How to Make a Payment
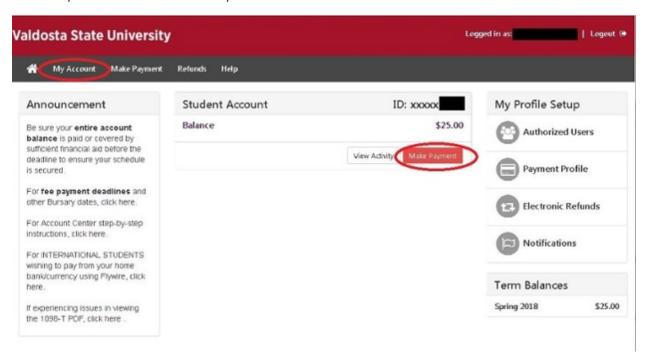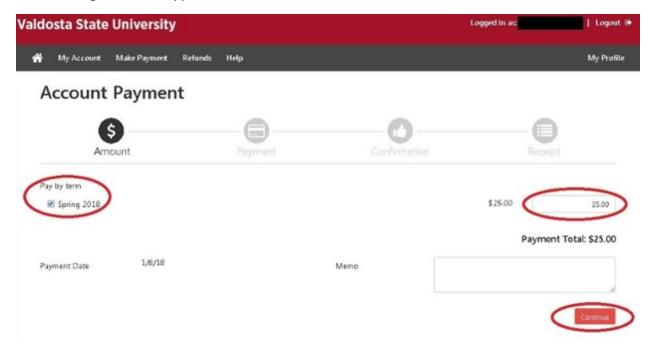
Accessing the "Make a Payment" icon:

Menu Path: My Account>Click Make a Payment or
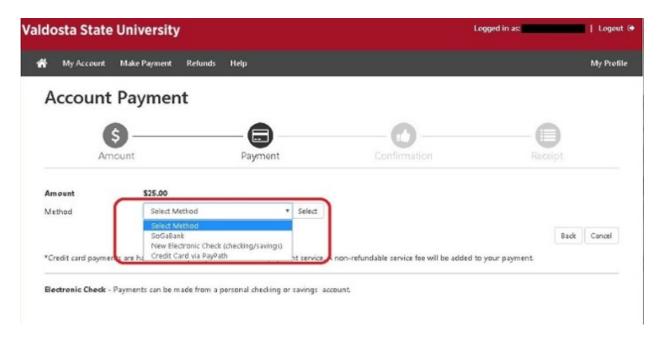

Menu Path: Payments>Click Make a Payment
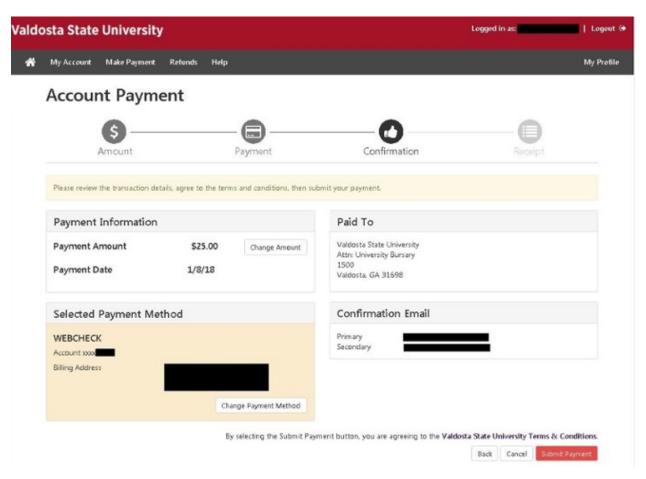
- The following screen will appear:

- Select the term and edit payment amount and click *"Continue"*
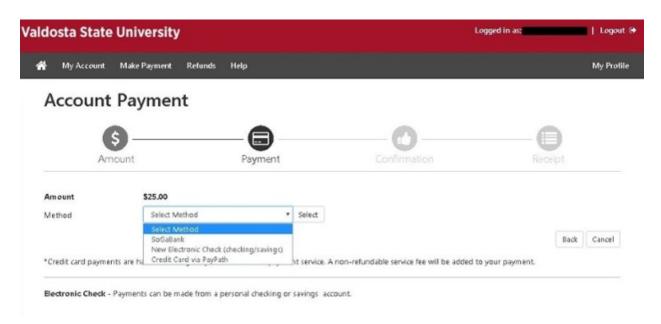- **The following screen will appear:**

- Chose a Payment method using the drop down box
- Then Click "Select"
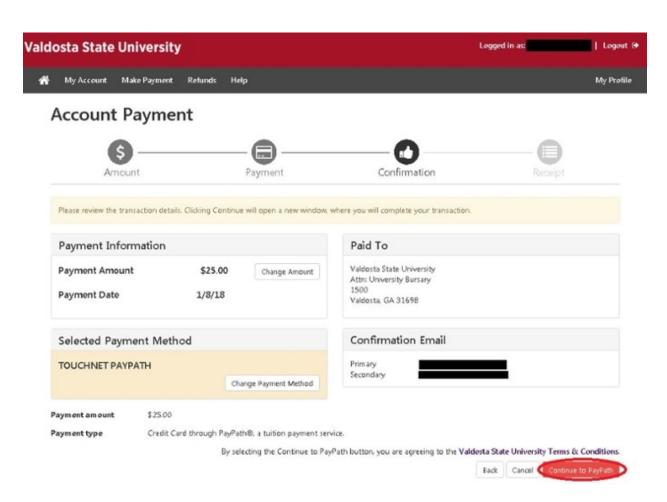- If paying by electronic check, the following screen will appear

- Review the data
- If the data is correct, Click "Submit payment"
- If paying by credit card from the following page select "Credit Card via Paypath"
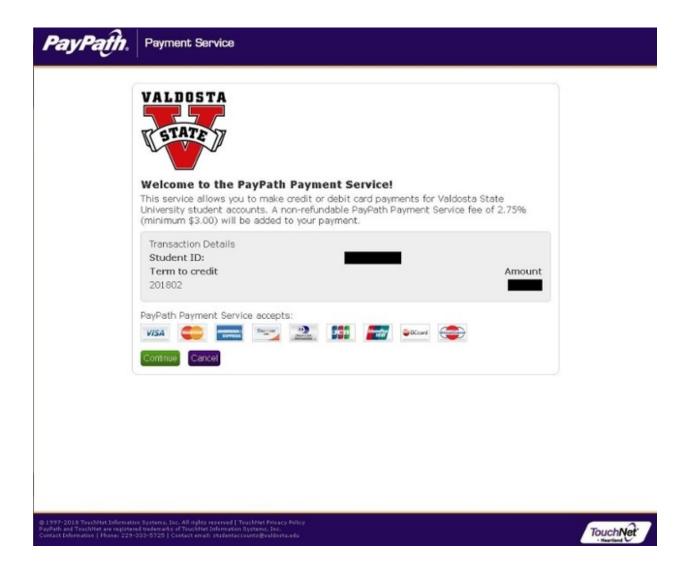
- Then Click "Select"
- If paying by credit card, the following screen will appear.
- Review details then click "Continue to Paypath"

- The following screen will appear

- "Service fee is 2.85% as of 5/1/18"
- Click continue to confirm