

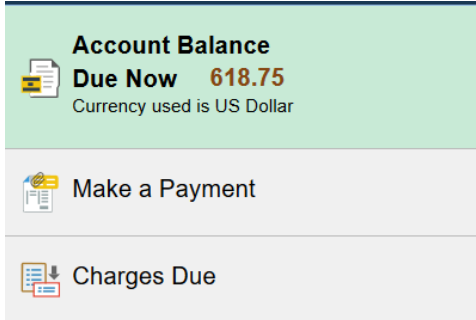
Making a Payment

Students can make a payment through PeopleSoft by accessing their Account Balances from their Student Homepage.

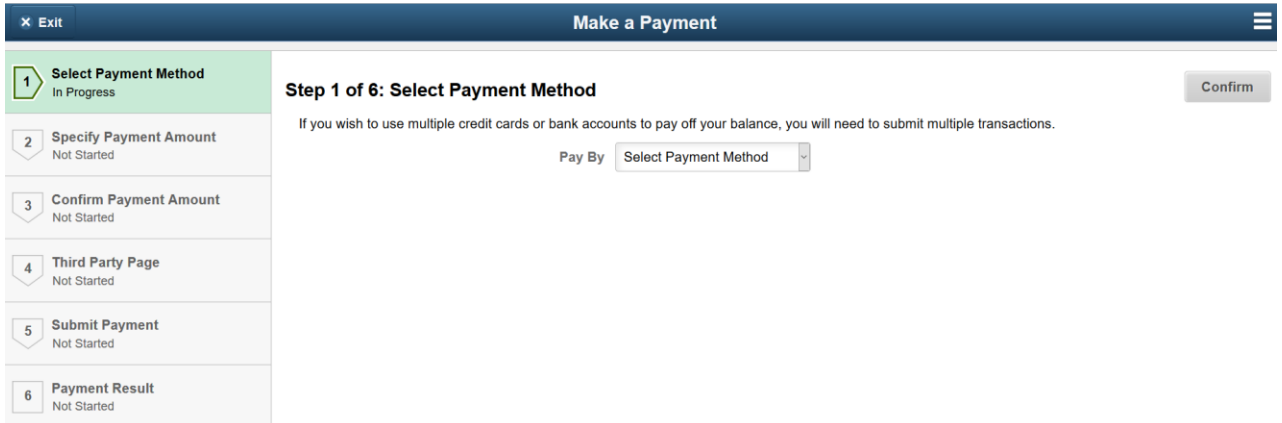
From the Student Homepage:

1. Click on the **Account Balance** tile.
2. From the left hand menu, view the **Account Balance Due Now**, **Make a Payment**, or view **Charges Due**.

To make a payment, click **Make a Payment**.



3. The Make a Payment process opens.

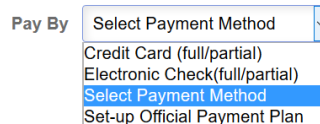


Note: Follow the Steps on the screen. Each Step must be completed before proceeding to the next.

4. Select the Payment Method from the drop down list. *In this example, a credit card payment will be selected.*

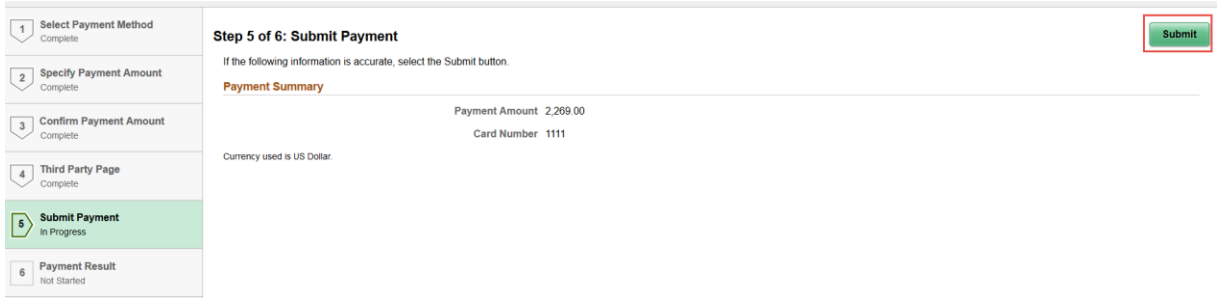
Step 1 of 6: Select Payment Method

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

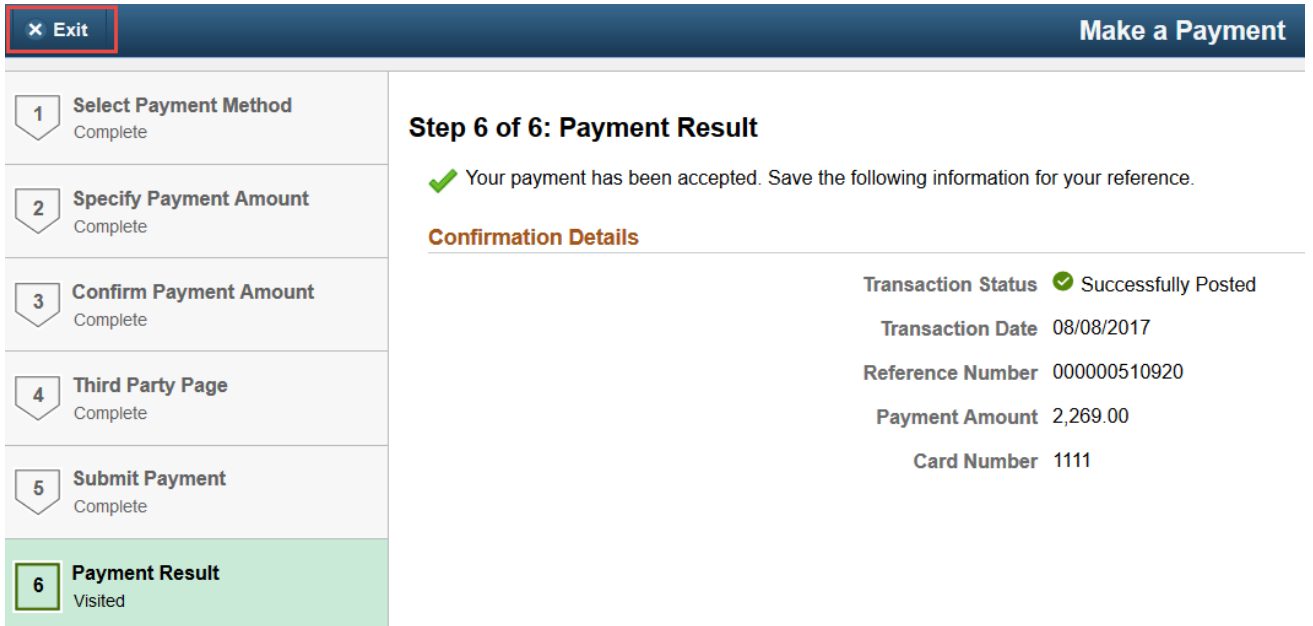


5. After selecting a payment method, click the **Confirm** button.

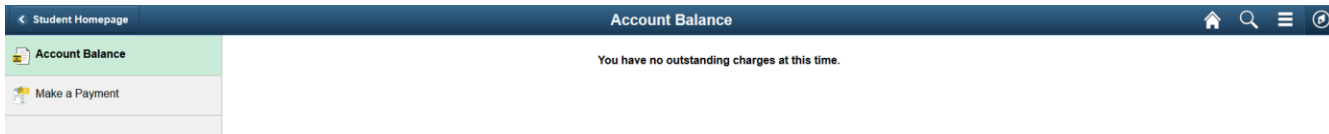
10. The Payment Summary will display. If the information is accurate, click **Submit**.




11. The Payment Result screen will display with Confirmation Details. After viewing, click the **Exit** button in the upper left hand corner.



12. The Account Balance screen will display.



13. Click the **Home**  icon to return to the Student Homepage.