

Student Service Center – Finance Section

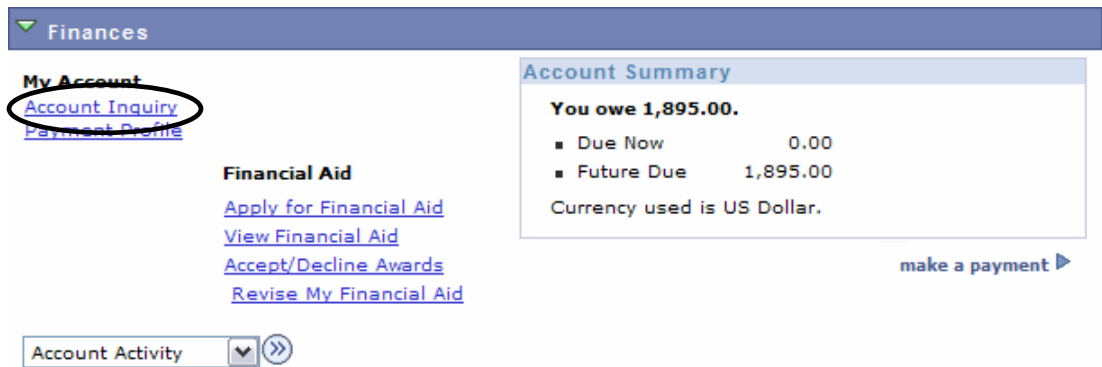
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Basic Navigation

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

Seymour Eagle go to ...

summary activity make a payment

Account Summary

You owe 1,895.00.

- Due Now 0.00
- Future Due 1,895.00

What I Owe

Term	Outstanding Charges & Deposits	Total Due
Fall 2007-2008	1,895.00	1,895.00
Total	1,895.00	1,895.00

Currency used is US Dollar. MAKE A PAYMENT

▶ Remittance Addresses

[Financial Aid](#)

Summary [Activity](#) [Make a Payment](#)

Annotations: 2a points to 'You owe 1,895.00.', 2b points to the 'What I Owe' table, and 2c points to the table's right side.

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

1. Click on the [Account Inquiry](#) link under the Finances section.

▼ Finances

My Account

[Account Inquiry](#) Account Inquiry

[Payment Profile](#)

Financial Aid

[Apply for Financial Aid](#)

[View Financial Aid](#)

[Accept/Decline Awards](#)

[Revise My Financial Aid](#)

Account Summary

You owe 1,895.00.

- Due Now 0.00
- Future Due 1,895.00

Currency used is US Dollar. make a payment ▶

Account Activity Account Activity

2. Click on the  icon.

Seymour Eagle go to ...

summary activity make a payment

Account Summary

You owe 480.00.

- Due Now 0.00
- Future Due 480.00

What I Owe		
Term	Outstanding Charges & Deposits	Total Due
Fall 2007-2008	480.00	480.00
Total	480.00	480.00

Currency used is US Dollar.

MAKE A PAYMENT

▾ Remittance Addresses

[Financial Aid](#)

Summary Activity [Make a Payment](#)

go to ...

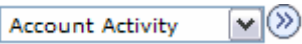



3. You will see your minimum payment due.
4. Click on the OK button.

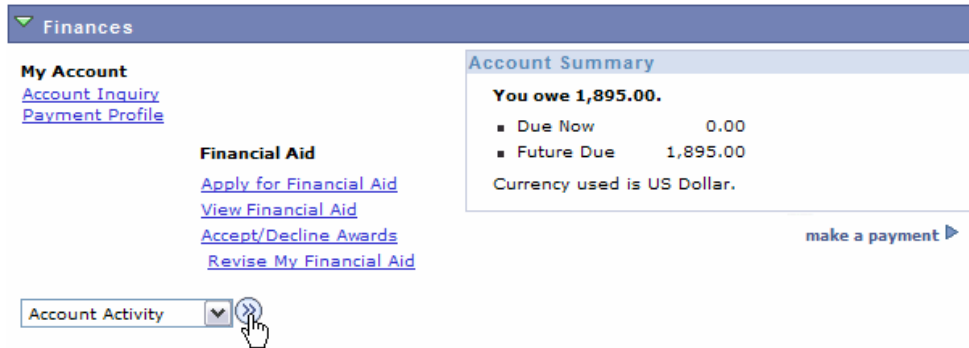
	Minimum Payment Due		USM01	UGRD	4081
474447	Eagle,Seymour Goldie		Fall 2007		
Tuition Calculated: Not Required			Svc Ind:	Min Amount NOT Paid	
	Prior Term Due:	0.00			
Fall 2007	Term Charges:				
	Tuition:	1230.00	Fall 2007	Term Payments:	-800.00
	Housing:	0.00		Antc Fin Aid:	0.00
	Meal Plan:	0.00		Total Waivers:	0.00
	Out of State:	0.00			
	Other Fees:	50.00			
	Total Charges:	1280.00			
	Minimum Due Amount:	0.00			

OK
Apply

View Account Activity

1. If on the Student Service Center, choose “Account Activity” for the  box.

2. Click on the  button.



The screenshot shows the 'Finances' section of the SOAR interface. On the left, under 'My Account', there are links for 'Account Inquiry' and 'Payment Profile'. Below that is the 'Financial Aid' section with links for 'Apply for Financial Aid', 'View Financial Aid', 'Accept/Decline Awards', and 'Revise My Financial Aid'. On the right, the 'Account Summary' box shows 'You owe 1,895.00.' with a breakdown: 'Due Now' for 0.00 and 'Future Due' for 1,895.00. A 'make a payment' button is located at the bottom right of the summary box. At the bottom of the page, the 'Account Activity' dropdown menu is shown with a mouse cursor clicking the right arrow 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.

Seymour Eagle

Account Activity

View by

From To All Terms

Posted Date	Item	Term	Charge	Payment	Refund
10/10/2007	Alternative Learning Fee - Technical Writing	Fall 2007-2008	-30.00		
10/10/2007	Tuition	Fall 2007-2008	-612.00		
10/05/2007	Alternative Learning Fee - Technical Writing	Fall 2007-2008	30.00		
10/05/2007	Late Registration Fee	Fall 2007-2008	50.00		
10/05/2007	Tuition	Fall 2007-2008	2,457.00		
05/07/2007	Refund - Batch	Summer 2006-2007			1,711.80
05/04/2007	Stafford Subsidized 6	Summer 2006-2007		5,500.00	
05/02/2007	Bus/Spanish Spain Deposit	Summer 2006-2007		200.00	
05/02/2007	Tuition - Summer	Summer 2006-2007	1,152.00		
04/25/2007	Business and/or Spanish-Spain	Summer 2006-2007	2,747.00		

Enter a Payment Profile

1. Click on the [Payment Profile](#) link on the Student Center.

Finances

My Account
[Account Inquiry](#)
[Payment Profile](#)

Financial Aid
[Apply for Financial Aid](#)
[View Financial Aid](#)

Account Summary

You owe 480.00.

- Due Now 0.00
- Future Due 480.00

Currency used is US Dollar.

2. Click on the button.

Payment Profile

Payment Profile Summary

Below is a list of your payment profiles. To view the details, click the profile name. To add a profile, click Add a Profile.

Payment Profile	Profile Type	Edit Profile	Delete Profile
Dad's VISA	Credit Card	edit	delete
ADD A PROFILE			

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.

Seymour Eagle

Payment Profile

Add a Payment Profile

Description Preferred Account

Short Description

Profile Type

First Name

Last Name

Email Address

Telephone

Credit Card

Credit Card Type

Card Number

Expiration Date /

[Return to Payment Profile](#)

[SAVE PAYMENT PROFILE](#)

- It will return you to the previous page where you will now see the newly-created profile in the "Payment Profile" column.

Payment Profile

Payment Profile Summary

Below is a list of your payment profiles. To view the details, click the profile name. To add a profile, click Add a Profile.

Payment Profile	Profile Type	Edit Profile	Delete Profile
Dad's VISA	Credit Card	edit	delete

[ADD A PROFILE](#)

Make a Payment

- Click on the [make a payment](#) link.

Finances

My Account
[Account Inquiry](#)
[Payment Profile](#)

Financial Aid
[Apply for Financial Aid](#)
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Revise My Financial Aid](#)

Account Summary
 You owe **1,895.00.**
 ■ Due Now 0.00
 ■ Future Due 1,895.00
 Currency used is US Dollar.

[make a payment](#)

Account Activity

2. Provide credit card information for payment:
 - a. Select an already-saved profile
 - OR**
 - b. Enter information in the “Credit Card Details” box.

Make a Payment 1 2 3 4

1. Specify Payment Details

You may specify your payment amount after providing your account information.

Create New Profile
 Use Existing Profile 2a
 Do not use Profile

Payment Profile: select Payment Profile
 Dad's VISA
 select Payment Profile

Save Payment Profile

Credit Card Details

Enter the information requested exactly as it appears on your credit card.

First Name: Mama
 Last Name: Eagle
 Credit Card Type: Master Card
 Card Number: Credit Card # will appear here
 Expiration Date: 01 / 2007

The billing address you specify must match your credit card company's records.

Telephone: 601-123-4567
 Country: United States [Edit Address](#)

Address

CANCEL NEXT

2b

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.

Edit Address

Country: United States [Change Country](#)

Address 1: 123 Main Street

Address 2:

Address 3:

City: Somewhere State: MS Mississippi Postal: 12345

County: ABCDEFG

OK Cancel

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.

Make a Payment

1 2 3 4

2. Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

What I Owe		
Description	Outstanding Charges	Payment Amount
	1,895.00	800.00

Currency used is US Dollar.

CANCEL PREVIOUS **NEXT**

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.

Make a Payment



3. Confirm Payment

If the information below is accurate, click the Submit button.

Payment Summary		
Payment Amount	800.00	change payment amount
Currency used is US Dollar.		
First Name	Papa	change payment details
Last Name	Eagle	
Credit Card Type	VISA	
Card Number	XXXXXXXXXXXX3333	
Card Expiration Month	10/ 2007	
Telephone	601/123-4567	
Country	United States	
Address	123 Main Street Somewhere, MS 12345 ABCDEFGH	

[CANCEL](#) [PREVIOUS](#) [SUBMIT](#)

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 box.

Make a Payment



4. Payment Result

Your payment has been accepted. Save the information below for your reference.

Confirmation Details			
Reference Number	000000004537	Payment Amount	800.00
Credit Card Number	XXXXXXXXXXXX3333	Transaction Date	10/16/2007
Payment Profile	Dad's VISA	Transaction Status	Successfully Posted
Currency used is US Dollar.			

[MAKE ANOTHER PAYMENT](#)

[Summary](#) [Activity](#)

[Make a Payment](#)