Making an Online Payment

After you sign in to PRISM, go to the Student Center by clicking on Self Service then Student Center.

Make a Payment

1. Click on the Make a Payment link below the Account Summary box on your Student Center page.

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NOTE: You can also click on the Make a Payment button located on the bottom of some of the other areas within the Finances section or go to the make a payment tab.
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2. Enter the amount of payment you want to make in the Payment Amount column. Then click the “calculate grand total” button.
3. Click on the Next button after you enter the amount you want to pay.

4. Select a Payment Method from the drop down box.

5. Click Next to go the next screen.

**Pay by Credit Card**

1. If you select **Pay By Credit Card** then you will be brought to a page similar to below that shows you a message about leaving the current page and going into the Official Payments Portal. It also shows you the amount of your payment.

2. Click **Continue to Make Payment**.

3. The screen will look similar to the below:
4. Choose the **Card type** – either MasterCard or Discover.

5. Enter your **Card Number** (no dashes), **Expiration Date**, and **Card Identification Number** (from the back of your card).

6. Enter the **Card Holder Information**.

7. Enter the **Primary Phone Number** and **Email Address**.

8. Click on **Continue**
9. Verify that everything on the page is correct and if it is check the box next to “I agree to the Terms of Use”

10. Click Continue.

11. You will then be brought back to the PRISM site and if all okay on the below screen, click Submit. Your payment is not submitted until you hit Submit.

12. The next screen will tell you the Payment Result. Print this page for your records. If you need to call someone in regards to your payment the Reference Number is something you want to have readily available.
If you would like to make another payment (for example with electronic check), then click on **Make Another Payment** button.

13. If you would like to view the confirmed payment, click on the **View Confirmed Payment** button.

**Pay by Electronic Check**

1. If you choose **Pay by Electronic Check** method, you are directed to a screen similar to the below:
2. Verify that the payment amount is correct, and then click on **Continue to Make Payment.**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSF Self/Service</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

3. Choose the **Account Type**

4. Enter the **Routing Number** and **Account Number**.

5. Enter the **Account Holder Information**.
6. Enter the **Primary Phone Number** and **Email Address**.

7. Then when all done, click on the **Continue** button.

8. Verify that the information on the above screen is correct and if it is check the box next to **“I agree to the Terms of Use”**.

9. Then click **Continue**

10. You will then be directed back to the PRISM site, where you will need to Submit the Payment. Click **Submit** here to process your payment and post to your account.
11. You will then be brought to the Payment Result page. Be sure to print this page for your records. If you should need to contact us regarding this payment, you will need the Reference Number.

Make a Payment

Payment Result

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

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Payment Amount</th>
<th>Transaction Date</th>
<th>Transaction Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000071493</td>
<td>10.00</td>
<td>11/30/2011</td>
<td>Successfully Posted</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

If you would like to make another payment (for example with credit card), then click on the Make Another Payment button.

12. If you would like to view the confirmed payment, click on the View Confirmed Payment button.