



When you first log into Self-Service, you want to select Student Finance.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

### Notifications

| Title  | Details   | Link |
|--|---|------|
|  Business Office Hold | You have a balance due.<br>Please pay your balance on-line. |      |

 **Student Finance**  
Here you can view your latest statement and make a payment online.

 **Financial Aid**  
Here you can access financial aid data, forms, etc.

Select Make a Payment from here.

### Account Summary

View a summary of your account

#### Account Overview

|                                      |                   |                                  |
|--------------------------------------|-------------------|----------------------------------|
| Amount Overdue                       | \$3,605.00        |                                  |
| <b>= Total Amount Due</b>            | <b>\$3,605.00</b> | <a href="#">Make a Payment</a>   |
| <b>Total Account Balance</b>         | <b>\$3,605.00</b> | <a href="#">Account Activity</a> |
| <a href="#">2019 Spring Semester</a> | \$3,500.00        |                                  |
| <a href="#">2018 Fall Semester</a>   | \$0.00            |                                  |
| <a href="#">2018 Balance Forward</a> | \$105.00          |                                  |
| <a href="#">2018 Summer Semester</a> | \$0.00            |                                  |

Then create a payment plan.

Financial Information · Student Finance · Make A Payment

### Make a Payment

Use this page to make a payment on your account

Total Payment : \$3,605.00

**Please Note:** Amounts Due may include credit amounts.

**2018 Balance Forward** \$105.00

| Select                              | Item                | Payment Group | Date Due           | Amount Due | Amount to Pay                          |
|-------------------------------------|---------------------|---------------|--------------------|------------|--|
| <input checked="" type="checkbox"/> | Receivable Students | PYMT          | 6/1/2018 (Overdue) | \$105.00   | \$ <input type="text" value="105.00"/> |

**2019 Spring Semester** \$3,500.00

| Select                              | Item                | Payment Group | Date Due            | Amount Due | Amount to Pay                            |
|-------------------------------------|---------------------|---------------|---------------------|------------|--|
| <input checked="" type="checkbox"/> | Receivable Students | PYMT          | 1/15/2019 (Overdue) | \$3,500.00 | \$ <input type="text" value="3,500.00"/> |

You will want to select the term you wish to have your plan on. You can only select one term at a time.

Now that the plan is set up it is time to make a payment. There is a \$25.00 fee each semester you sign up for a payment plan. This fee is added to your first payment. You must select your payment method and then proceed to payment.

Make a Payment

Use this page to make a payment on your account

Total Payment : \$3,325.00

**Please Note:** Amounts Due may include credit amounts.

**2018 Fall Semester** \$289.00

| Select                   | Item                | Payment Group | Date Due            | Amount Due | Amount to Pay           |
|--------------------------|---------------------|---------------|---------------------|------------|-------------------------|
| <input type="checkbox"/> | Receivable Students | PYMT          | 8/21/2018 (Overdue) | \$289.00   | \$ <input type="text"/> |

**2019 Spring Semester** \$16,509.00

| Select                              | Item                                  | Payment Group | Date Due  | Amount Due | Amount to Pay                            |
|-------------------------------------|---------------------------------------|---------------|-----------|------------|--|
| <input checked="" type="checkbox"/> | Payment Plan 25 - Receivable Students | PYMT          | 6/11/2019 | \$3,325.00 | \$ <input type="text" value="3,325.00"/> |
| <input type="checkbox"/>            | Payment Plan 25 - Receivable Students | PYMT          | 7/11/2019 | \$3,296.00 | \$ <input type="text"/>                  |
| <input type="checkbox"/>            | Payment Plan 25 - Receivable Students | PYMT          | 8/11/2019 | \$3,296.00 | \$ <input type="text"/>                  |

Select the payment plan and continue with making your payment.