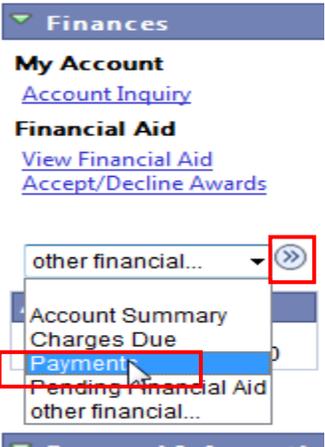
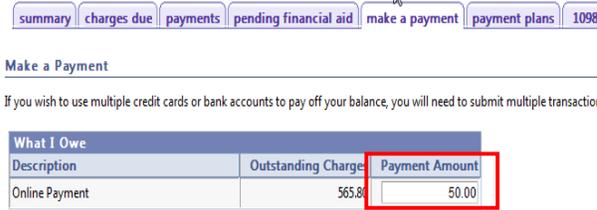
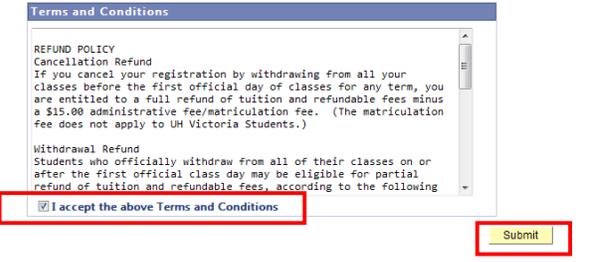


Make a Payment

After logging into E-Services, you can use the Student Center to make a payment

Steps	Illustrations
<p>1. Under the Learner Services section, Click on Student Center</p>	 <p>The screenshot shows the 'Learner Services' header. Below it, the 'Student Center' link is highlighted with a red box. A tooltip below it says 'Use the student center to manage school related activities.' Below that, 'Campus Personal Information' is visible with the text 'Maintain your personal information and review holds and to dos'.</p>
<p>2. Under Finances section, click on the drop down box and select Payments. Click on the  button.</p>	 <p>The screenshot shows the 'Finances' section with a 'My Account' sub-section containing links for 'Account Inquiry', 'Financial Aid', 'View Financial Aid', and 'Accept/Decline Awards'. A dropdown menu is open, showing options like 'other financial...', 'Account Summary', 'Charges Due', 'Payment', 'Pending Financial Aid', and 'other financial...'. The 'Payment' option is highlighted with a red box. A red box also highlights the right-pointing arrow button next to the dropdown.</p>
<p>3. Click on the make a payment tab.</p>	 <p>The screenshot shows a row of navigation tabs: 'summary', 'charges due', 'payments', 'pending financial aid', 'make a payment', 'payment plans', and '1098t'. The 'make a payment' tab is highlighted with a red box.</p>
<p>4. If not paying the full amount, enter the amount in the Payment Amount field.</p>	 <p>The screenshot shows the 'Make a Payment' form. It includes a table titled 'What I Owe' with columns for 'Description', 'Outstanding Charge', and 'Payment Amount'. The 'Payment Amount' field is highlighted with a red box and contains the value '50.00'. Above the table, there is a note: 'If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transaction'.</p>
<p>5. Check the Terms and Conditions box. Click Submit.</p>	 <p>The screenshot shows the 'Terms and Conditions' section. It contains text about 'REFUND POLICY' and 'Cancellation Refund'. Below the text, there is a checkbox labeled 'I accept the above Terms and Conditions' which is checked and highlighted with a red box. A 'Submit' button is also highlighted with a red box.</p>

6. Enter your Credit Card Information and verify your mailing address and enter your email address.
Click on **Submit Payment**.

Required fields are highlighted with an asterisk.

Payment information:

Amount:* \$35.00
Campus:* 00759
EMPLID:* 0812400
Payment Reference Number:* 000000506291

Please enter the following information about your payment method:

Cardholder's Name:* John Test
Cards Accepted: 
Card Number:* 4111111111111111
Signature Panel Code:* 804
Expiration Date:* 06 2012

Billing information:

Address:* 300 Memory Ln
City: Houston
State: Texas
Zip:* 77058

7. Click on **Yes** to confirm information entered.

Please verify the following information:

Amount: \$35.00
Campus: 00759
EMPLID: 0812400
Payment Reference Number: 000000506291

Card information:

Cardholder's Name: John Test
Card Type: Visa
Card Number: 4111111111111111
Signature Panel Code: 804
Expiration Date: 6/2012

Billing information:

Address: 300 Memory Ln
City: Houston
State: TX
Zip: 77058

Is this information correct?

8. If payment is successful, you will receive a **Confirmation** page.