

## How to Make a Payment

1. Click on the [LaVerne Portal](#) and login with your user name and email password.
2. Click on **Financial Aid & Student Accounts**.
3. Click on **Student Account Services**.
4. Click on the **My Student Account Center**.
5. Click on **Make a Payment**.



6. Select Description- Example: **Fall 2018**

The screenshot shows a table titled "Your account currently has the following charges:". The table has two columns: "Description" and "Amount". A red arrow points to the "Fall 2018 (Fall 2018)" entry in the Description column.

Description	Amount
Fall 2018 (Fall 2018)	\$27,117.00

7. Enter **dollar amount**

The screenshot shows the payment form for the "Fall 2018" item. It includes a "Price" input field with the value "27117.00" and a red arrow pointing to it. Below the input field, the "Minimum Due" is \$0.00 and the "Balance Due" is \$27,117.00. A button labeled "Add to Cart" is at the bottom.

**HOME**

**Fall 2018**

Fall 2018

Price:  x

Minimum Due: \$0.00

Balance Due: \$27,117.00

To pay for this item, click the button below.

[Add to Cart](#)

8. Add to **Cart**

To pay for this item, click the button below.



9. Click **Checkout**

Cart			
Item Code	Edit	Delete	Amount
Fall 2018 (Fall 2018)	<a href="#">Edit Item</a>	<a href="#">Delete Item</a>	\$27,117.00
Total Amount			\$27,117.00

[Continue Shopping](#) [Checkout](#)

10. Select **Method of Payment**

11. Select **Continue to Checkout** and follow prompts to complete transaction

Select Method of Payment

**Saved Payment Methods**

☒ test (MasterCard ending in 5454)

**New Payment Methods**

☐ Credit Card

☐ Electronic Check

☐ Foreign Currency

[Continue Checkout](#)