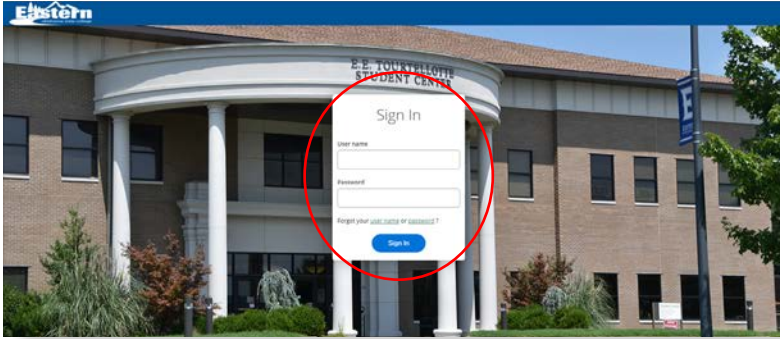


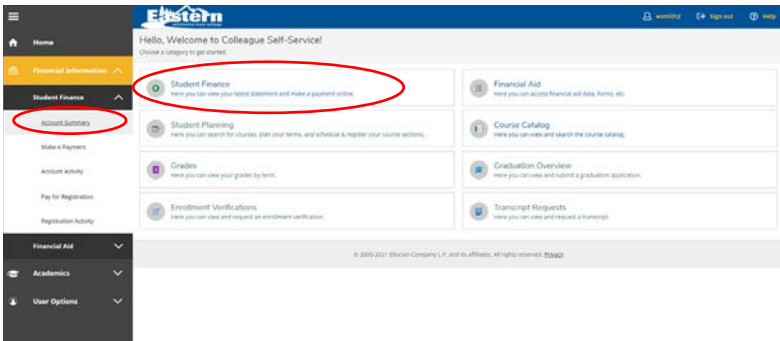
EOSC SELF SERVICE INSTRUCTIONS

How to View Your Account & Make a Payment

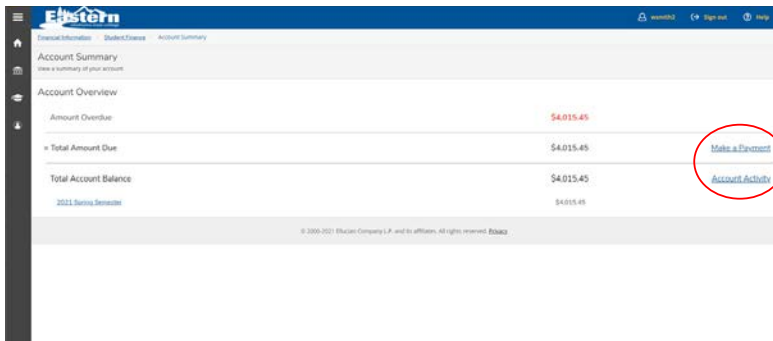
1. Log into Self Service with your username and password.



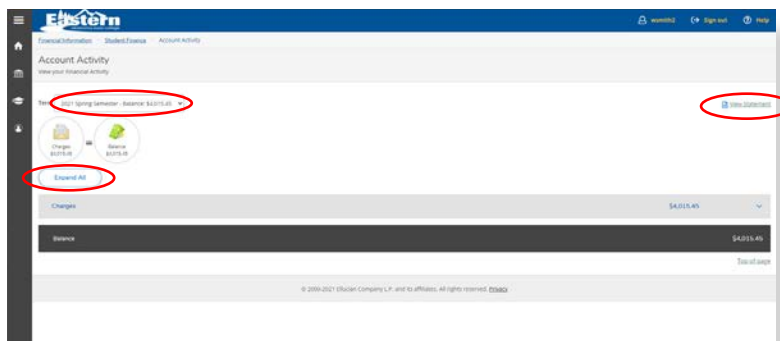
2. Click on the bank icon (building with pillars) on the left. This is the Financial Information tab. Below that, click Student Finance then select Account Summary. Or click Student Finance in the middle.



3. A summary of your account is displayed here, with options on the right to Make a Payment or view your Account Activity in greater detail.



4. Confirm you are viewing the correct term then click Expand All to view the charges resulting in your current balance.

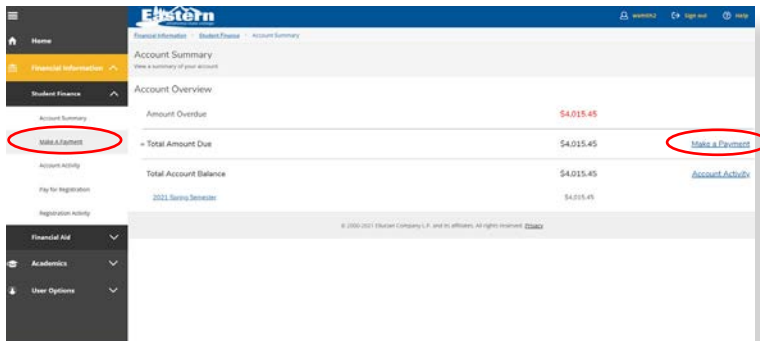


Click View Statement on the right to download and print a detailed PDF.

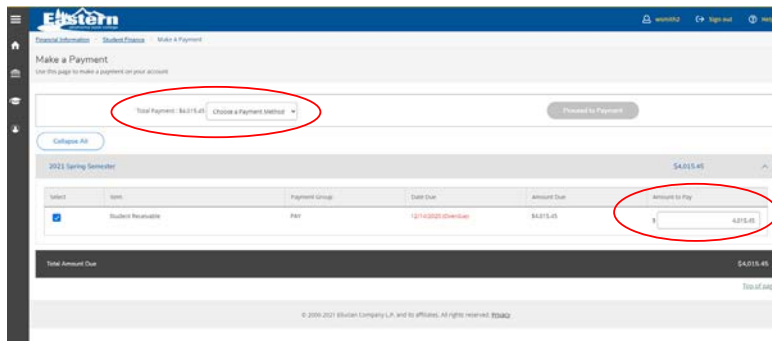
5. Here your total balance is displayed and broken down into Tuition Charges, Fees and Misc.

Charges										\$4,015.45
Tuition Charges										\$2,077.74
Section	Course Title	Amount	Billing Credits	CRS	Start	Times	Classroom	Instructor	Status	
BIOL-2103-15414	Environmental Science I	\$346.29	0.00		9/8	9:45-11:00 AM	Blaker Hall 104	A. Hodge	Dropped	
BIOL404-1124-17650	Introduction to Business	\$346.29	0.00		9/8	9:15-10:30 AM	McClure Hall 201	A. Strathairn	New	
CS-1113-15846	Computer Applications	\$346.29	0.00		9/8	9:30-10:30 AM	Clark Ross Bldg 207	A. Semeni	ADD	
ENGL-0120-15146	Fundamentals of English	\$346.29	0.00		1	9:00-10:00 AM	Clark Ross Bldg 207	W. Gable	Dropped	
ENGL-0115-15146	Developmental Reading	\$346.29	0.00		1	7:30-10:00 PM	Clark Ross Bldg 207	A. Turner	Dropped	
MATH-1113-15101	College Algebra	\$346.29	0.00		9/8	9:00-10:30 AM	Clark Ross Bldg 207	J. Berger	Dropped	
Fees										\$1,937.95
Description										Amount
College Course Materials										\$110.00
Student Activity Fee										\$146.14

6. To make a payment, go back to your Account Summary or click the bank icon on the left, then Student Finance and select Make a Payment.



7. To make a payment, choose your payment method from the drop down menu then enter the amount you wish to pay in the lower right.



Please ensure you enter the amount you wish to pay, as your total balance is first displayed by default.

8. After selecting your Payment Method and entering your payment amount, the Proceed to Payment button becomes clickable. Select it and proceed accordingly.

