



Interamerican University of Puerto Rico
Guayama Campus
Bursar's Office

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1. Access the following electronic address: **web.inter.edu**

2. Enter the "username" and "password".

The screenshot shows the login interface for the Interamerican University of Puerto Rico. At the top, the word "INTER" is displayed in green. Below it, the text "Sign in with your organizational account" is visible. There are two input fields: "Username" and "Password". A green "Sign in" button is located below the password field. At the bottom of the form, there are links for "Forgot my Username" and "Forgot my Password".

3. In the menu that the system will present, select:

(NUEVO) Aceptar cargos - Accept Charges

4. Academic term in which you will accept the charges.

Select a Term:

Once you have chosen the academic term, press

5. Press:

Accept Charges – Registration Fees

6. Costs, financial aid, excess or balance to be paid in extension. The system will give you the option to print your registration and extension, as appropriate.

7. The system will provide you with two payment alternatives:

Option 1

Option 2

You must have completed and delivered the Master Promissory Note at the Bursar's Office.

8. When selecting the option to make the payment, the system will present the amount to pay. If you choose the deferred plan, the amount that will appear will be the equivalent of 25% of the total cost of your enrollment. If you want to pay more, you must make the adjustment in this section.

9. You will have the option to print your official enrollment with your extension (if applicable).

10. If you are unable to complete the registration payment process by following these instructions, you can access our **Help desk Center**:

<https://help.inter.edu/hc/es-419/categories/360006251193-Matr%C3%ADcula>

or visit our **website**: <http://www.guayama.inter.edu/gerencia-de-matricula/recaudaciones/>

There you will find the necessary documents to complete the payment process without having to stand in long lines.

You can also contact us by writing to our email: recaudaciones@guayama.inter.edu or by calling in our office at: 787-864-2222, extensions 2218 and 2226.

Success in your studies. "We're at your service"

Note: Student without financial aid, please continue with the seventh step.