



## 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
2. 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)

The screenshot displays the 'My Invoices' page for a student named George Smith. The page features a table of outstanding invoices with the following data:

Date	Invoice No.	Due Date	Total Amount	Invoiced	Balance Due	
<input checked="" type="checkbox"/> 12 Apr 2016 12:05:29 PM	273	12 May 2016	\$45.00	\$45.00	\$45.00	<a href="#">Print Receipt</a>
<input type="checkbox"/> 21 Jan 2016 09:34:53 AM	89	27 Jun 2016	\$250.00	\$100.00	\$100.00	<a href="#">Print Receipt</a>
<input type="checkbox"/> 14 Jan 2016 09:10:33 AM	44	13 Jun 2016	\$925.00	\$125.00	\$125.00	<a href="#">Print Receipt</a>
<input type="checkbox"/> 14 Jan 2016 09:10:33 AM	44	03 Jul 2016	\$925.00	\$650.00	\$650.00	<a href="#">Print Receipt</a>
<input type="checkbox"/> 14 Jan 2016 08:18:37 AM	43	13 Jun 2016	\$300.00	\$150.00	\$150.00	<a href="#">Print Receipt</a>

At the bottom of the page, there is a blue button labeled 'PAY SELECTED INVOICES'.

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.

The screenshot displays the 'My Account History' page for a student named Al Green (Tester11 - X000054). The page features a navigation menu on the left with 'My Account History' highlighted. A table of transactions is shown, with one transaction on 21 Jan 2016 at 09:28 AM for \$700.00, with \$50.00 in new payments and \$650.00 in on-account payments, resulting in a balance due of \$650.00. A blue arrow points to the 'My Account History' menu item, and another blue arrow points to the transaction number '88' in the table.

Date	Transaction No.	Amount	New Payments	On-Account Payments	Balance Due
21 Jan 2016 09:28 AM	88	\$700.00	\$50.00	\$650.00	\$650.00