**Step 1 Login into your student portal.**



**Step 2 Click on the “Finances” tab on your Student Homepage**



**Step 3 The Student Financials Collection page will load. From here click the “Make a Payment” link on the left-hand side of the page.**



**Step 4 The Make a Payment page will load. Input the amount of your payment in the “Payment Amount” box.**

**Step 5 Then under the “How to Pay” heading, click the down arrow next to “Pay By” and choose your payment method.**

**Step 6 Read and agree to the Terms and Conditions**

**Step 7 Click “Submit”.**



**Step 8 Enter your payment information and all the required fields.**



**Step 9 Click “Continue”.**

**Step 10 Once you see that your payment was successful and a confirmation screen, you’re done.**