

EUFAC Portal – Sending a One-Time Payment Link

Depending on your institution’s accounting process, you may choose to send a one-time payment link to another individual in order to complete your application or annual accreditation fee payments.

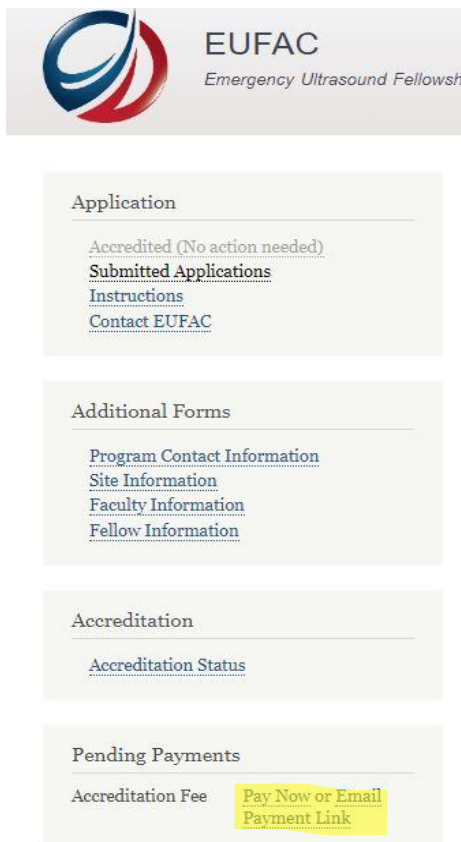
Sending a One-Time Payment Link is the solution to preventing external staff or individuals from having log-in access to your program’s EUFAC portal account, which should only be accessed and updated by the current Program Director. Please notify EUFAC of any changes to the Program Director’s role in the fellowship.

Payments can be made via [credit card](#) or [via check](#).

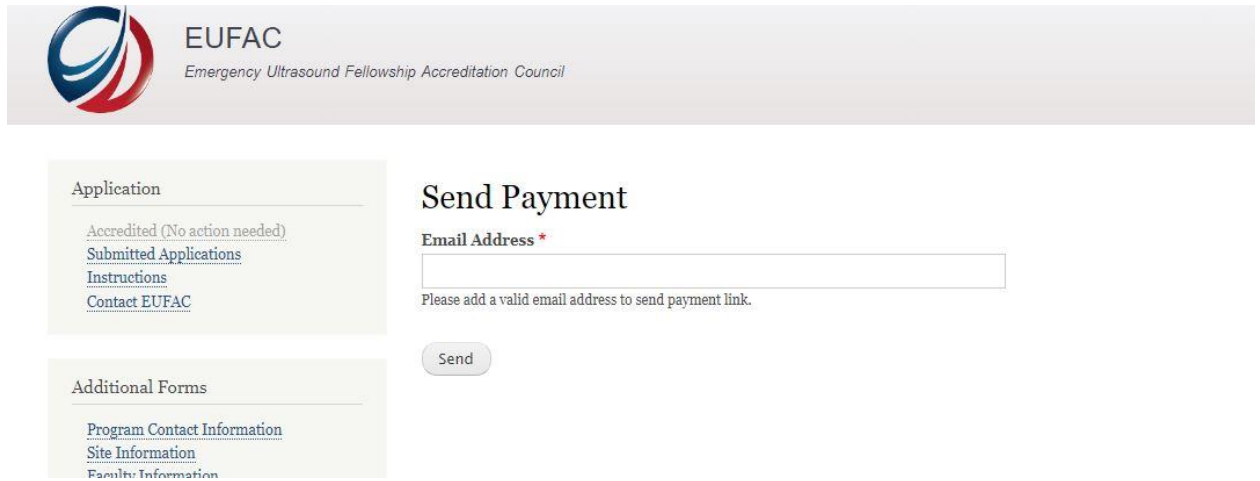
Sending a One-Time Payment Link

Log into your EUFAC portal account.

1. On the left-hand bars under “Pending Payments” you will see “Accreditation Fee” or “Application Fee” and a “Pay Now” button as well as “Email Payment Link”.
2. Click the “Email Payment Link” to send the one-time payment link to an external user.



3. Once you click the “Email Payment Link”, you will be prompted to enter the email address of the intended recipient who will make the payment on your program’s behalf (i.e. accounting department, administrative staff, etc.)



The screenshot shows the EUFAC website header with the logo and name. Below the header, there are two main sections. On the left, under the heading "Application", there are four links: "Accredited (No action needed)", "Submitted Applications", "Instructions", and "Contact EUFAC". Below this is another section titled "Additional Forms" with three links: "Program Contact Information", "Site Information", and "Faculty Information". On the right, the "Send Payment" section features a form with a label "Email Address *" and a text input field. Below the input field is a message: "Please add a valid email address to send payment link." and a "Send" button.

4. The recipient will receive an automatic email from EUFAC with a one-time log-in link to pay the outstanding fee. The payment process is identical to the payment process if the program director paid the fee within the portal account. Instructions on how to pay via [credit card](#) or [via check](#) are below.

Payment via Credit Card

The credit card option will be the default once you enter the payment page.

1. Enter your payment information
2. Once all information is entered, click the “Continue to Review” button at the bottom
3. Review your information on the next page and click the “Pay and complete purchase” button to complete your transaction

Order information

Payment information

Payment method

Credit card
 Check Payment

Card number *

Month * **Year ***

12 ▾ / 20 ▾

CVV *

First name * **Last name ***

Company

First name * **Last name ***

Company

Street address *

City * **State *** **Zip code ***

Save to my address book.

[Continue to review](#)



Payment via Check

Please perform the following steps in your EUFAC account, if you will be sending a check. This will create an order in your account and will allow your payment to be applied to your account once the check is received.

1. Select “Check Payment” under “Payment Method”
2. Then click the “Continue to review” button

Order information


Payment information

Payment method

Credit card

Check Payment

Continue to review



3. The next page will display your contact information and show your payment as “Check Payment”
4. Click the “Pay and complete purchase” button and an order will be created in your account that the check can be applied against.
5. Please make check out to EUFAC (Emergency Ultrasound Fellowship Accreditation Council)

And mail to:

EUFAC
555 E Well St, Suite 1100
Milwaukee, WI 53202

Payment information [\(Edit\)](#)

Check Payment

Pay and complete purchase

[Go back](#)



6. The recipient will then receive a confirmation message (example shown below) with the payment’s order number and instructions on where to mail the check.

Complete

Your order number is 365.

You can view your order on your account page when logged in.

Payment instructions

Checks can be made out to the "Emergency Ultrasound Fellowship Accreditation Council" and should be sent to:

Emergency Ultrasound Fellowship Accreditation Council (EUFAC)

555 E Wells St, Suite 1100

Milwaukee, WI 53202-3823

For any questions, do not hesitate to reach out to inquiries@eufacouncil.org.