



## Viewing Payment History as an Authorized User

### Viewing payment history:

Menu Path: **My Account>Payment History**

- This screen allows you to view payment history 5 ways
  1. *Select Payments View* - allows you view all payments or some payments
  2. *Select The Time Period* – allows you to enter a date range
  3. *Select the Transaction Type* – allows you to view payments made by transaction
  4. *Select the Payer* – allows you to view payments made by the student or by authorized payers
  5. *Select the Payment Type* – allows you to view both credit cards and electronic checks or just electronic checks

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Home My Account Make Payment Refunds Help

### Payment History

Select Account Student Payment: \$0.00 Select

Choose any combination of options on this page to customize the report.

Payments to View Time Period Transaction Type Payer Payment Type

Show all payments (including payments made outside this system)  
 Show only payments made online through this system

View Report