

## Cheat Sheet

### Student Service Center – Finance Section


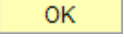
#### ***Basic Navigation***

Home > Self Service > Student Center

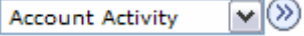

#### ***View Account Inquiry***

1. Click on the [Account Inquiry](#) link under the Finances section.
2. You can view what you owe:
  - a. What is due now
  - b. What is due in the near future (on the next billing cycle)
  - c. Running activity, broken down by semester

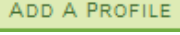
#### ***View Minimum Payment Due (available only at select times of semester)***

1. Click on the [Account Inquiry](#) link under the Finances section.  
[Display Min Payment Due](#)
2. Click on the  icon.
3. You will see your minimum payment due.
4. Click on the  button.

#### ***View Account Activity***

1. If on the Student Service Center, choose “Account Activity” for the  box.
2. Click on the  button.
3. You can view your running account.
4. You can change the date range that you are viewing with the **From** and **To** boxes. The default is displays today and 6 months past.

#### ***Enter a Payment Profile***

1. Click on the [Payment Profile](#) link on the Student Center.
2. Click on the  button.
3. Description: Enter a title / description for the card profile.
4. Short Description: Enter a short title / description for the card profile.
5. Profile Type: Select appropriate type (credit card or electronic check).
6. First Name: Enter first name as it appears on the card or check.

7. Last Name                      Enter last name as it appears on the card or check.
8. Email Address:                Enter the card owner's email address.
9. Telephone:                    Enter the card owner's phone number.
10. Credit Card Type:            Select the appropriate type of card.
11. Card Number:                Enter the card number.
12. Expiration Date:            Select the card expiration month and year.
13. Click on the **SAVE PAYMENT PROFILE** button.
14. It will return you to the previous page where you will now see the newly-created profile in the "Payment Profile" column.

### ***Make a Payment***

1. Click on the **make a payment ▶** link.
2. Provide credit card information for payment:
  - a. Select an already-saved profile

**OR**

  - b. Enter information in the "Credit Card Details" box.
3. Click on the **Edit Address** link, which is a **REQUIRED** step.
4. Enter your address, city, state, zip code, and county into the appropriate boxes.
5. Click on the **OK** button. The address will carry back to the previous page.
6. Click on the **NEXT** button.
7. Enter in the amount you would like to pay on THIS credit card in the **Payment Amount** box.
8. Click on the **NEXT** button.
9. Verify that all information is correct. If changes need to be made, click on the appropriate button, **change payment amount** or **change payment details**.
10. Once completely correct, click on the **SUBMIT** button.
11. It may take a moment to process, but it should eventually save and display the "Payment Results" page.
12. Then, you can either make another payment by clicking the **MAKE ANOTHER PAYMENT** button or you can choose your desired destination by using the **go to ...** box.