Student Portal Statement Access & Payment

Instructions

1. Enter Student ID/Email (Either personal email on file or the school issued email) and Password.
    a. If you do not know your password, click "Forgot Student ID / Password". This will prompt a reset

2. Under Quick Actions, click "Make a Payment"

3. On the Balance Sheet, verify the total is correct, then select Continue.

4. The person making the Credit Card payment will fill in their information. Everything in red MUST be entered. Click "Pay Now".
   a. If the Student is making the payment, the "Use my contact information" will auto-fill in the Personal information listed in their account.
   b. If you would like a copy of the receipt, enter an email address and check the "Email me a copy of my receipt" box.

Portal > Student > Payment

Payment

Item	Balance
Fee - Enrollment Fee - 9/20/2023 to 9/20/2023	$45.00
Fee - General Fee-60 Hour Course - 9/20/2023 to 9/20/2023	$40.00
	Total $85.00

Card Type   ● Personal   ○ Company

Use my Contact Information

First Name [   ]   Enter a first name

Last Name [   ]   Enter a last name

Billing Address 1 [   ]   Enter an address

Billing Address 2 [   ]

City [   ]   Enter a city

State [select one...   ▾]   Choose a state

Zip Code [   ]   Enter a zip

This phone number and email address provided may be used to contact you for payment-related purposes and will be kept private.

Phone [   ]

Email [   ]

☐ Email me a copy of my receipt

VISA   Mastercard   DISCOVER   AMERICAN EXPRESS

Credit Card Number [   ]   Enter your credit card number

Month   Year

Expiration Date [▾] [▾]   Choose Expiration Date

Security Code ❓ [   ]   Enter your security code

Pay Now ($85.00)