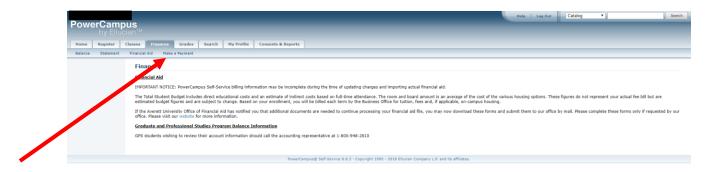
1. Click the Finance Tab



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



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

	Overview	¢ <b>®</b>
Overview	Ab Averet University	Balance \$150
<ul> <li>Auto Pay</li> <li>Make a Payment</li> </ul>	Summary	
Sign Out	Balance	\$150.00 \$150.00
	Auto pay	View
	Manage auto pay	
	Auto pay is an easy way to make sure your payments are made on time. View auto pay options	
	vew auto pay opports	
	Available items	View all
		Make a payment

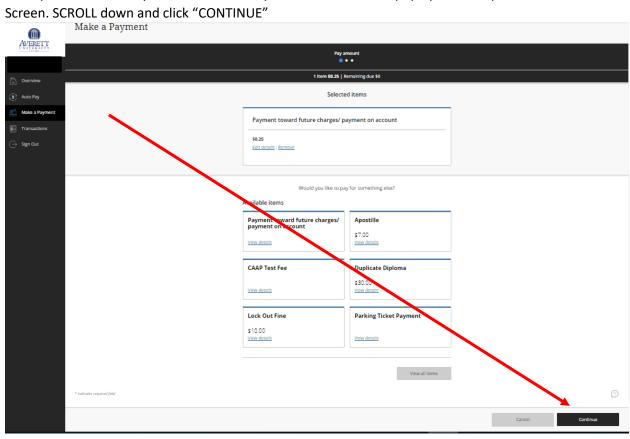
4. Click "Payment toward future charges/payment on account"

	Pay amount • • •				
	1 iken \$150   Remaining due \$0				
Overview	How much would you like to pay?				
💲 Auto Pay	Balance				
Aake a Payment	Amount				
SII Payments	\$150.00 🛞				
$\bigcirc$ Sign Out	Maximum \$1,000,000				
Ŭ	Balance \$150				
	Description-optional				
	Maximum 50 characters				
	Would you like to pay for something else?				
	Available items				
	Payment toward future charges/ payment on account Apostille				
	\$0,00 \$7,00 View details View details				

5. Enter the amount you wish to pay, under description enter "Payment Plan" Or "Tuition" and then click "Add to Payment" at the bottom of the Screen

	\$150.00	temaining due \$0	Make a Payment
AVERETT	Maximum \$1,000,000		Item details
8	Balanc	te \$150	Payment toward future charges/
Overview	Description-optional		payment on account \$125.00
💲 Auto Pay	Maximum 50 characters		\$125.00
Aake a Payment			\$125.00 Maximum \$1,000,000
SII Payments			Description-optional
$\bigcirc$ Sign Out	Would you like to pa	y for something else?	Maximum 50 characters
	Available items		
	Payment toward future charges/ payment on account	Apostille	
	\$0.00 View details	\$7.00 <u>View details</u>	
	CAAP Test Fee	Duplicate Diploma	
	\$0.00 View details	\$30.00 View details	
	Lock Out Fine	Parking Ticket Payment	
	\$10.00 View details	\$0.00 View details	
			Cancel Add to payment

6. Once you click "Add Payment" the amount you have entered will pop up at the top of the



7. 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.

	Make a Pay	ment
Cverview	Pay amount	Payment method ● ● ●
🔊 Auto Pay		How would you like to pay?
Make a Payment	\$0	nent amount 25 /ment method
⊖ Sign Out		v credit or debit card v bank account
	Secure encrypted payment	Cancel Continue

8. Then Click "Continue" to finalize your payment.

	Make a Pa	ayment
C Overview	Pay amount	Payment method • • • •
💲 Auto Pay		How would you like to pay?
Make a Payment		Payment amount
<b>S</b> Transactions		* Payment method
⊖ Sign Out		New credit or debit card New bank account
	🔒 Secure encrypted pa	Cancel Continue