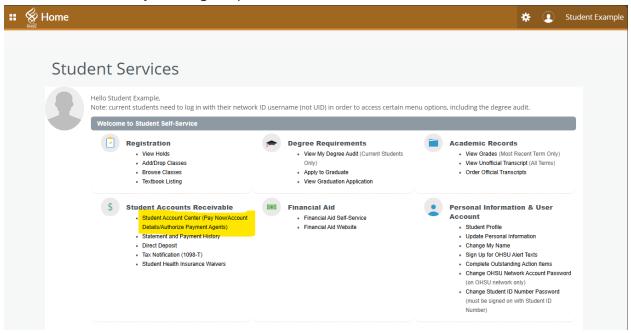
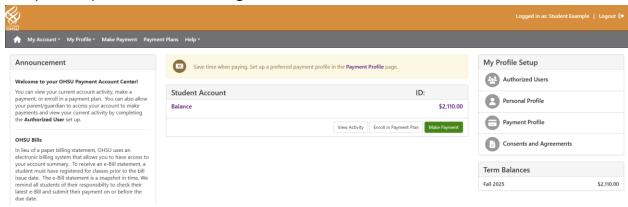
Making a Payment with the Student Account Center

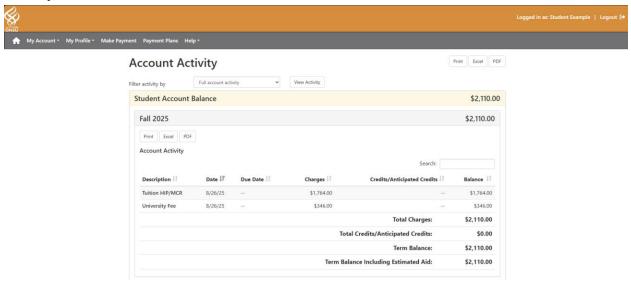
- 1) Go to the <u>Student-Self Service</u> page and use the Student Self-Service button to log into the Student Information System (SIS).
- 2) After logging in, you will see the Student Services landing page. To open the Student Account Center, click on the "Student Account Center (Pay Now/Account Details/Authorize Payment Agents) link under Student Accounts Receivable.



- 3) You will be redirected to the Student Account Center Website. If you have not done so previously, you will be asked to accept the Student Financial Responsibility Agreement and given the chance to add an authorized user, secondary email, and saved payment method if desired.
- 4) The Student Account Center dashboard will be displayed. General announcements will be in the left sidebar, your current balance will be displayed in the main window, and profile options will be in the right sidebar.

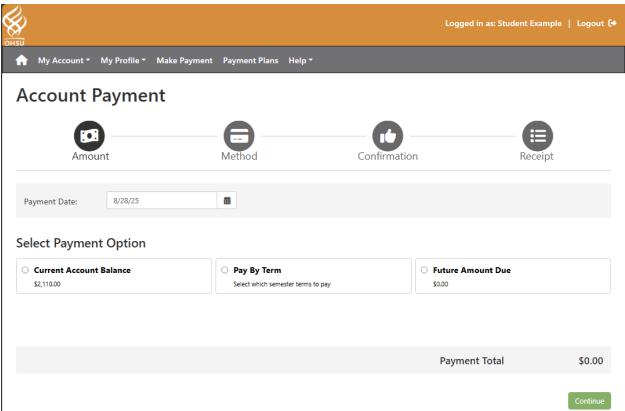


- 5) To view your activity prior to making a payment, click the View Activity button. To proceed directly to the payment, skip to Step 9.
- 6) By default, your entire account history will be displayed by term. This will include estimated financial aid that has not yet been applied to your account. To see account activity for a specific period of time, change the dropdown from Full account activity to Date range, enter the beginning and end dates, and click View Activity.



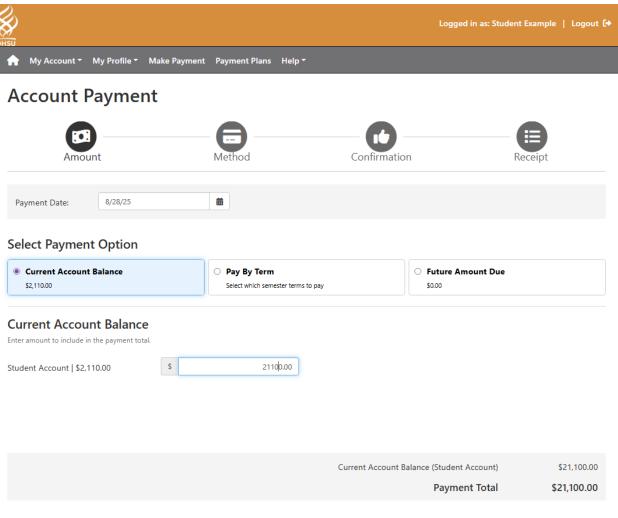
- 7) You can print or save the data in either Excel or PDF format by selecting the appropriate button either within the term display (for a single term) or in the upper right corner (for all displayed activity).
- 8) Once you have reviewed your bill, click the home button to return to the landing page.
- 9) Click the green Make Payment button to make a payment on your account.

10) Today's date will auto populate in the Payment Date field. If you wish to schedule a payment for a future date, select the calendar option to the right of the field.



11) Select from the one of the three available payment options. Current Account Balance, Pay By Term or Future Amount Due. Current Account Balance will make a payment towards your overall balance. Pay By Term makes a payment towards a specific term. Choose Future Amount Due will make payment towards future charges.

12) Once a Payment Option has been selected, a payment box will appear. Enter the amount you wish to pay in the box and click continue.

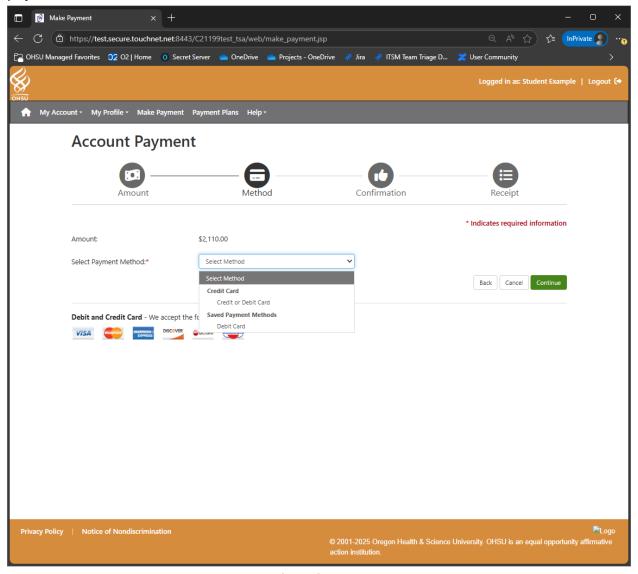


13) If you have previously saved a preferred payment method, that payment method will auto populate and you will be redirected to the Confirmation Screen automatically. Skip to step 18.

Continue

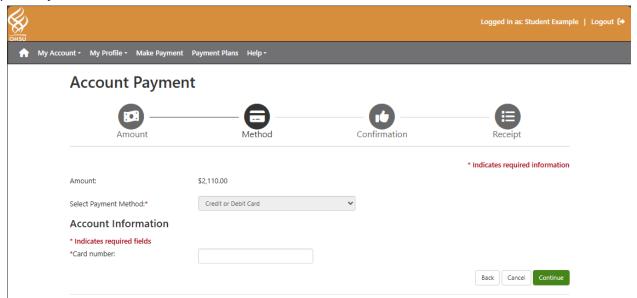
14) If you have not previously saved a payment method and set it to preferred, the Payment Method screen will be displayed. Use the dropdown to select Credit or Debit Card to make a payment without saving a payment method. If you have saved a payment method, you can select it from the drop-down method. Once your

payment method has been selected, click continue.

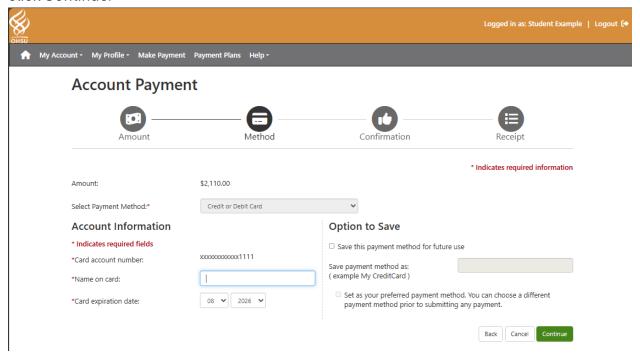


15) If you used a saved payment method, skip to Step 18.

16) Enter your credit or debit card number in the box and click continue.



17) Enter the name as it appears on the card and the card expiration date month and year in the left column. If you wish to save the card information for future payments, check the Save this payment for future use bos in the right column and enter the descriptiont o display for this payment method. Once all information is entered, click Continue.



18) The Payment Confirmation screen will display. Review your payment details carefully. If you need to update your payment amount or method, click the button in that section of the page to change it. Once you are have verified the information,

click the Submit Payment button. You will receive an email confirmation at the Confirmation Email(s) on file.

