# HOW TO PAY AN OUTSTANDING BALANCE

There are two ways to access outstanding invoices. When logged into the student's account, from the left side of the page, click on either 'My Invoices' or 'My Account History.' Typically using 'My Invoices' is the preferred method.

'My Invoices' Method:

1. Log into the Student Account
2. Click on 'My Invoices'
    (Below is a screenshot of a test account with several enrollments.)
3. Check the invoice that you want to pay (you may click on the Invoice No. to see more details)
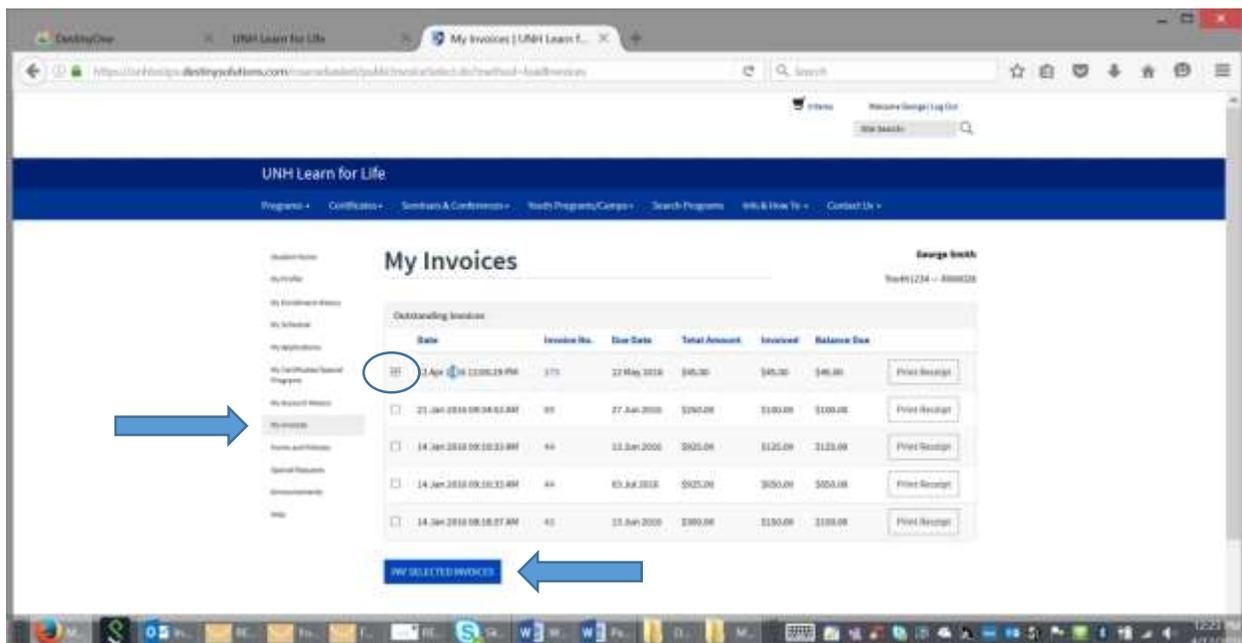

4. Click 'Pay Selected Invoices at the bottom of the page
5. Complete the checkout process

You will receive an email confirmation of your payment from the payment processor. This confirmation will go to the email provided in the student account.

'My Account History' Method:

Below is a screenshot of when 'My Account History' is selected (test account with just one enrollment). If a balance is due, as in the screenshot below, you can click on the number in the Transaction No. column to make a payment.
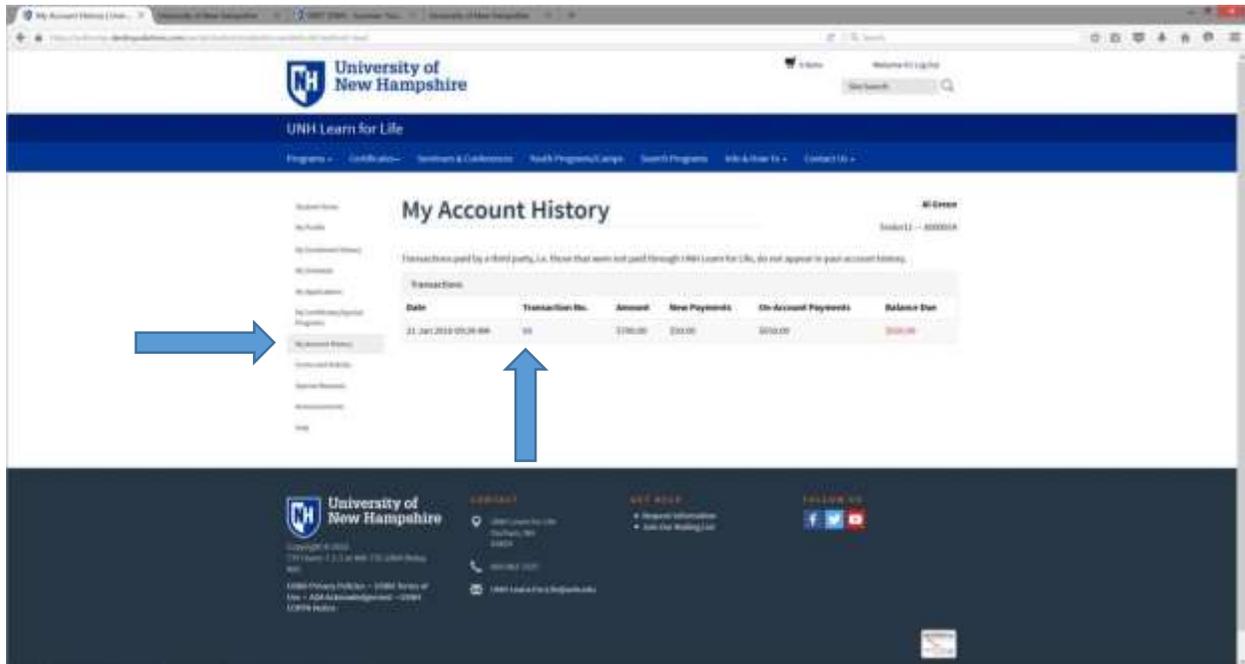
If there are multiple invoices, the 'My Account History' page shows both current and past invoices. The balance owed will be at the top in red, but you will need to select an active invoice in order to pay it. Please refer to the 'My Invoices' method above. You can view details of the transaction by clicking on the blue transaction number.

Note: If you enroll and make a deposit payment, the 'My Invoices' dropdown may not appear immediately. If you need to see the balance invoice immediately, you will need to log out and then log back into the account.