending funds to should be entered in the CONTACT INFORMATION section.
4. Review and confirm the payment details
5. For Bank Transfers, Review the payment instructions given. Depending on your bank you can transfer your money on-line, over the phone, or in person at your bank.
6. Track your payment status online by observing the payment status bar on the website. You will receive a final email confirmation when payment has been delivered.
7. Keep in mind Andrews University may take 2-3 business days to post your payment once we have received it.

CUSTOMER SUPPORT: *Phone:* 1-800-346-9252 *Email:* support@peertransfer.com

More Detailed Step by Step instructions follow in the next nine pages of this document.





Andrews Departmental Payment Guide

Departmental guide to paying with peerTransfer

payAndrews.peertransfer.com

Andrews  University



Step 1: Get Started

- [Navigate to payAndrews.peertransfer.com](http://www.andrews.peertransfer.com)
- Enter the exact payment amount you owe and the country you will pay from.

Andrews  University

Andrews University - General Accounting Office (Non-Student Payments)

Financial Records
4150 Administration Drive
Berrien Springs, MI, 49104-0780, US
<http://www.andrews.edu/services/finrec/>

Want more info?



Payment

WE WILL BEAT YOUR BANK'S PRICE

GUARANTEED

[Tell me more](#)

* In United States Dollars, the amount you want Andrews University - General Accounting Office (Non-Student Payments) to receive

\$1,000.00

* What country are you paying from?

Spain

Why pay through peerTransfer?

- Eliminate hidden bank fees – ensure your institution receives the correct amount.
- Save on exchange rates – in most cases you can make a payment in your home currency. peerTransfer will process the currency exchange – offering you wholesale exchange rates, unmatched by traditional banks.
- Peace of mind – 24 hours multilingual customer support when you need it most. Know where your payment is in the bank transfer process.

Payment Options

Cost

<input checked="" type="radio"/> Domestic Bank Transfer in Euros (EUR)	929.00 EUR
<input type="radio"/> Debit/Credit Card in EUR Use this option for cards issued in EUR Supports  	947.00 EUR

[I want to pay in another currency](#)



Step 2: Select Payment Type

- Based on your country selection peerTransfer will automatically display your local currency rate with the appropriate payment options, such as traditional bank transfer or debit/credit card payment.
- If you have an account in a different currency that you would prefer to use, select that country in the “what country are you paying from” field instead.
- Note that peerTransfer offers a “Best Price Guarantee” for the bank transfer option to ensure you a competitive exchange rate.
- If you select your home country, but you don’t see your home currency, not to worry — you can always pay in the currency of your institution or select a different currency. The process and benefits will remain the same, however, your bank will handle the foreign exchange before sending the funds to peerTransfer.

Payment

WE WILL BEAT YOUR BANK'S PRICE

GUARANTEED

[Tell me more](#)

* In United States Dollars, the amount you want Academy of Art University to receive

* What country are you paying from?

Payment Options

	Cost
<p>Pay in INR with A2 Pickup or Drop Off Service</p> <p>- A2 form picked up by courier or dropped off at one of 4,400 partner locations in India.</p> <p><input checked="" type="radio"/> - Payment methods: Demand draft/National Electronic Fund Transfer (NEFT)/Real Time Gross Settlement (RTGS).</p> <p>(Price inclusive of fees and service tax)</p>	62,947.00 INR
<p>Pay via Any Bank with A2 Drop Off Service at ICICI branch</p> <p>ICICI Customers: automatic debit from your account after you deliver the A2 form.</p> <p><input type="radio"/> Other Bank Customers: payment through National Electronic Fund Transfer (NEFT) or Real Time Gross Settlement (RTGS)</p> <p>A2 drop off possible at over 2,000 ICICI branches.</p> <p>You do not need to be an ICICI Bank account holder to use this option.</p>	63,203.00 INR
<p>VISA: International Debit/Credit</p> <p><input type="radio"/> Supports </p>	66,553.00 INR
<p>MasterCard: International Debit/Credit</p> <p><input type="radio"/> Supports </p>	66,553.00 INR

[I want to pay in another currency](#)

Why pay through peerTransfer?

- Eliminate hidden bank fees – ensure Academy of Art University receives the correct amount.
- Save on exchange rates – in most cases you can make a payment in your home currency. peerTransfer will process the currency exchange – offering you wholesale exchange rates, unmatched by traditional banks.
- Peace of mind – 24 hours multilingual customer support when you need it most. Know where your payment is in the bank transfer process.

STEP 3: Login/Create Account & Enter Personal Details

- Enter your name, email, and password to create an account (this will allow you to track your payment each step of the way). In addition, your payment details will be saved and pre-fill for your next payment.
- Follow the prompts to fill in your personal details and contact information.
- Click the green Continue with Payment Button.

The screenshot shows the 'peerTransfer Account' creation process. On the left, there are fields for 'First / Given Name', 'Last name / Surname / Family name', 'Email', 'Password', and 'Password Confirmation'. A green 'Continue with Payment' button is at the bottom. To the right, a box titled 'Create a new account to...' offers options: 'Send payments to Carnegie Mellon University', 'Track your funds as they are delivered', and 'Get immediate assistance if you have any questions'. An orange arrow points from the 'Continue with Payment' button to the 'Contact Information' section. This section includes fields for 'AU Department Name', 'AU Contact Name', and 'Invoice Number (if applicable)'. To the right of this is the 'Payer Information' section, which includes fields for 'First name of Payer', 'Middle name', 'Last name', 'Address 1', 'Address 2', 'City', 'State / Province / Region', 'ZIP / Postal Code', and 'Country'. A dropdown menu for 'Country' is currently set to 'Spain'. At the bottom, there is a field for 'How can we reach you via phone if there are questions with your payment?' with a phone number '+1 201-555-5555' and a flag icon for the USA.

STEP 4: Confirm Payment Details

- Please review and confirm the information for your payment.
- If you are paying via bank transfer, you will receive a deadline by which you should go to your bank and complete the payment. This deadline is not associated with your educational institution deadline. (If you need more time, our Customer Support Department can allow for an extension.)
- Click the green Continue with Payment Button.

Confirm Your Payment Information

Please, take a second to review your information

Payment

You will pay 47.00 EUR from Spain via Domestic Bank Transfer in Euros (EUR), and Andrews University - General Accounting Office (Non-Student Payments) will receive 50.00 USD

Payment Information

Purpose of Payment	Test	Payment Type	Other
If Other, please specify:	Test		

Contact Information

AU Department Name	Test	AU Contact Name	Test
Invoice Number (if applicable)	-		

Payer Information

First name of Payer	Test	Middle name	-
Last name	Test	Address 1	Test
Address 2	-	City	Madrid

STEP 5: (For Bank Transfers) Review Payment Instructions

- You can enter your mobile phone at the prompt if you would like to receive payment status updates via text. If you do not want to receive text updates click the no thank you link.
- If you have selected a bank transfer, the payment delivery instructions will now be displayed. You can review the payment details and return as necessary to check the status of your payment.
- Follow the banking instructions to deliver your funds to the bank account indicated. Depending on transfer methods available from your bank, this can be done online, over the phone, or in person.
- peerTransfer will convert your deposit to U.S. dollars and forward to our account in the U.S.
- **IMPORTANT:** Your payment ID is only valid for this payment. Every payment requires a unique peerTransfer payment ID. This facilitates the payment tracking process.

The screenshot shows the peerTransfer website interface. At the top, there is a navigation bar with the peerTransfer logo and links for MY PAYMENTS, PROFILE, SUPPORT, MAKE A PAYMENT, and LOGOUT. The main content area is titled "Payment Pending" and features a progress bar with a "Pay before February 13, 2015" deadline. Below this, a prominent orange banner displays "14,000.00 USD to Western Michigan University". A table provides payment details:

Payment ID	Payment to Send	Created on	
WMU594326117	12,658.00 EUR	February 11, 2015	View all details

Below the table, a section titled "You have to pay before February 13, 2015" instructs the user to use the payment instructions to pay from their bank. A modal dialog is overlaid on the page, asking: "Want to receive SMS/text updates on your payment?" with the text "Enter your mobile number to get alerts when we receive and deliver your payment. Message and Data Rates May Apply." and two buttons: "Keep me updated" and "or no, thank you." The background content is partially obscured by this dialog.

STEP 5: (For Credit Cards) Review Payment Instructions

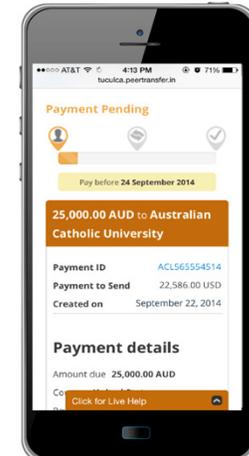
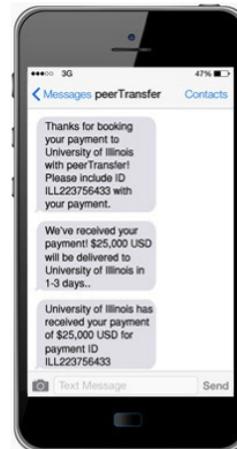
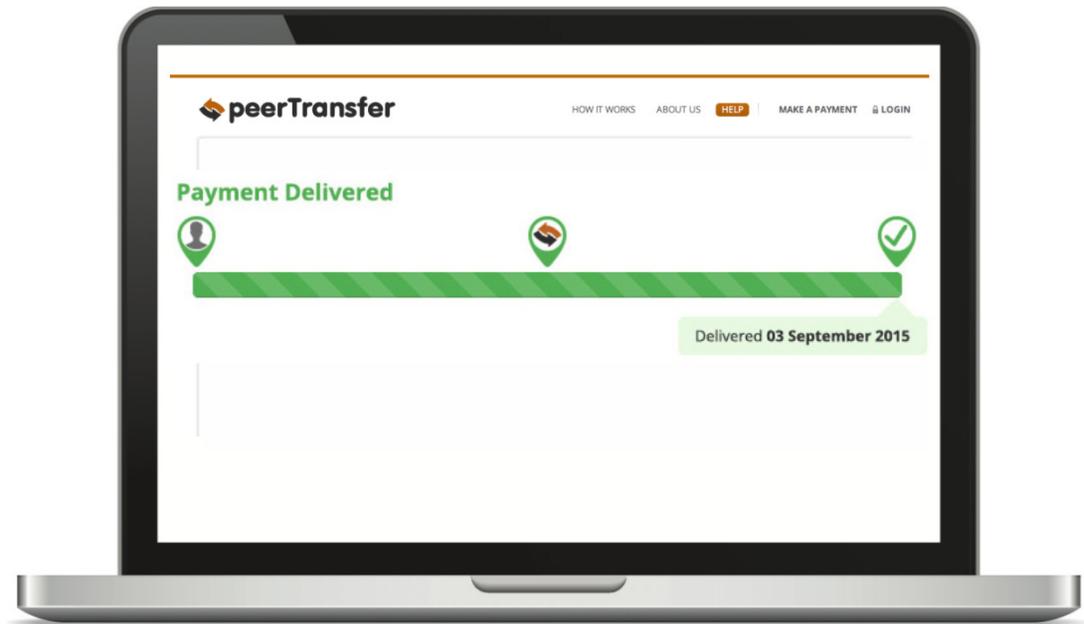
- You can enter your mobile phone at the prompt if you would like to receive payment status updates via text. If you would prefer not to receive text updates, click 'no thank you' at the prompt.
- For debit/credit card payments you will be taken to a web form to fill in your credit card information and complete your payment. Please note that your payment still needs to be processed and delivered to your institution, so they will not have posted it in their system yet.
- Please be sure to check your credit card limits to verify it can accommodate your payment size. In some cases you will need to call your bank to confirm your payment can be processed.
- **IMPORTANT:** Your payment ID is only valid for this payment. Every payment requires a unique peerTransfer payment ID. This facilitates the payment tracking process.

The screenshot displays the peerTransfer payment interface. At the top, it shows payment details: Payment reference (CMU218764935), Payment method (Visa), Description (25,000.00 USD to Carnegie Mellon University), and Amount (EUR 20895.00). Below this is the 'Card details' section with fields for Card number, Security Code, Expiry date, and Cardholder's name. The 'Cardholder details' section includes Address 1 (57 Paso Via Mar), Address 2, Address 3, Town/City (Valencia), State, ZIP code (45062), Country (Spain), Telephone (+34 96 065 3947), Fax, and Email address (johnstudent@gmail.com). A green dialog box is overlaid on the form, asking 'Want to receive SMS/text updates on your payment?' and providing a field for a mobile number, a 'Keep me updated' button, and a link for 'or no, thank you.'. At the bottom of the form are 'Make Payment' and 'Cancel Payment' buttons. A summary table at the bottom right shows the Payment ID (54935), Payment to Send (20,895.00 EUR), and Created on date (December 22, 2014).

ID	Payment to Send	Created on
54935	20,895.00 EUR	December 22, 2014

STEP 6: Track Payment Status Online

- Above the instructions you will notice a payment status bar. This will be updated each step of the process, and you will receive a final email confirmation when payment has been delivered to your institution.
- Keep in mind that your school may take 2-3 business days to post your payment to your account once they have received it.
- If you have not sent your payment within 2 days, you will receive a notification from peerTransfer asking if you need more time, want to cancel, or have already sent your payment.
- Should you have any questions along the way, contact peerTransfer 24x7 via email, live chat, or phone.



Need Help?

Customer Support Phone Numbers:

- USA Toll free +1 800 346 9252
- USA Local number +1 617 207 7076
- Spain +34 96 065 3947
- Canada +1 647 930 9424
- Australia +61 (2) 800 69 729
- United Kingdom +44 (20) 32 394 729
- Hong Kong +852 81 703 729
- South Korea +82 (70) 78 479 729

Local customer service numbers for China & India will be displayed on your payment instructions.

Email

support@peertransfer.com

Online

peertransfer.com/help

Live Chat

Live Chat is available as soon as you log into your peerTransfer account. Look for the orange box in the lower right once you have entered your username and password.

Have a question?

Ask and you shall receive

Search

Getting started

We'll show you how to make a payment with peerTransfer - quickly and easily!

- Where is my money?
- How long will it take for my money to arrive at the institution?
- Do you charge any fees?
- Which currency exchange rate will be applied to my payment?
- My local currency is not available
- Do I have to fill out the payment request form every time that I send money?



View All Questions >

Categories

- Most Commonly Asked Questions
- Booking a payment
- Tracking My Payment
- Payments from China - General Information
- Payments from India
- Key Information For Institutions
- About peerTransfer
- Transferring funds
- Credit Card Payments
- Payments from China - 国内银行间人民币转账 Domestic Interbank RMB Transfer
- Payments from Korea

Tutorial Videos



How to make a payment



Where is my money



How to calculate the foreign currency exchange rate

Need Immediate Help?

- USA Toll free +1 800 346 9252
- USA Local number +1 617 207 7076
- Spain +34 96 065 3947
- Canada +1 647 930 9424
- Australia +61 (2) 800 69 729
- United Kingdom +44 (20) 32 394 729
- Hong Kong +852 81 703 729
- South Korea +82 (70) 78 479 729

Skype

Email

Click here to call us

support@peertransfer.com

Share your great idea with us



Make peerTransfer Better

Click for Live Help