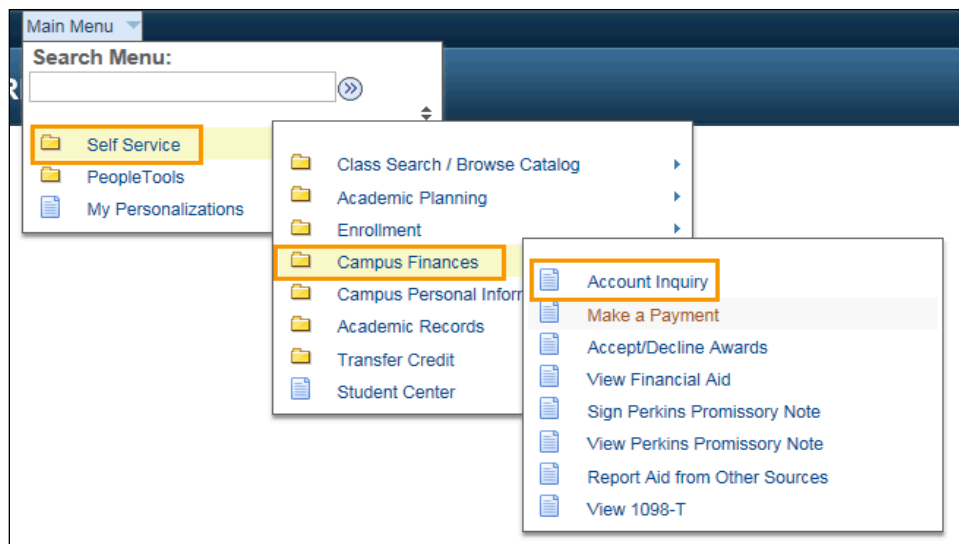


Student Financials Electronic Pay Job Aid

Student Financials Electronic Pay

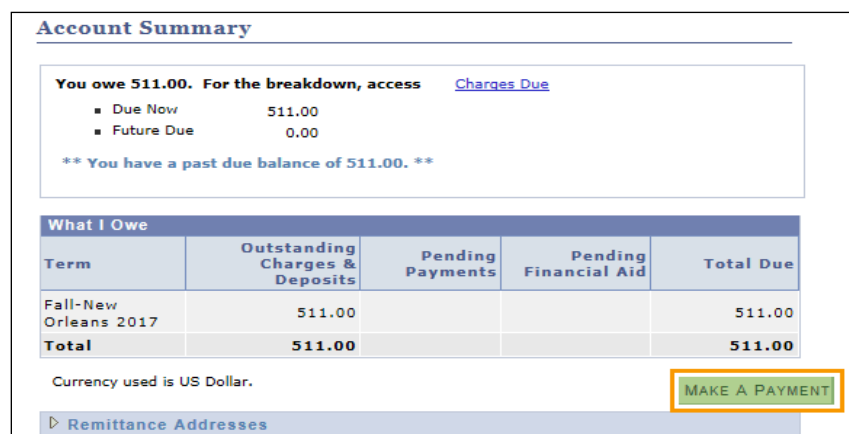
(Currently for New Orleans Students Only)

1. Click the **Main Menu** link.
 Click the **Self Service** menu.
 Click the **Campus Finances** menu.
 Click the **Account Inquiry** menu.



The Account Summary page will display.

2. To make a payment, click the **Make a Payment** button.



3. An itemized list of fees owed; including the description, will display. There are two options for making a payment. You can click the **Pay Charges** button, to pay the entire

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account balance or you can enter the amounts you wish to pay directly into the **Payment Amount** field.

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
General Activity Fee, Pub Heal	08/16/2017	Fall-New Orleans 2017	18.50	<input type="text"/>
Building Use Fee, NO	08/16/2017	Fall-New Orleans 2017	48.00	<input type="text" value="48.00"/>
Student Housing Fee, NO	08/16/2017	Fall-New Orleans 2017	51.50	<input type="text"/>
Student Health, NO	08/16/2017	Fall-New Orleans 2017	60.00	<input type="text" value="60.00"/>
Operational Fee PUBH NO	08/16/2017	Fall-New Orleans 2017	83.00	<input type="text"/>
Safety and Security Fee - N.O.	08/16/2017	Fall-New Orleans 2017	100.00	<input type="text"/>
Acad. Excel. Fee- Public Healt	08/16/2017	Fall-New Orleans 2017	100.00	<input type="text" value="100.00"/>
MS PHD PUBH Non Residen Fee	08/16/2017	Fall-New Orleans 2017	50.00	<input type="text"/>
Total			511.00	208.00

- You may make partial payments, if desired. To see the grand total of a partial payment, Click the **Calculate Grand Total** button.

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
General Activity Fee, Pub Heal	08/16/2017	Fall-New Orleans 2017	18.50	<input type="text"/>
Building Use Fee, NO	08/16/2017	Fall-New Orleans 2017	48.00	<input type="text" value="48.00"/>
Student Housing Fee, NO	08/16/2017	Fall-New Orleans 2017	51.50	<input type="text"/>
Student Health, NO	08/16/2017	Fall-New Orleans 2017	60.00	<input type="text" value="60.00"/>
Operational Fee PUBH NO	08/16/2017	Fall-New Orleans 2017	83.00	<input type="text"/>
Safety and Security Fee - N.O.	08/16/2017	Fall-New Orleans 2017	100.00	<input type="text"/>
Acad. Excel. Fee- Public Healt	08/16/2017	Fall-New Orleans 2017	100.00	<input type="text" value="100.00"/>
MS PHD PUBH Non Residen Fee	08/16/2017	Fall-New Orleans 2017	50.00	<input type="text"/>
Total			511.00	

Currency used is US Dollar.

- Click the **Next** button.
- Please read the Confirm Payment message.
- Click the **Continue to Make Payment** button.

Student Financials Electronic Pay Job Aid

Account Inquiry | Electronic Payments/Purchases | Account Services

Make a Payment

Confirm Payment

i Your payment of 208.00 USD will be collected through our secure third party payment provider.

A convenience fee of 2.5% will be added for credit card payments. There is no additional fee for electronic checks.

PLEASE NOTE: After you click the CONTINUE TO MAKE PAYMENT button, DO NOT USE the BACK button on your browser window to return to this page. This can cause a problem with your payment. Please use the link provided instead.

CANCEL | PREVIOUS | **CONTINUE TO MAKE PAYMENT**

There are two methods with which to pay on your account. You can **Pay by Electronic Check**, with either a Personal or Business Account Type or you may **Pay by Credit Card**.

- The first method is to pay by using an Electronic Check:

Click the **Pay by Electronic Check** button. Select either Personal or Business for the **Account Type**.

Click the **Next** button.

* Indicates required field

Your Information

* Student ID:

* Name:

Choose method of payment

Pay by electronic check

* Account Type:

Pay by credit card

Back **Next** **Exit**

Fill in the page with all the necessary information on the account holder. Under the **Payment Method**, enter the name as it appears on the bank account. Enter the **Account Number**, the **Routing Number**, and select the **Account Type**.

NOTE: All fields denoted with an asterisk () are required fields.*

- Click the **Next** button.

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Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
*Street Line 1:	<input type="text" value="1234 Border Lane"/>
Street Line 2:	<input type="text"/>
*City:	<input type="text" value="New Orleans"/>
*State:	<input type="text" value="Louisiana"/> <input type="button" value="v"/>
*Zip:	<input type="text" value="70112"/>
Phone:	<input type="text" value="5045555678"/>
*E-Mail:	<input type="text" value="jane.doe@thisemail.com"/>
Payment Details	
*Payment Amount: 70.00 USD	
Convenience Fee: 0.00 USD	
<small>Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 6:00 PM ET will be executed on the next valid banking day.</small>	
Payment Method	
*Name On Account:	<input type="text"/>
*Account Number:	<input type="text" value="123456789"/> What's This?
*Re-Type Account Number:	<input type="text" value="123456789"/>
*Routing Number:	<input type="text" value="121000358"/> <input type="button" value="x"/> What's This?
*Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
<small>tsuserweb/la/lsu/payments/paymentinfo.aspx</small> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>	

9. Click the **Pay Now** button.

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Payment Review

Address	
Billing Address:	
1234 Border Lane New Orleans, LA 70112 (504) 555-5678 @thisemail.com	
Payment Method	
Electronic Check Checking x6789 121000358	
Payment Amount	
Amount:	70.00 USD
Convenience Fee:	0.00 USD
Total:	70.00 USD
<p>Today, being 10/27/2017, by entering my routing and account number above and clicking "Pay Now," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1-3 banking days. If the payment returns unpaid, I authorize you or your service provider to collect the payment and my state's return item fee and, if applicable, costs, by EFT(s) or draft(s) drawn from my account. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.</p>	
Back Pay Now Exit	

Make a Payment			
Payment Result			
 Your payment has been accepted. Save the information below for your reference.			
Confirmation Details			
Reference Number	000000000004	Payment Amount	70.00
Transaction Type	E-Check	Transaction Date	10/27/2017
		Transaction Status	Successfully Posted
Currency used is US Dollar.			
VIEW CONFIRMED PAYMENT		MAKE ANOTHER PAYMENT	

10. The second method is to pay by credit card:

Click the **Pay by credit card** option.

Student Financials Electronic Pay Job Aid

* Indicates required field

Your Information

* Student ID:




* Name:

Choose method of payment

Pay by electronic check

* Account Type:

Pay by credit card

11. Click the **Next** button.
12. The Payment Information screen will display. Fill in the page with all the necessary information on the card holder. Under the **Payment Method**, enter the name as it appears on the credit card. Enter the **Card Number**, the **Expiration Date**, and the **Code**.

NOTE: All fields denoted with an asterisk () are required fields.*

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State:

*Zip:

Phone:

*E-Mail:

Payment Details


*Payment Amount: 208.00 USD
Convenience Fee: 5.20 USD

Payment Method

*Name on Card:

*Card Number:

*Expiration Date: * Month * Year




13. Click the **Next** button.

The Payment Review screen displays. Please make sure that all information displayed is the correct information.


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- Click the **Pay Now** button.

Address	
Billing Address: 1234 Border Lane New Orleans, LA 70112 (504) 555-1234 @thisemail.com	
Payment Method	
Credit Card  x1111 11/22	
Payment Amount	
Amount:	208.00 USD
Convenience Fee:	5.20 USD
Total:	213.20 USD
Back Pay Now Exit	

The **Payment Result** screen will display. The screen will display the **Confirmation Details** about the payment. You should retain this information for your records. You will receive a confirmation email of your payment.

- Click the **View Confirmed Payment** button.

Make a Payment	
Payment Result	
 Your payment has been accepted. Save the information below for your reference.	
Confirmation Details	
Reference Number	000000000003
Transaction Type	Credit Card - VI
Payment Amount	208.00
Transaction Date	10/26/2017
Transaction Status	Successfully Posted
Currency used is US Dollar.	
VIEW CONFIRMED PAYMENT MAKE ANOTHER PAYMENT	

Your payment History screen will be displayed. You can click on the individual payments to review exactly which fees were paid.

Student Financials Electronic Pay Job Aid

Account Inquiry		Electronic Payments/Purchases		Account Services	
summary	activity	charges due	payments	pending aid	

Payment History

From To

Posted Payments		
Date Paid	Payment Type	Paid Amount
10/26/2017	Electronic Payment - Ref # 00000000003	208.00
09/20/2017	Americorps Scholarship	1,886.88
08/16/2017	Public Health Fee Waiver	9,713.23
Total Posted Payments for this view		11,808.11

Currency used is US Dollar.

Pending Payments

You have no pending payments.