

User Navigation Guide The system essentially has two steps. During step one the person enters selected non-financial information, such as student/customer name and phone number. At the end of step one, a page like the one below appears which confirms that **Your registration request has been received.**



The person clicks "Pay Online Now" to go to step two (payment). During this step, credit card or bank account information and payer's address and contact information is entered, reviewed, confirmed, and submitted. After the payment has been submitted, a receipt is e-mailed and in addition, the payer can choose to print a receipt.

After printing the receipt, we recommend the payer click "Close" and then "Log Off." This will return the payer to the initial page confirming that "Your request has been received." **At this point the browser should be closed.** Clicking for a second time on "Pay Online Now" could result in a duplicate payment, and should be avoided.

