

## HOW TO PAY AN OUTSTANDING BALANCE

There are two ways to access outstanding invoices. When logged into the student's account, from the left side of the page, click on either 'My Invoices' or 'My Account History.' Typically using 'My Invoices' is the preferred method.

'My Invoices' Method:

- 1. Log into the Student Account
- Click on 'My Invoices' (Below is a screenshot of a test account with several enrollments.)
- 3. Check the invoice that you want to pay (you may click on the Invoice No. to see more details)

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	My Enrollment History My Schedule	Outstanding Invoices											
	My Applications	Date	Invoice No.	Due Date	Total Amount	Invoiced	Balance Due						
	My Certificates/Special Programs	2 Apr 2 16 12:05:29 PM	273	12 May 2016	\$45.00	\$45.00	\$45.00	Print Receipt					
	My Account History My Invoices	21 Jan 2016 09:34:53 AM	89	27 Jun 2016	\$250.00	\$100.00	\$100.00	Print Receipt					
	Forms and Policies	14 Jan 2016 09:10:33 AM	44	13 Jun 2016	\$925.00	\$125.00	\$125.00	Print Receipt					
	Special Requests Announcements	14 Jan 2016 09:10:33 AM	44	03 Jul 2016	\$925.00	\$650.00	\$650.00	Print Receipt					
	Help	14 Jan 2016 08:18:37 AM	43	13 Jun 2016	\$300.00	\$150.00	\$150.00	Print Receipt					
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- 4. Click 'Pay Selected Invoices at the bottom of the page
- 5. Complete the checkout process

You will receive an email confirmation of your payment from the payment processor. This confirmation will go to the email provided in the student account.

'My Account History' Method:

Below is a screenshot of when 'My Account History' is selected (test account with just one enrollment). If a balance is due, as in the screenshot below, you can click on the number in the Transaction No. column to make a payment.

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