Student Financials Electronic Pay

Special Notes before you begin:

- The following process is the same for New Orleans and Shreveport students; although the examples and screens shown are using a New Orleans student.

- The examples in this document use Chrome, which is the preferred browser. There may be slight differences in look depending on the device and browser used, however the basic steps are the same. If using a small screen mobile device (i.e. phone) you may find it easier to use the screen in landscape mode depending on browser and device.

- As a reminder, do not use old bookmarks. Also, clear your browser cache before you begin.

- When Off Campus users will be directed to login to the Remote Access Portal First. Please login using your normal credentials, select Web Connect, and then login in to Academic Self Service:
Making an Electronic Payment:

1. Click the **Student Center** tile.

   ![Student Center tile](image)

   *Note: If on a mobile device, you may have to click the Student Center Bar after clicking the Student Center tile.*

2. Under the **Finances** section of the Student Center page, click the **Make a Payment** link.

   ![Make a Payment link](image)

   An itemized list of fees owed; including the description will display.
There are two options for making a payment:

Option 1:

3. You can click the Pay Charges button to pay the entire account balance, as shown. This will fill in each line item that equates to the total amount due. The total amount will show on the Total line and also in the Payment Summary area.

Option 2:

4. To make a partial payment, you may enter the amounts you wish to pay directly into the Payment Amount field(s) for the line items and calculate the grand total by clicking the Calculate Grand Total button. This will calculate the total number of line items entered. The partial payment total will show on the Total line and also in the Payment Summary area.
Zero Out All Amounts – This button will erase all line items entered by the user or after clicking the Pay Charges.

5. Click the Cancel button if you decide not to pay at this time.

If you click Cancel you will receive the following message, click Yes to cancel.

6. Click either Next button to continue the payment.
7. Please read the Confirm Payment message.

**NOTE: There is a 2.5% convenience fee when paying by debit or credit card.**

If you need to make a change to the amounts entered, choose the Previous button which will return you to the Payment items page or if you need to cancel, click the Cancel button. **NOTE: Do not use the back button on your browser.**

Click the Continue to Make Payment button to proceed.

You will be transferred to the USBANK website, where the payment form is hosted. **NOTE: The system will time-out if it takes more than 20 minutes to complete the payment form. If the system times out you may get an error message or a return to the sign on screen (see screen below). In either scenario, you will need to start the payment process over.**

The email address is displayed. There is an Edit link that allows the email address to be changed.
There are two methods with which to pay on your account. You can pay by debit or credit card, or pay by electronic check with either a checking or savings account type.

**Method 1: Pay by using a debit or credit card.**

8. Select a **Payment Method** by clicking on the actual words **Select Funding Source** (not the arrow on the right). Select **New Card Account** from the list items.

After selecting New Card Account, complete the appropriate fields.

9. Enter "Card Number".

10. Enter "3-digit CVV Code" (For Visa, MasterCard, and Discover, it is on the back of the card. Only Shreveport students can use American Express (AMEX). For AMEX (Shreveport Only) it is a 4-digit number found on the front of the card).

11. Enter "Card Expiration Date".

12. Enter "Name as it appears on the Card".
NOTE: The student’s mailing address on file will automatically populate into the Billing Address field. The Billing Address must match the name of the person on the card. If required, the Billing Address can be edited by selecting the box next to Edit Billing Address.

13. If editing the prefilled Billing Address enter the billing information for the card being used (street address, city, state, and zip code). To enter the State, click on the actual name of the state shown (not the arrow on the right) and select from the pop-up list to change the billing state.

14. Click the box next to I agree to the Terms and Conditions option.

NOTE: Terms and Conditions can be viewed by clicking on those words, then clicking AGREE or DISAGREE. If DISAGREE is chosen you cannot complete the transaction.
Reminder: There is a 2.5% convenience fee that has been applied when paying by debit or credit card.

15. Click the PAY button.

The confirmation details for your Payment Result will display.

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You will receive a confirmation email to the email address in your Personal Details. The email shown below is an example of a New Orleans student. The email for a Shreveport student will be worded slightly different.

To view Payment History:

16. Click the **View Confirmed Payment** button. All Posted and Pending Payments will be displayed. You can click on the individual payments to review exactly which fees were paid.

**Method 2: Payment by bank account (ACH).** For Payment Method, select **New Bank Account**.

17. Select a **Payment Method** by clicking on the actual words **Select Funding Source (not the arrow on the right)**. Select **New Bank Account** from the list items.

18. Select the **Bank Account Type** by clicking on the actual words **Account Type (not the arrow on the right)** and select from the list items (**Checking** or **Savings**).
19. Enter "Routing Number".

20. Enter "Account Number".

21. Enter "Confirm Account Number".

22. Enter "Name of Account Holder".

23. Click the Terms and Conditions option.

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

You will receive a confirmation email to the email address in your Personal Details. The email shown below is an example of a New Orleans student. The email for a Shreveport student will be worded slightly different.

**NOTE:** As a security measure, the system will not allow you to make a duplicate payment for the exact same amount, on the same day, using the same payment type.