

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:

Welcome to the
LSU Health Remote Access Portal

Username

Password

Connection Method

Please sign in to begin your secure session

Help -- For password issues please go to <https://www.lsuhsoc.edu/changepassword/>. If you need further assistance, please contact your computer supporter or call the [Help Desk](#).

Multi-Factor Authentication (MFA) Pilot

LSU Health New Orleans is currently piloting [Multi-Factor Authentication \(MFA\)](#) to strengthen security when accessing internal resources from off-network. If you are licensed for the pilot and have issues signing in call the [Help Desk](#).

Connection Methods

Web Connect -- Provides access to the web based resources you have been approved to use.

- Webmail
- Intranet
- Citrix Web Interface (Use Network Connect if you require local drive mappings)
- PeopleSoft Self Service
- Moodle
- Web bookmarks

LSU Health

PeopleSoft HRSA - PS9CSPRD 4

User ID

Password

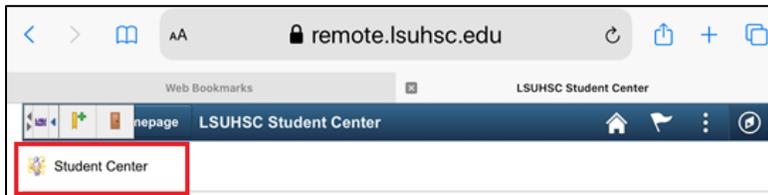
Warning! Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. **We recommend against using public or shared computers to access PeopleSoft.** To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session.

Making an Electronic Payment:

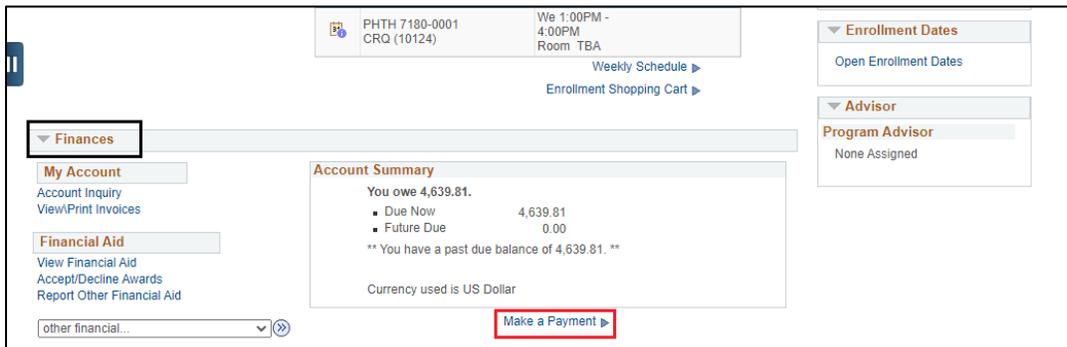
1. Click the **Student Center** tile.



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.



An itemized list of fees owed; including the description will display.

LSUHSC - New Orleans				
Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Student Health, NO	05/20/2020	Summer-New Orleans 2020	17.50	<input type="text"/>
Building Use Fee, NO	05/20/2020	Summer-New Orleans 2020	24.00	<input type="text"/>
Student Housing Fee, NO	05/20/2020	Summer-New Orleans 2020	35.00	<input type="text"/>
Tech Fee, AH, NO	05/20/2020	Summer-New Orleans 2020	40.00	<input type="text"/>
Operational Fee AHPG NO	05/20/2020	Summer-New Orleans 2020	41.00	<input type="text"/>
Safety and Security Fee - N.O.	05/20/2020	Summer-New Orleans 2020	50.00	<input type="text"/>
Acad. Excel. Fee- AHP New Ori	05/20/2020	Summer-New Orleans 2020	80.00	<input type="text"/>
Tuition, NO, AHP Graduate	05/20/2020	Summer-New Orleans 2020	4,276.80	<input type="text"/>
Stick Fee, New Orleans	05/20/2020	Summer-New Orleans 2020	5.51	<input type="text"/>
Parking Gate Cards- New Orlean	05/20/2020	Summer-New Orleans 2020	25.00	<input type="text"/>
Parking Fees - New Orleans	05/20/2020	Summer-New Orleans 2020	45.00	<input type="text"/>
Total	Due Date		4,639.81	

There are two options for making a payment:

Option 1:

- 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.

Tuition, NO, AHP Graduate	05/20/2020	Summer-New Orleans 2020	4,276.80	<input type="text" value="4,276.80"/>
Stick Fee, New Orleans	05/20/2020	Summer-New Orleans 2020	5.51	<input type="text" value="5.51"/>
Parking Gate Cards- New Orlean	05/20/2020	Summer-New Orleans 2020	25.00	<input type="text" value="25.00"/>
Parking Fees - New Orleans	05/20/2020	Summer-New Orleans 2020	45.00	<input type="text" value="45.00"/>
Total	Due Date		4,639.81	<input type="text" value="4,639.81"/>

Currency used is US Dollar

Payment Summary		
Description	Outstanding Charges	Payment Amount
LSUHSC - New Orleans	4,639.81	4,639.81

Currency used is US Dollar

Option 2:

- 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.

LSUHSC - New Orleans				
Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Student Health, NO	05/20/2020	Summer-New Orleans 2020	17.50	2.50
Building Use Fee, NO	05/20/2020	Summer-New Orleans 2020	24.00	
Student Housing Fee, NO	05/20/2020	Summer-New Orleans 2020	35.00	
Tech Fee, AH, NO	05/20/2020	Summer-New Orleans 2020	40.00	5.00
Operational Fee AHPG NO	05/20/2020	Summer-New Orleans 2020	41.00	
Safety and Security Fee - N.O.	05/20/2020	Summer-New Orleans 2020	50.00	
Acad. Excel. Fee- AHP New Ori	05/20/2020	Summer-New Orleans 2020	80.00	
Tuition, NO, AHP Graduate	05/20/2020	Summer-New Orleans 2020	4,276.80	100.00
Stick Fee, New Orleans	05/20/2020	Summer-New Orleans 2020	5.51	2.00
Parking Gate Cards- New Orlean	05/20/2020	Summer-New Orleans 2020	25.00	
Parking Fees - New Orleans	05/20/2020	Summer-New Orleans 2020	45.00	
Total	Due Date		4,639.81	109.50

Currency used is US Dollar

Payment Summary		
Description	Outstanding Charges	Payment Amount
LSUHSC - New Orleans	4,639.81	109.50

Currency used is US Dollar

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.

Tuition, NO, AHP Graduate	05/20/2020	Summer-New Orleans 2020	4,276.80	100.00
Stick Fee, New Orleans	05/20/2020	Summer-New Orleans 2020	5.51	2.00
Parking Gate Cards- New Orlean	05/20/2020	Summer-New Orleans 2020	25.00	
Parking Fees - New Orleans	05/20/2020	Summer-New Orleans 2020	45.00	
Total	Due Date		4,639.81	109.50

Currency used is US Dollar

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

Make a Payment


 Canceling will exit the Make a Payment process. Continue?

6. Click either **Next** button to continue the payment.

Currency used is US Dollar

Cancel Next

Payment Summary		
Description	Outstanding Charges	Payment Amount
LSUHSC - New Orleans	4,639.81	109.50

Currency used is US Dollar

Cancel Next

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.

Make a Payment

Confirm Payment

i Your payment of 109.50 USD will be collected through our secure third party payment provider.

A convenience fee of 2.5% will be added for debit card and 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**

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.**

LSU Health

PeopleSoft HRSA - PS9CSTST 2

!

Unauthorized Token has been detected by the System. Please signon with your User ID and Password.

User ID

Password

Warning! Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. We recommend against using public or shared computers to access PeopleSoft. To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session.

Sign In

The email address is displayed. There is an **Edit** link that allows the email address to be changed.

The screenshot shows the LSU Health payment portal. At the top is the LSU Health logo. Below it is a 'Personal Details' section, which is highlighted with a red rectangular box. This section contains an email field with a masked address ending in '@lsuhsc.edu' and an 'Edit' link. Below the Personal Details is the 'Payment method' section. It features a dropdown menu for 'Select Funding Source', followed by fields for 'Account Type', 'Routing Number', 'Account Number', and 'Confirm Account Number'. At the bottom of the payment method section is a 'Name of Account Holder' field. Below these fields is a checkbox for 'I agree to the Terms and Conditions' and an orange 'PAY' button.

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.

This screenshot shows the same LSU Health payment portal as the previous one, but with the 'Payment method' dropdown menu open. The dropdown menu lists two options: 'New Bank Account' and 'New Card Account'. The 'New Card Account' option is highlighted in blue, indicating it has been selected. The rest of the form, including the 'Personal Details' section and the 'PAY' button, remains visible in the background.

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**".

The screenshot shows the LSU Health payment portal interface. At the top is the 'LSU Health' logo with a close button 'X'. Below are four main sections:

- Personal Details:** Shows an email address ending in '@lsuhsc.edu' with an 'Edit' link.
- Payment method:** Shows 'New Card Account' with a dropdown menu. Below it, a card number is partially visible, followed by the name 'XXXXXXXXXX', the logo for 'XXXXXXXXXX', and the expiration date '12/24'.
- Billing Address:** Shows '122 Saint John St', 'Luling', 'LA', and '70070'. There is a checked box for 'Edit Billing Address'.
- Amount Details:** Shows 'Payment Amount: \$100.00', 'Fee: \$2.50', and 'Total: \$102.50'.

 At the bottom, there is a checkbox for 'I agree to the Terms and Conditions' and an orange 'PAY \$102.50' button.

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.

This screenshot is similar to the first one but shows the state selection dropdown menu open. The dropdown lists states: Kansas, Kentucky, Louisiana (highlighted in blue), Maine, Maryland, Massachusetts, Michigan, and Minnesota. The 'Billing Address' field now shows '224 Hope St', 'Bossier City', 'Michigan', and '70070'. Below the dropdown, it says 'Please select State'. The 'Amount Details' and 'PAY \$102.50' button remain the same.

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.



I agree to the Terms and Conditions

Terms and Conditions for the SLA LSU Health Sciences New Orleans Online Payment Program

The SLA LSU Health Sciences New Orleans ("SLALSUHealthNO") Online Payment Program ("OPP") authorizes SLALSUHealthNO to provide your [bill type] bill to you electronically and pay your bill through direct debits from your designated checking or savings account. By completing and submitting the SLALSUHealthNO online form you are authorizing SLALSUHealthNO to send all future bills electronically to the email address you provide. You will not receive a paper bill from the SLALSUHealthNO via US mail.

In addition, by providing us with your banking information and agreeing to these terms and conditions, you authorize us to follow the payment instructions (one time payment or pre-authorized auto draft payment) that we receive through the OPP. When we receive a payment instruction, you authorize us to debit your bank account and obtain funds on your behalf so that the funds arrive as close to the business day designated by you as reasonably possible. You also authorize the financial institution that holds your bank account to

Reminder: There is a 2.5% convenience fee that has been applied when paying by debit or credit card.

15. Click the **PAY** button.



Personal Details

Email: [redacted]@lsuhsc.edu [Edit](#)

Payment method

New Card Account

.....  12/24

.....

Billing Address [Edit Billing Address](#)

224 Hope St

Bossier City Louisiana 71111

Please enter Zip code

Amount Details

Payment Amount: \$100.00
 Fee: \$2.50
 Total: \$102.50

I agree to the [Terms and Conditions](#)

The confirmation details for your Payment Result will display.

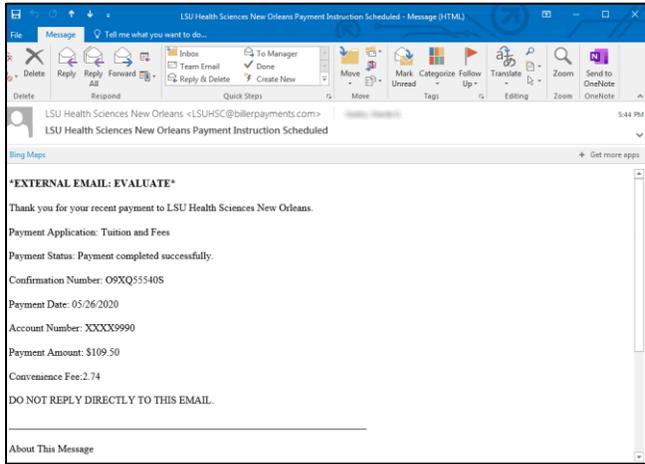
Payment Result

 Your payment has been accepted. Save the following information for your reference.

Confirmation Details			
Reference Number	00000013291	Payment Amount	109.50
Transaction Type	Credit Card - VI	Transaction Date	05/26/2020
		Transaction Status	Successfully Posted

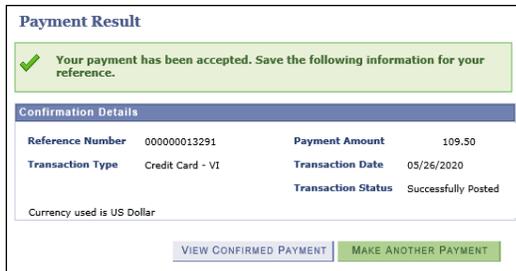
Currency used is US Dollar

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**).

The screenshot shows the top portion of a web form for LSU Health. At the top is the 'LSU Health' logo with a close button 'X'. Below it is a 'Personal Details' section with an email field containing '@lsuhsc.edu'. The 'Payment method' section is active, showing a dropdown for 'New Bank Account' set to 'Checking'. The 'Routing Number' field is empty, and the 'Confirm Account Number' field is also empty. A 'Name of Account Holder' field is present but empty. At the bottom of the form, there is a checkbox for 'I agree to the Terms and Conditions' and an orange 'PAY' button.

19. Enter "**Routing Number**".
20. Enter "**Account Number**".
21. Enter "**Confirm Account Number**".

This screenshot shows the same form as above, but with more information entered. The 'Routing Number' field now contains '071000013'. The 'Confirm Account Number' field contains '12345' and has a small 'X' icon to its right. The 'Name of Account Holder' field is still empty. The orange button now displays 'PAY \$109.50'. The 'Terms and Conditions' checkbox remains unchecked.

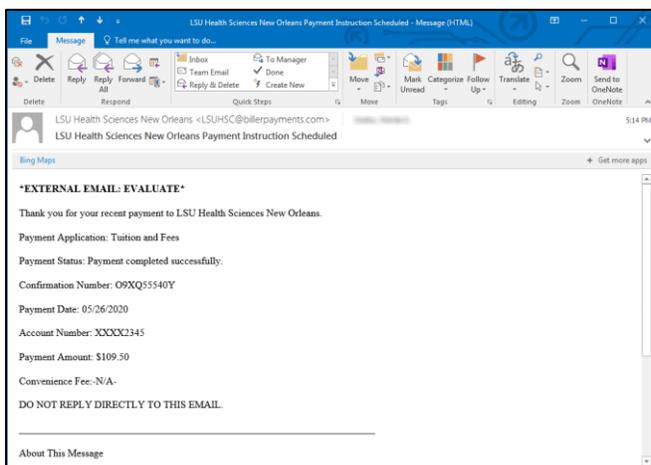
22. Enter "**Name of Account Holder**".
23. Click the **Terms and Conditions** option.
24. Click the **PAY** button.

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

Confirmation Details			
Reference Number	00000013292	Payment Amount	109.50
Transaction Type	E-Check	Transaction Date	05/26/2020
		Transaction Status	Successfully Posted
Currency used is US Dollar			

At the bottom, there are two buttons: 'VIEW CONFIRMED PAYMENT' and 'MAKE ANOTHER PAYMENT'.

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.