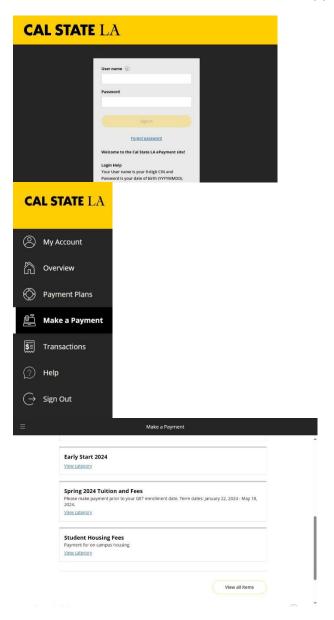
How to Pay Your Housing Statement Online

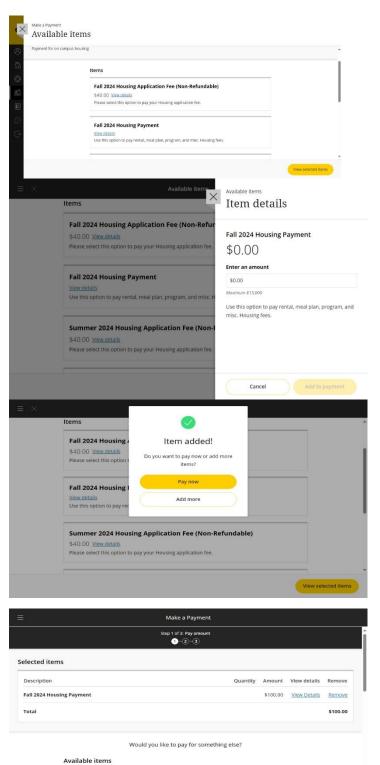
You can pay online with the following options:

- Credit Card: Visa, MasterCard, Discover or American Express
- Debit Card with the following logos: STAR, NYCE or Pulse
- E-check
- *Please note that a convenience fee will be applied if you pay online.



- Go to <u>Transact</u> using one of the following web browsers: Internext Explorer, Firefox, or Google Chrome.
- Enter your CIN (Campus ID Number) for your Username and Date of Birth (YYYY/MM/DD) for your password.
- 3. Click "Sign In."
- 4. Once you logged in, click on "Make a Payment" on the right-hand menu.

- 5. Scroll down to "Student Housing Fees."
- 6. Click "View category."



Enrollment Confirmation Deposit

Required for ner not pay this fee.

- 7. You will see the most recent semester Housing Payment. This covers Housing, Meal Plans and other charges.
- 8. Click "View Details."
- 9. On the next screen, enter the amount you would like to pay.
- 10. Then click "Add to payment."

- 11. A new screen will open confirming your item added to your 'cart.'
- 12. You can choose to "Pay now" or "Add more."
- *Note "Pay now" will continue your transaction. "Add more" will let you add more payments until you are ready to make your transactions.
 - 13. You will go to "Make a Payment" and a new screen will display your cart.
 - 14. Verify you have selected the correct payment and the correct amount.
 - 15. Click "Checkout" at the bottom of the page.

The system will then walk you through the checkout process to enter and finalize your payment.

uates only. Continuing and Graduate students: do

If you have problems logging in online, please contact the Cashier's Office at (323) 343-3630.