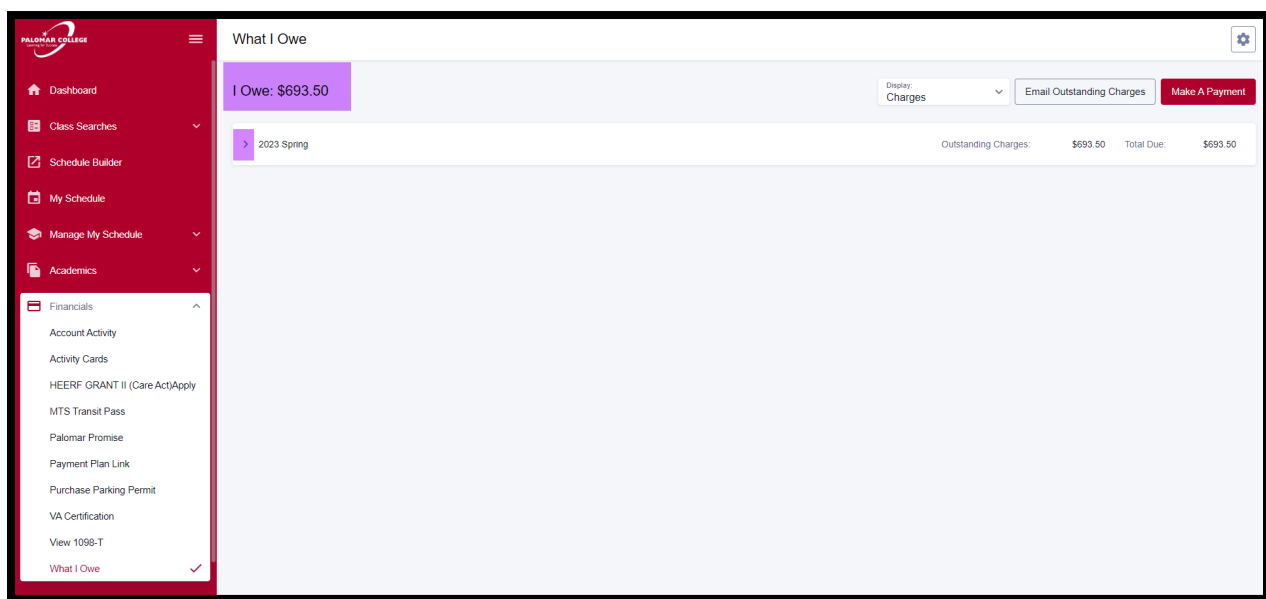**Step 1)** Above: When logged into the system as a student, from the Campus Experience Dashboard, **navigate to Financials** and open the menu. From the Financials menu **select 'What I owe.'** You can also see the account balance on the Dashboard.

Step 2) Below: The balance on the account will appear, **click on the arrow** to see the detail behind the balance.

Step 3) Above: To make a payment **click on 'Make a Payment'** in the upper right-hand corner of the page.

Step 4) Below: **After clicking on 'Make a Payment'**, the u**ser will be directed to a third-party site**. Notice that the balance has increased; since the last time the student checked their account, they have since registered for Fall Classes. This has increased the balance by $916.00. To make a payment **click on 'Make Payment.'**

Step 5) Above: To begin the payment process student can determine if they want to pay the 'Current Account Balance' **or** 'Pay by Term.' In the example above, student has selected to pay by term. **Click 'Continue'** to select how student would like to pay.

Step 6) Below: For **method of payment**, student will have two choices, either Credit Card (Credit or Debit Card) or Other Payment Methods (Electronic Check (checking/savings)). In the example below, Credit or Debit Card has been selected as Payment Method. Click 'Continue.'

Step 7) Above: Enter card number then **click 'Continue.'**

Step 8) Below: Enter requested information then **click 'Continue.'** Student will also have the '**Option to Save'** the payment method for future use.

Step 9) Above: Review payment information, **if no changes are required,** click on **'Submit Payment'**. Once the payment has been submitted a receipt will be generated. To logout of the third-party payment system **click on 'Logout'** in the upper right-hand corner.