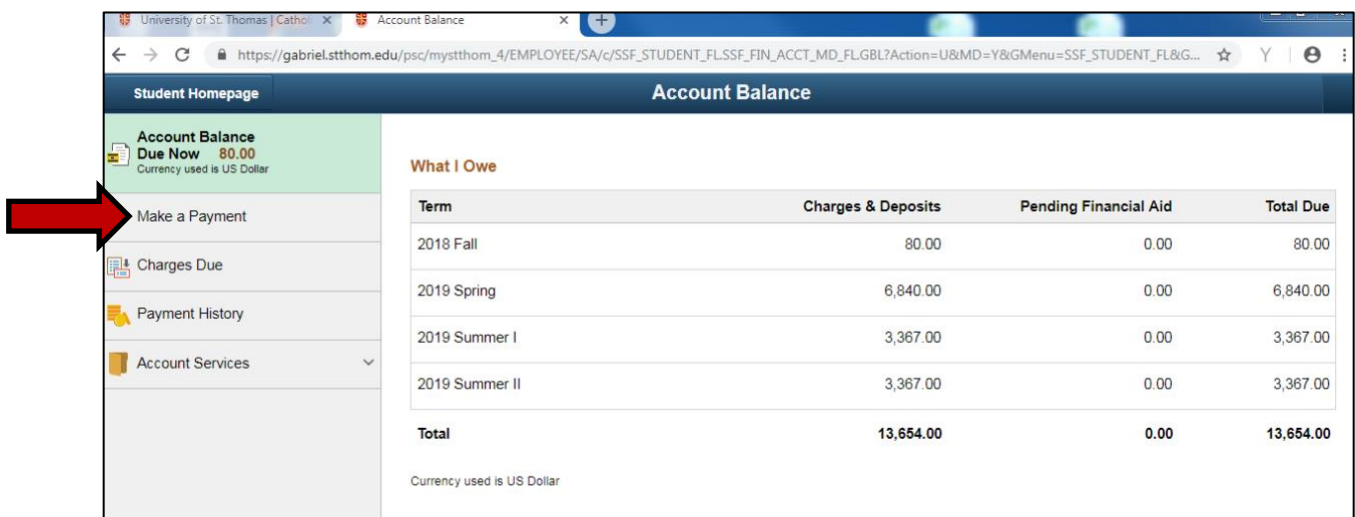


## HOW TO MAKE A PAYMENT

Step 1: Click on Financial Account



Step 2: Click on "Make a Payment" (left-hand margin)



The screenshot shows the Oracle Account Balance page. The page title is "Account Balance". The left-hand margin contains a menu with the following items: Account Balance Due Now 80.00, Make a Payment (highlighted with a red arrow), Charges Due, Payment History, and Account Services. The main content area displays a table titled "What I Owe" with the following data:

Term	Charges & Deposits	Pending Financial Aid	Total Due
2018 Fall	80.00	0.00	80.00
2019 Spring	6,840.00	0.00	6,840.00
2019 Summer I	3,367.00	0.00	3,367.00
2019 Summer II	3,367.00	0.00	3,367.00
<b>Total</b>	<b>13,654.00</b>	<b>0.00</b>	<b>13,654.00</b>

Currency used is US Dollar

### Step 3: Click on "jUSTPay" button

Account Balance  
**Due Now 80.00**  
Currency used is US Dollar

**Make a Payment**

Charges Due

Payment History

Account Services

#### Allocate Payment

**You owe 13,654.00.**

- Due Now 80.00
- Future Due 13,574.00

**\*\* You have a past due balance of 80.00. \*\***

**jUSTPay**

#### What I Owe

Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
2018 Fall	80.00		80.00
2019 Spring	6,840.00		6,840.00
2019 Summer I	3,367.00		3,367.00
2019 Summer II	3,367.00		3,367.00
<b>Total</b>	<b>13,654.00</b>		<b>13,654.00</b>

Currency used is US Dollar

Remittance Addresses

\*To use the jUSTpay feature, please ensure your device allows popups from mySTThom.

### Step 4: Click on Make a Payment button:

UNIVERSITY OF ST. THOMAS

Home My Profile Financial Accounts

Signed in as Kimberly

Current Balance  
**\$6,920.00**

**Make a Payment**

Manage Refunds


View Last Bill

	AMOUNT DUE
SPRING 2019 Current Charges	<b>\$6,840.00</b>
FALL 2018 Current Charges	<b>\$80.00</b>


Set up a Payment Plan

Want to allow a friend or family member to pay toward your balance?  
[Add an Authorized Party.](#)




# Step 5: Select the correct semester for which you wish to post payment:



UNIVERSITY OF ST. THOMAS



es Español ? Customer Service

Home My Profile Financial Accounts   Signed in as Kimberly 

1 Select A Payment 2 Payment Method 3 Receipt

If you want to make a payment and have a payment plan setup, please click on the 'Payment Plan' radio button above. [Want to designate another payer?](#)

### Select Accounts to Pay

ACCOUNT	CURRENT BALANCE	PAYMENT AMOUNT
<input type="checkbox"/> <b>UST Student Accounts</b> Spring 2019	6,840.00	\$ <input type="text" value="Enter Amount"/>
<input type="checkbox"/> <b>UST Student Accounts</b> Fall 2018	80.00	\$ <input type="text" value="Enter Amount"/>
<input checked="" type="radio"/> <b>UST Student Accounts</b> Summer II 2018	0.00	\$ <input type="text" value="Enter Amount"/>
<input type="radio"/> <b>UST Student Accounts</b> Summer I 2018	0.00	\$ <input type="text" value="Enter Amount"/>
<input type="radio"/> <b>UST Student Accounts</b> Spring 2018	0.00	\$ <input type="text" value="Enter Amount"/>
<input type="radio"/> <b>UST Student Accounts</b> Fall 2017	0.00	\$ <input type="text" value="Enter Amount"/>

\$6,840.00 Eligible for Payment Plan

**Step 6:** After semester is selected, click on green "Next - Payment Method" button:

If you want to make a payment and have a payment plan setup, please click on the 'Payment Plan' radio button above. [Want to designate another payer?](#)


**Select Accounts to Pay**

ACCOUNT	CURRENT BALANCE	PAYMENT AMOUNT
<input checked="" type="checkbox"/> <b>UST Student Accounts</b> Spring 2019	6,840.00	\$ <input type="text" value="6,840.00"/>
<input type="checkbox"/> <b>UST Student Accounts</b> Fall 2018	80.00	\$ <input type="text" value="Enter Amount"/>
<b>UST Student Accounts</b> Summer II 2018	0.00	\$ <input type="text" value="Enter Amount"/>
<b>UST Student Accounts</b> Summer I 2018	0.00	\$ <input type="text" value="Enter Amount"/>
<b>UST Student Accounts</b> Spring 2018	0.00	\$ <input type="text" value="Enter Amount"/>
<b>UST Student Accounts</b> Fall 2017	0.00	\$ <input type="text" value="Enter Amount"/>

\$6,840.00 Eligible for Payment Plan  
[Set up a Payment Plan](#)

---

PAYMENT AMOUNT **\$6,840.00**

 **Next - Payment Method**

Step 7: Select Payment Method (bank account or credit card) and click green "Pay Now" button:

## Make A Payment

1 Select A Payment   2 **Payment Method**   3 Receipt

**Payment Method**

or [Add a New Account](#)

[Nelnet Returned Payment Fee Policy](#)

**Total Amount**


Institution Amount	\$5.00
<hr/>	
Total	<b>\$5.00</b>

A transaction receipt will be sent to: [rosenk@stthom.edu](mailto:rosenk@stthom.edu). [Add](#)

**Authorization**

By clicking the Pay Now button, you authorize Nelnet to process this payment from the financial account identified above.

**This is an immediate payment and cannot be canceled.**

 [Cancel](#) [Pay \\$5.00 Now](#)