Student Financials Electronic Pay

1. Click the Student Center link.

2. Click the Activity Guide Navigation Area button to minimize the Student Center menu on the left side of the screen.

The Account Summary page will display.

3. Click the Make a Payment link.

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

4. Click the Pay Charges button.
You may make partial payments, if desired. To see the grand total of a partial payment,

5. Click the **Calculate Grand Total** button.

6. Click the **Next** button.

Please read the Confirm Payment message.

7. Click the **Continue to Make Payment** button.
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:

8. Click the Pay by Electronic Check option. Select either Personal or Business for the Account Type.

Click the Next button.

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.

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

The second method is to pay by **credit card**:

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

Click the **Next** button.
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 in the **Name on Card** field. Enter the **Card Number**, the **Expiration Date**, and the **Code**.

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

12. Click the **Next** button.

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

13. Click the **Pay Now** button.
The Payment Result screen will display. The screen will display the Confirmation Details about the payment. You should retain this information for your records.

14. Click the View Confirmed Payment button.

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