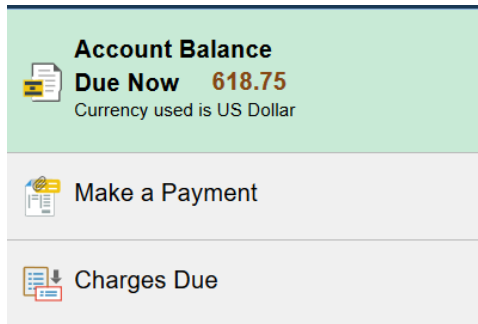


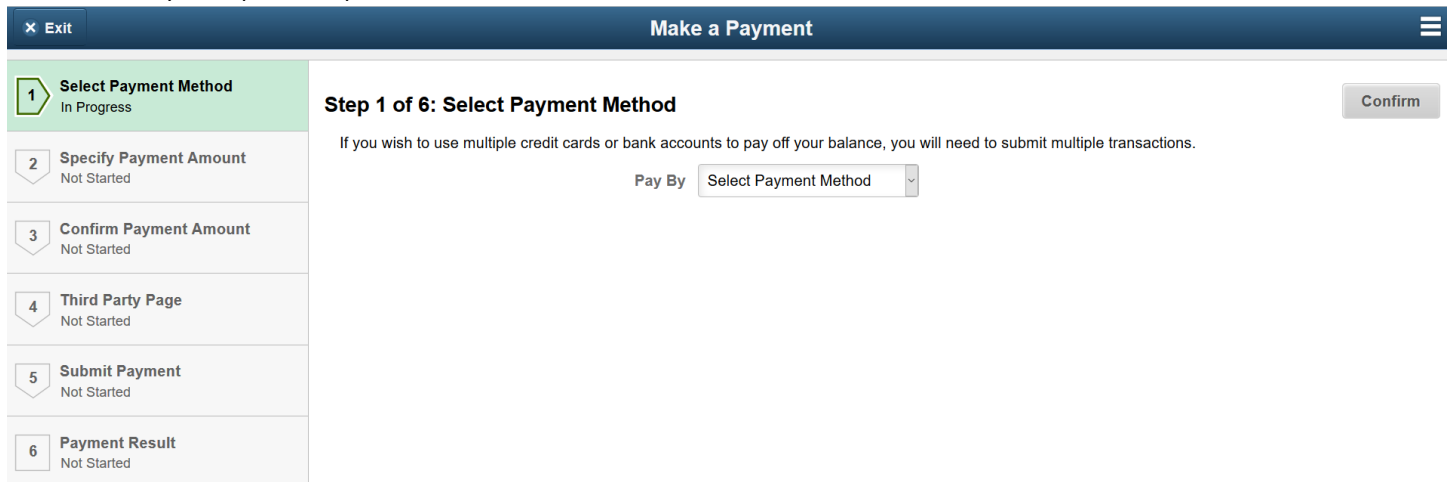
Up to three people may have access to any or all of the Student Accounts, Financial Aid, and Academic Records areas. There may be circumstances that a student wishes to grant access to another individual.

From the Student Homepage:

1. Click on the **Account Balance** tile.
2. From the left hand menu, view the **Account Balance Due Now**, **Make a Payment**, or view **Charges Due**. To make a payment, click **Make a Payment**.



3. The Make a Payment process opens.



Note: Follow the Steps on the screen. Each Step must be completed before proceeding to the next.

4. Select the Payment Method from the drop down list. *In this example, a credit card payment will be selected.*

Step 1 of 6: Select Payment Method

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

Pay By

- Credit Card (full/partial)
- Electronic Check(full/partial)
- Select Payment Method
- Set-up Official Payment Plan

Confirm

5. After selecting a payment method, click the **Confirm button**.

- From the list of displayed charges, indicate the payment amount for each outstanding charge, or click the **Confirm** button to pay all charges and proceed to the next step.

1 Select Payment Method
Complete

2 Specify Payment Amount
In Progress

3 Confirm Payment Amount
Not Started

4 Third Party Page
Not Started

5 Submit Payment
Not Started

6 Payment Result
Not Started

Step 2 of 6: Specify Payment Amount

This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

Actions

KCTCS

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Mandatory Student Fee - Fluid Power Lab	07/01/2017	Fall 2017 (August - December)	15.00	15.00
Mandatory Student Fee - Basic Public Speaking	07/01/2017	Fall 2017 (August - December)	24.00	24.00
Mandatory Student Fee - Fluid Power	07/01/2017	Fall 2017 (August - December)	24.00	24.00
Mandatory Student Fee - Circuits I	07/01/2017	Fall 2017 (August - December)	40.00	40.00
HEC - Dist Learning Course Chg - Basic Public Speaking	07/01/2017	Fall 2017 (August - December)	60.00	60.00
Henderson Tuition - Fluid Power Lab	07/01/2017	Fall 2017 (August - December)	324.00	324.00
Henderson Tuition - Fluid Power	07/01/2017	Fall 2017 (August - December)	486.00	486.00
Learn by Term HEC - Basic Public Speaking	07/01/2017	Fall 2017 (August - December)	486.00	486.00
Henderson Tuition - Circuits I	07/01/2017	Fall 2017 (August - December)	810.00	810.00
Total			2,269.00	2,269.00

- Confirm the payment amount displayed and click the **Confirm** button.

Step 3 of 6: Confirm Payment Amount

Your payment of 2,269.00 USD will be collected through our secure third party payment provider.

Confirm

- The Third Party page will display. Enter the credit card account number and click **Continue**.

1 Select Payment Method
Complete

2 Specify Payment Amount
Complete


3 Confirm Payment Amount
Complete

4 Third Party Page
In Progress

5 Submit Payment
Not Started

6 Payment Result
Not Started

Step 4 of 6: Third Party Page


BILL+PAYMENT CLIENT
[Ask for Help](#)

Payment amount: \$2,269.00

Payment method: Credit or Debit Card


Account Information

*Indicates required fields


*Card account number:

Continue **Cancel**

Credit or Debit Card - We accept the following credit and debit cards.



- Enter the name on card, expiration date, and security code. Click **Continue**.


BILL+PAYMENT CLIENT
[Ask for Help](#)

Payment amount: \$2,269.00

Payment method: Credit or Debit Card

Account Information

*Indicates required fields

*Card account number: xxxxxxxxxxxxxx1111

*Name on card:


*Card expiration date:

03 2019

*Security code: (What is this?)

Continue **Cancel**

Credit or Debit Card - We accept the following credit and debit cards.



10. The Payment Summary will display. If the information is accurate, click **Submit**.

1 Select Payment Method
Complete

2 Specify Payment Amount
Complete

3 Confirm Payment Amount
Complete

4 Third Party Page
Complete

5 **Submit Payment**
In Progress

6 Payment Result
Not Started

Step 5 of 6: Submit Payment

If the following information is accurate, select the Submit button.

Payment Summary

Payment Amount 2,269.00
Card Number 1111

Currency used is US Dollar.

Submit

11. The Payment Result screen will display with Confirmation Details. After viewing, click the **Exit** button in the upper left hand corner.

✕ Exit

Make a Payment

1 Select Payment Method
Complete

2 Specify Payment Amount
Complete

3 Confirm Payment Amount
Complete

4 Third Party Page
Complete

5 Submit Payment
Complete

6 **Payment Result**
Visited

Step 6 of 6: Payment Result

✓ Your payment has been accepted. Save the following information for your reference.

Confirmation Details

Transaction Status ✓ Successfully Posted
Transaction Date 08/08/2017
Reference Number 000000510920
Payment Amount 2,269.00
Card Number 1111

12. The Account Balance screen will display.

← Student Homepage


Account Balance

🏠 🔍 ☰

Account Balance

Make a Payment

You have no outstanding charges at this time.

13. Click the **Home**  icon to return to the Student Homepage.