

Community Service Alternative Assessment Portfolio Payment Instructions

To pay online by e-check, debit or credit card, visit the MyLaVerne Portal. Follow the process below to pay your Community Service Alternative Assessment Portfolio fee online

1. Click on the **La Verne 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** (*you will have a variety of fee options to choose from*)
 - a. Click on **Pending Charge**
 - b. Select the **Semester/Term** you want to make the payment towards
 - c. Enter the amount of the **price (\$50)**
 - d. Select **Add to Cart**
 - e. Review the **Cart**
 - f. Select **Checkout**
 - g. Enter payment information, **Continue Checkout**
6. Confirm payment information and **Submit Payment**

7. **Once you finished paying...**
 - a. Attach a copy of the receipt to your Community Service Alternative Assessment Portfolio submission package.

AND

- b. **Email Student Accounts at stuacct@laverne.edu and Cc your Academic Advisor with the following information:**
 - Your Name
 - Campus Location
 - Last four digits of your student ID#
 - Purpose of payment (Community Service Alternative Assessment Portfolio)
 - Amount of payment
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8. **Unit Option**
 - a. Students seeking one academic unit must pay the university course fee. No academic unit is awarded if the student only pays the \$50 assessment fee.