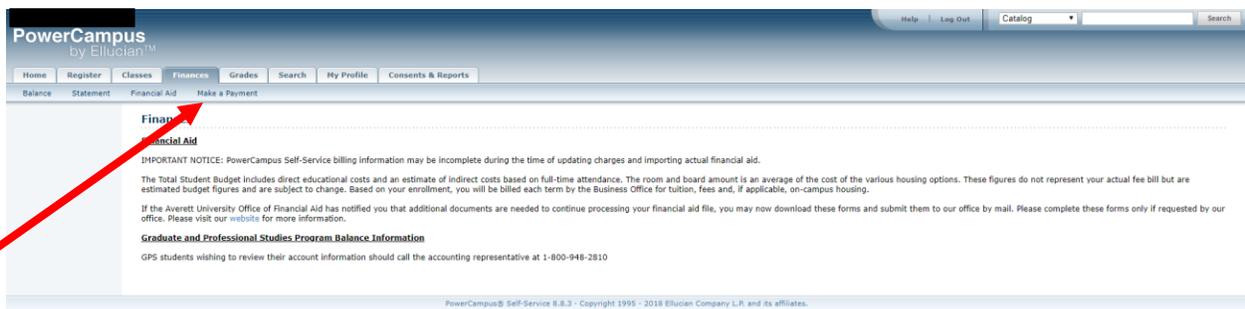


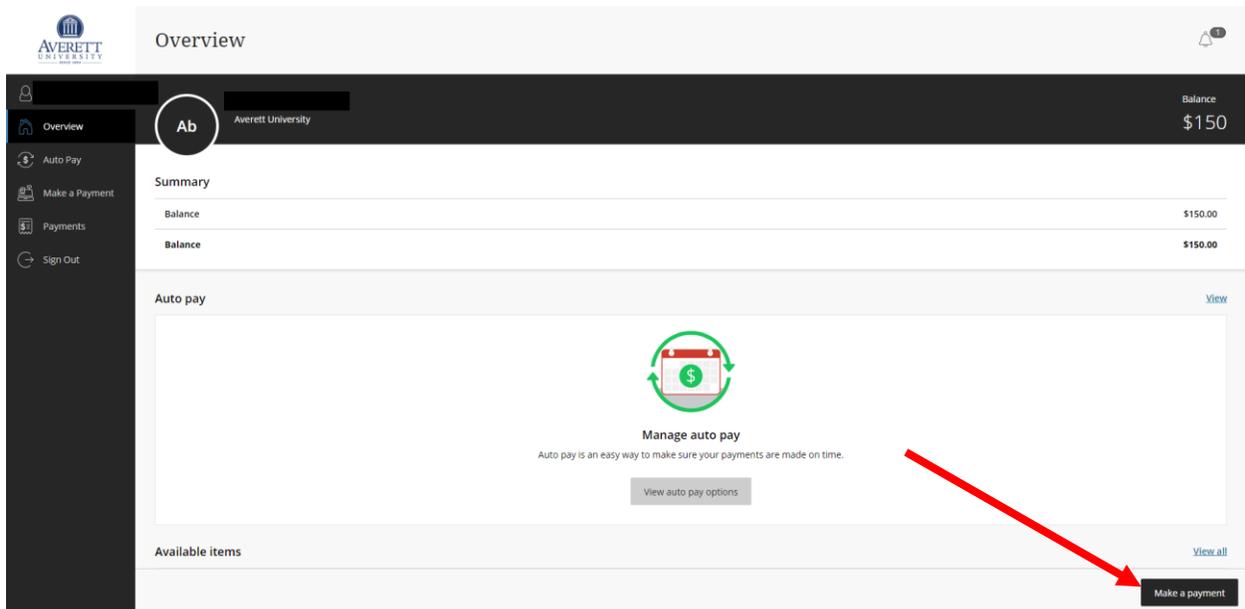
1. Click the Finance Tab



2. Click Make a Payment under the "Finance" & "Grades" Tab



3. Click "Make a Payment" at the bottom of the screen



4. Click “Payment toward future charges/payment on account”

Pay amount  
1 item \$150 | Remaining due \$0

How much would you like to pay?

**Balance**

**Amount**  
\$150.00  
Maximum \$1,000,000

Balance \$150

**Description-optional**  
Maximum 50 characters

Would you like to pay for something else?

**Available items**

<b>Payment toward future charges/ payment on account</b> \$0.00 <a href="#">View details</a>	<b>Apostille</b> \$7.00 <a href="#">View details</a>
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5. Enter the amount you wish to pay, under description enter “Graduation” and then click “Add to Payment” at the bottom of the Screen

Make a Payment  
Item details

Payment toward future charges/  
payment on account  
\$125.00  
Maximum \$1,000,000

**Description-optional**  
Maximum 50 characters

Would you like to pay for something else?

**Available items**

<b>Payment toward future charges/ payment on account</b> \$0.00 <a href="#">View details</a>	<b>Apostille</b> \$7.00 <a href="#">View details</a>
<b>CAAP Test Fee</b> \$0.00 <a href="#">View details</a>	<b>Duplicate Diploma</b> \$30.00 <a href="#">View details</a>
<b>Lock Out Fine</b> \$10.00 <a href="#">View details</a>	<b>Parking Ticket Payment</b> \$0.00 <a href="#">View details</a>

Cancel Add to payment

- Once you click "Add Payment" the amount you have entered will pop up at the top of the Screen. SCROLL down and click "CONTINUE"

**Make a Payment**

**Pay amount**

1 Item \$0.25 | Remaining due \$0

**Selected items**

Payment toward future charges/ payment on account

\$0.25

[Edit details](#) [Remove](#)

Would you like to pay for something else?

**Available items**

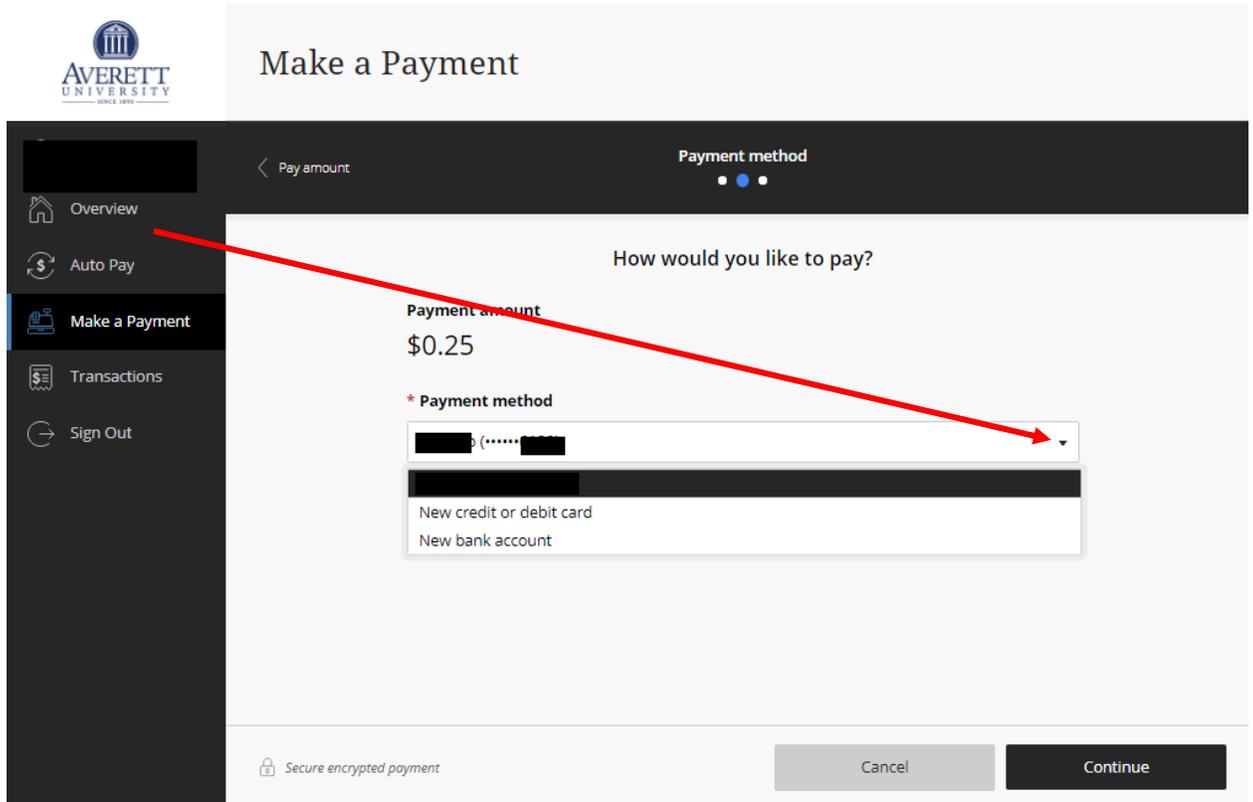
<b>Payment toward future charges/ payment on account</b>	<b>Apostille</b>
<a href="#">View details</a>	\$7.00 <a href="#">View details</a>
<b>CAAP Test Fee</b>	<b>Duplicate Diploma</b>
<a href="#">View details</a>	\$30.00 <a href="#">View details</a>
<b>Lock Out Fine</b>	<b>Parking Ticket Payment</b>
\$10.00 <a href="#">View details</a>	<a href="#">View details</a>

[View all items](#)

\* Indicates required field

[Cancel](#) [Continue](#)

- Your amount will show in the middle of screen. You will then be asked “How would you like to pay”. Click the Drop down box and either Add a new card or use a card you already have on file.



- Then Click “Continue” to finalize your payment.

