

# How to Pay My Student Account by Credit Card (convenience fees apply)

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Once Logged in to your account:

- The **My Account** tab will show balances due and announcements regarding due dates.
  - The **eBills** tab will show the most recent billing statement.
  - The **Payments** tab will allow you to make a payment, view other payment details, view payment history, and view installment plan information.
1. From the **Payments** tab, select **Make a Payment**.
  2. Click **Current Balance** and enter the payment amount and date. The current balance and current date will default but both can be changed.
  3. Click **Continue**.
  4. The payment method will be **New Credit or ATM Debit Card** (MC, DISC, AmEx only)
  5. Click **Select**.
  6. Enter your credit card number.
  7. Click **Continue**.
  8. Finish entering the credit card information.
  9. You will have the option to save the payment information for future use.
  10. Click **Continue**.
  11. Review the payment information. Notice a convenience fee is listed and will be charged (ACH payments do not have fees associated with them).
  12. Make any changes needed by choosing **Previous Step**.
  13. Once the information has been verified, click **Submit Payment**.
  14. A confirmation page will be displayed and an email will be sent.