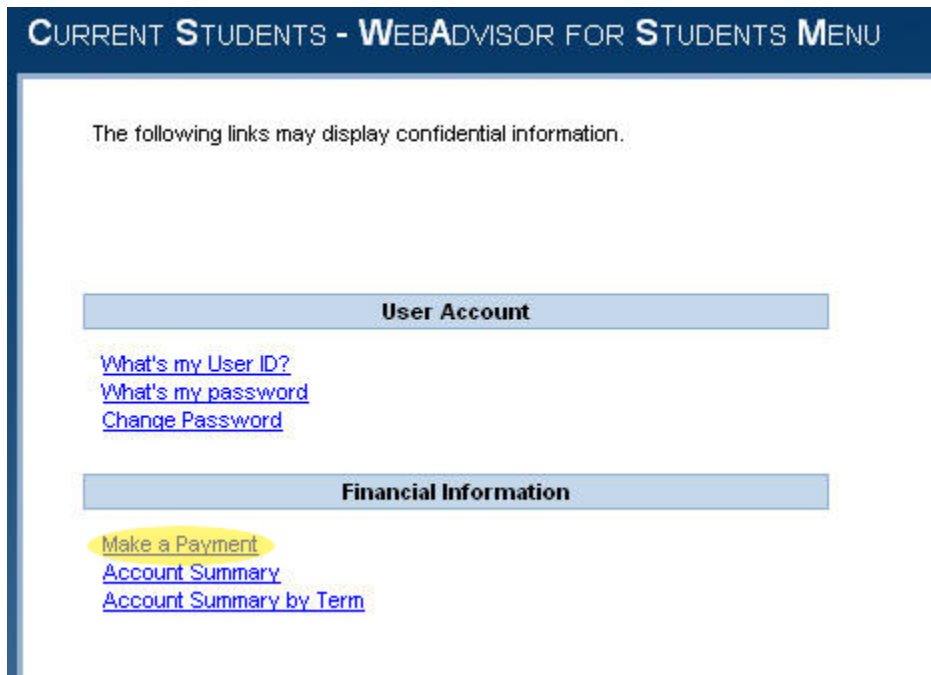


Online Payment

From the "Students Menu" click on "Make a Payment" as seen in Figure 1.



(Figure 1)

Next, you will view the current balance on your account. Please enter the amount that you need to pay. These areas are highlighted in yellow in the image below (See Figure 2). *Note that partial payments are not allowed - only full payments. Also, select the type of payment card that is being used. (See image below)

Pay on My Account

* = Required

| Payment Amount | Balance | Description | Total Charges | Payments | Financial Aid Remaining | Payment Plans | Refunds |
|----------------|---------|-------------------------------------|---------------|----------|-------------------------|---------------|---------|
| 510.00 | 510.00 | Account Balance, Student Receivable | 510.00 | 510.00 | 0.00 | 0.00 | 0.00 |

Total Amount Due: 510.00

Payment Type*:

(Figure 2)

Online Payment

Next, completely fill out the payment card information. These areas are highlighted in yellow (See Figure 3). Also, verify your name, billing address and e-mail address. *An e-mail will be sent to the address listed.

Electronic Card Entry

[How do I find the security code?](#)

* = Required

Payment Amount 510.00
Convenience Fee 0.00
Total Payment Amount 510.00

Credit Card Number*
Expiration Date* Expiration Year*
Card Security Code*

Name on Card*
Billing Address*
City* State/Province* Postal Code*
E-mail Address*

SUBMIT

(Figure 3)

After this has been submitted, a message will appear stating the amount that was paid. This message will also appear in the e-mail (See Figure 4).

Payment Confirmation

Thank you for your payment of \$ 510.00. It will be credited to your account pending confirmation and approval of the payment.

OK

(Figure 4)