Commonwealth of Pennsylvania

Enterprise Platform Payment

Quick Pay, Constituent Guide
V 0.2

What is Quick Pay?

Quick Pay allows constituents to submit payments to commonwealth agencies, without logging in, through personalized, pre-populated payment links, which reduces errors and payment friction.

Submit Payments for:

Submit a payment using the payment link and by following the steps below:

Program/Application	Amount Due	Payment Link
SARA New and Renewal Member Application Tuition Revenue	$0—9999: $1,000 $10K—5M: $2,000 $5M—20M: $3,000 $20M—40M: $5,000 > $40M: $7,000	SARA PA Supplement Fee
Application for Certificate of Authority for New Degree-Granting Institution	$5,000	New Degree-Granting Institution Fee
Application for Certificate of Authority for Change Private Licensed School to College	$5,000	Change PLS to College Fee
Application for Approval to Offer New Degree-Granting Program	$1,400	New Degree-Granting Program Fee
Applications to Change Status from College/Seminary to University	$1,000	Status Change from College/Seminary to University Fee
Application for Changes to an Existing, Approved Degree-Granting Program	$1,400	Program Change Application Fee
Application for Certificate of Authority for Education Enterprise	$10,000	Education Enterprise Application Fee
Application for Education Enterprise Program Application	$1,400	New Education Enterprise Program Application Fee
Application for Renewal of Education Enterprise Status	$2,000	Education Enterprise Application Renewal Fee
Registration as an Out-of-State Distance Education provider (Not Sara)	$5,000	Out-of-State Distance Education Provider Registration Fee
Application for Approval to Use "College/University/Seminary with the PA Department of State	$100	Protected Word (college/university/seminary) Approval Request Fee

If at anytime through the payment process you have any questions, please email RA-highereducation@pa.gov

Under the *Agency Information* section:

1. The Agency Application and Program fields will be automatically generated.

Under the *Program Area*:

2. Enter all * required information
    a. The Fee amount will either be fixed and reflected, or it update once the Tuition Revenue amount has been selected from the drop-down menu for SARA – PA Supplement Fees.
    b. Enter the full institution name.
    c. Enter First and Last Name along with the email address of the individual who will receive a copy of the receipt in the same field.

Under *Payment Information*:

1. Enter all * required information.
    a. Enter the First Name and Last Name separately in the identified fields of the individual making the payment or reflects the name on the credit card.
2. Select to pay by ACH Bank Transfer or Credit Card.
    a. Paying directly from your bank account offers:
        i. Lower processing fees
        ii. Secure bank-to-bank transfer
        iii. Processing time of 1-2 business days
3. Paying by credit card (i.e., Visa, MasterCard, or Discover) offers:
    b. Instant processing
        i. Note: A 2% credit card fee may be applied

Select Payment Method

Choose your preferred payment method to complete your transaction.

🏛 **ACH Bank Transfer**
Pay directly from your bank account
○
   ○ Lower processing fees
   ○ Secure bank-to-bank transfer
   ○ Processing time: 1–2 business days

▭ **Credit Card**
Pay with Visa, MasterCard, or Discover
○
   ○ Instant processing
   ○ 2% credit card fee may be applied
   ○ Processing time: Immediate

4. Click the Pay Now button to go to the hosted payment page to complete your transaction details.
   a. Enter all * required information.
   b. For ACH Bank Transfer, you will need your routing number and account number to complete the transaction.

   c. For credit cards, you will need your card number, expiration date, and CVV to complete the transaction.

   d. Be sure to complete the Captcha I'm Not a Robot and finalize your payment.
5. The email address provided under Program Area will receive a receipt similar to the example below. The example below shows a payment made by a credit card and reflects the 2% fee separately.