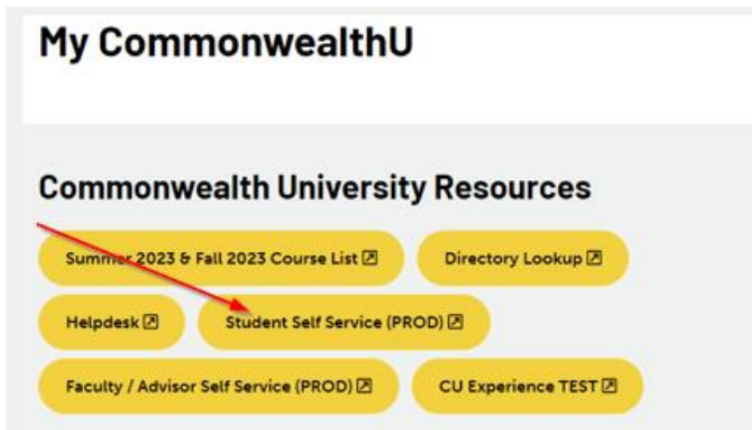


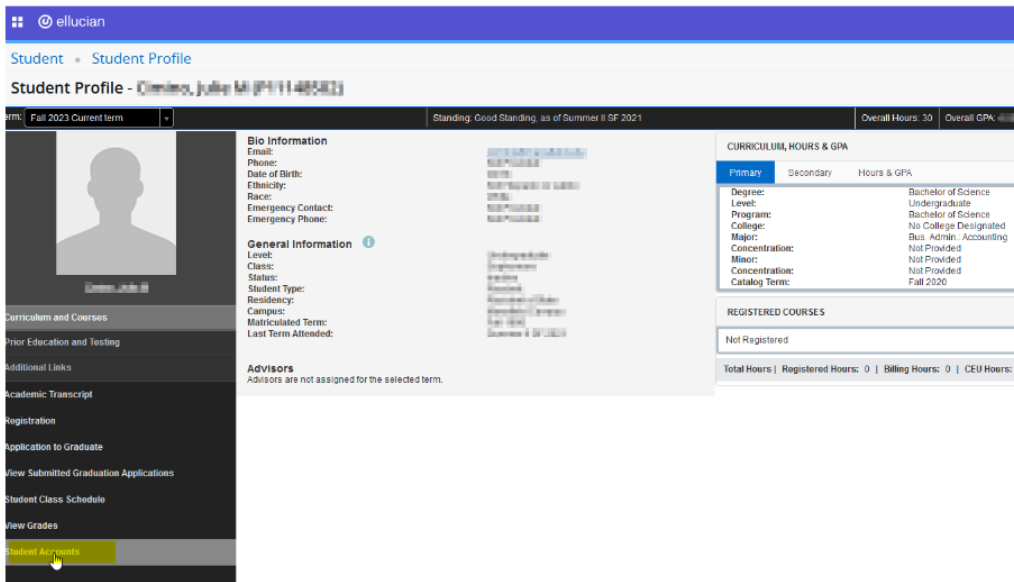


STUDENT ACCOUNTS/BILLING – HOW TO MAKE A PAYMENT

Log in to Student Self Service by clicking on the link on the [My CommonwealthU | Commonwealth University](#) page.



From the Student Profile page click on Student Accounts located on the bottom left hand side.



All information pertaining to the student account will be found here. To make a payment simply click on 'Make Payment'.

The screenshot shows a student account dashboard. At the top, there is a navigation bar with links: My Account, My Profile, Make Payment, Payment Plans, Refunds, and Help. A red arrow points to the 'Make Payment' link. Below the navigation bar, there is an 'Announcement' box with the text 'Please check back - no announcements at this time.' To the right, there are two yellow informational boxes: one about saving time by setting up a preferred payment profile, and another about signing up for direct deposit of refunds. Below these is a green bar with the text 'I would like to pay...' and a dropdown menu labeled 'Select Option' with a 'Go' button. Underneath is a 'Student Account' section showing the ID 'xxxxx7668' and a balance of '\$2,596.00'. To the right, there is a 'My Profile Setup' sidebar with links for Authorized Users, Personal Profile, Payment Profile, and Electronic Refunds. At the bottom right, there is a 'Term Balances' section with tabs for Fall 2023 and Summer 2023.

Select the term the payment is being made on and the amount you want to pay. Click on the field where the amount is listed to change the amount you want to pay. Be sure to click 'ADD' after you have the correct amount to pay entered. Click 'Continue' at the bottom of the page.

The screenshot shows the payment process flow. At the top, there are four steps: Amount, Method, Confirmation, and Receipt. Below this, the 'Payment Date' is set to 4/14/23. The 'Pay By Term' section is active, with the instruction 'Enter payment amount and click 'Add' to include in the payment total.' There are two rows of payment options: 'Fall 2023 | \$1,000.00' and 'Summer 2023 | \$1,596.00'. Each row has a text input field with a dollar sign, a value, and an 'Add' button. Red arrows point to the input field for the Fall 2023 term (containing '1,000.00') and the 'Add' button. Below the 'Pay By Term' section is a 'Personal Note' section with the instruction 'Enter a brief payment note' and a text area. At the bottom, there is a 'Payment Total' section showing '\$0.00' and a green 'Continue' button. A red arrow points to the 'Continue' button.

Select the method of payment. There are three options: Credit Card, Electronic Check and TransferMate INTL. TransferMate INTL is the preferred method for International Students. After selecting the payment method click 'Continue'. Follow the steps to proceed with making the payment.

Account Payment



Amount



Method



Confirmation



Receipt

* Indicates required information

Amount: \$1,000.00

Method:*

Select Method ▼

Credit Card

Credit Card via PayPath

Other Payment Methods

TransferMate INTL

Electronic Check (checking/savings)



Back Cancel Continue

*Credit card payments are... A non-refundable service fee will be added to your payment.

Electronic Check - Payments can be made from a personal checking or savings account.
TransferMate - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.

TransferMate