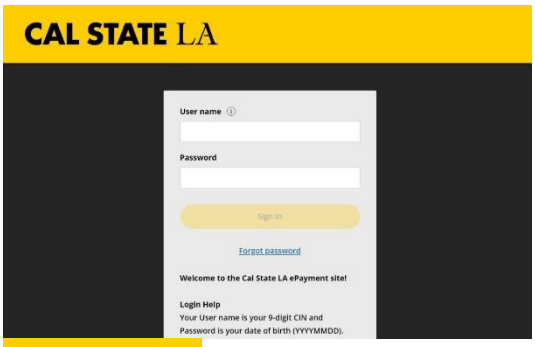
How to Pay Your Housing Statement Online

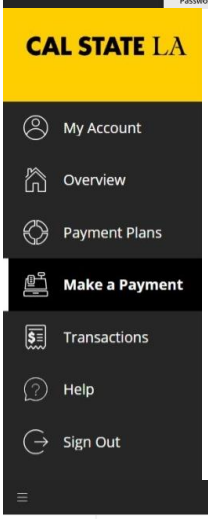
You can pay online with the following options:

- **Credit Card**: Visa, MasterCard, Discover or American Express
- **Debit Card** with the following logos: STAR, NYCE or Pulse
- **E-check**

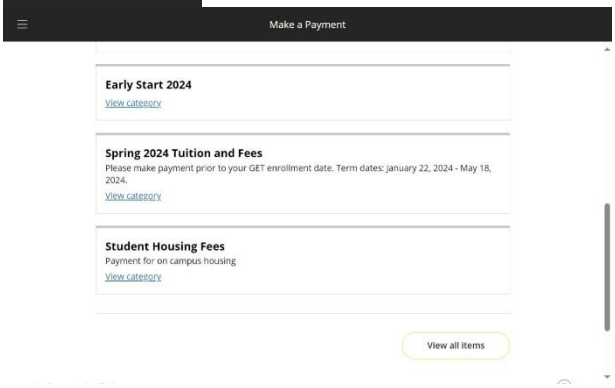
*Please note that a convenience fee will be applied if you pay online.



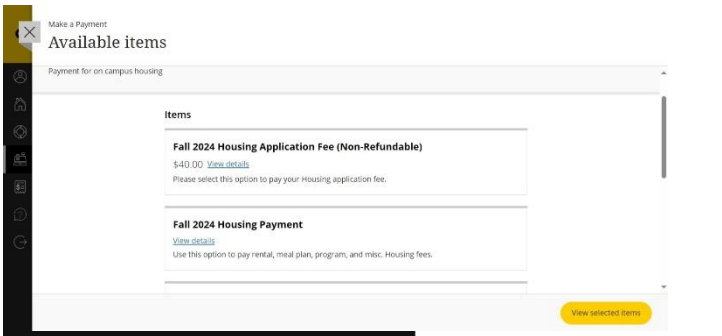
1. Go to Transact using one of the following web browsers: Internext Explorer, Firefox, or Google Chrome.
2. Enter your CIN (Campus ID Number) for your Username and Date of Birth (YYYY/MM/DD) for your password.
3. Click “Sign In.”



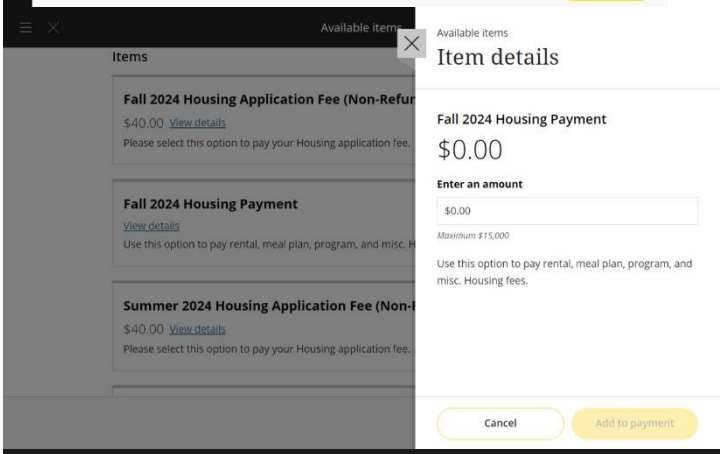
4. Once you logged in, click on “Make a Payment” on the right-hand menu.



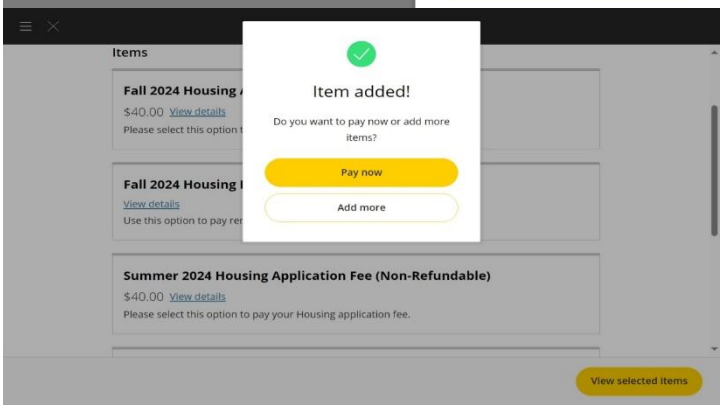
5. Scroll down to “Student Housing Fees.”
6. Click “View category.”



7. You will see the most recent semester Housing Payment. This covers Housing, Meal Plans and other charges.
8. Click “View Details.”

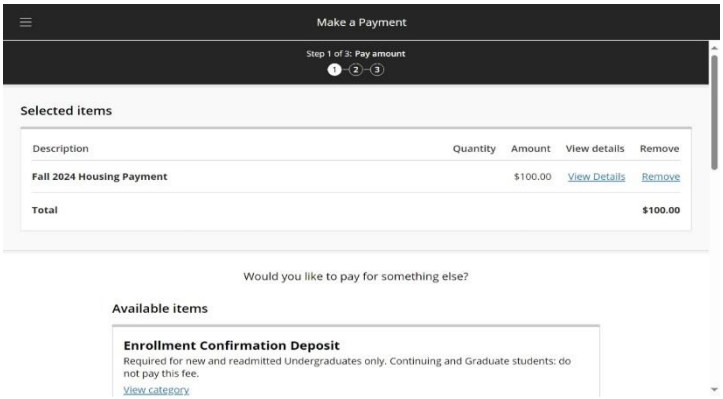


9. On the next screen, enter the amount you would like to pay.
10. Then click “Add to payment.”



11. A new screen will open confirming your item added to your ‘cart.’
12. You can choose to “Pay now” or “Add more.”

*Note “Pay now” will continue your transaction. “Add more” will let you add more payments until you are ready to make your transactions.



13. You will go to “Make a Payment” and a new screen will display your cart.
14. Verify you have selected the correct payment and the correct amount.
15. Click “Checkout” at the bottom of the page.

The system will then walk you through the checkout process to enter and finalize your payment.

If you have problems logging in online, please contact the Cashier’s Office at (323) 343-3630.