How To: Make a Payment

You are responsible for viewing your account in PAWS and submitting payments by the specified due dates.

1. To view and print your current bill, go to the Student Center in PAWS, then click the View Billing Statement link.

2. Click the Get Billing Statement button to view or print a PDF copy of your current bill.
3. To make a payment online with your credit card or checking account number, go to the Student Center in PAWS, then click the make a payment link.

4. On the Make a Payment page, type in the dollar amount you wish to pay now, then click the NEXT button.

5. Select a Credit Card or Electronic Check from the Pay By drop-down menu, then click the NEXT button. A 2.5% convenience fee will be automatically charged to your credit card.
6. Select the **CONTINUE TO MAKE PAYMENT** button to proceed.

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Make a Payment

Confirm Payment

Your payment of 1.00 USD will be collected through our secure third party payment provider.

[CONTINUE TO MAKE PAYMENT]
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7. Enter your checking or savings account information (bank routing number and account number) with billing information,

![Account Information](Image)

...or enter your credit card number. Then click **Continue**.

![Account Information](Image)
8. Review the information on the *Confirm Payment* screen. Check the box to agree to the Terms and Conditions of your payment, then click the *Agree and Continue* button.

![Confirm Payment Screen](image)

9. Finally, verify that your information is correct on the *Submit Payment* page. Click the **SUBMIT** button to complete.

![Submit Payment Screen](image)

10. You will see a confirmation on the *Payment Result* page. You can also verify your payment under the *Account Inquiry* tab.