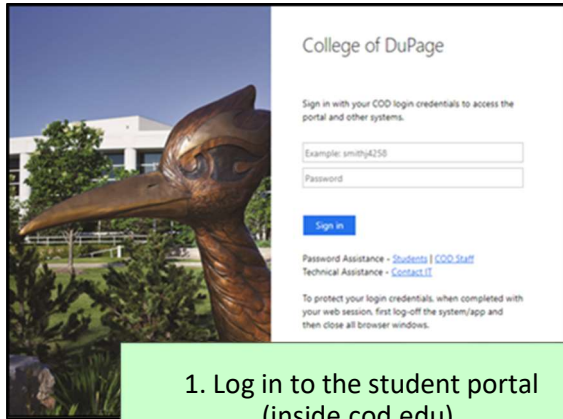


# Directions to Pay Your Student Account Balance in Full

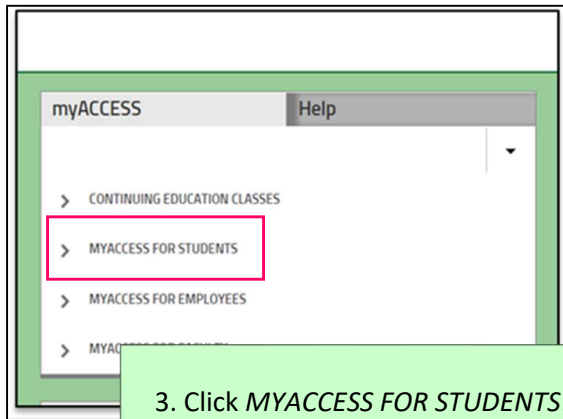
Follow these simple instructions to pay in full:



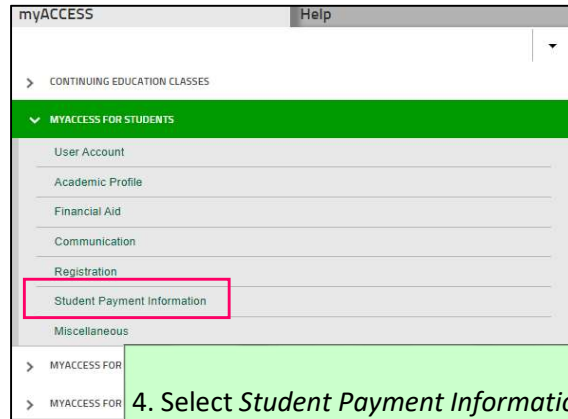
1. Log in to the student portal (inside.cod.edu).



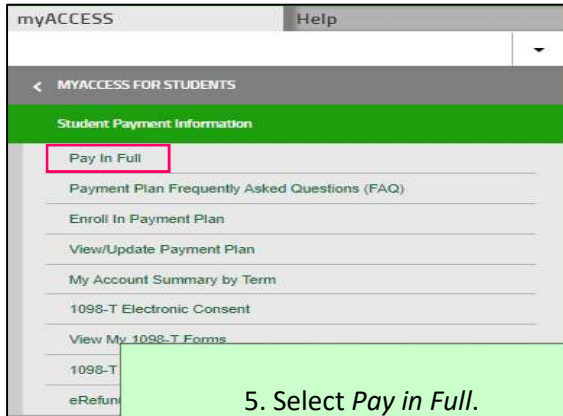
2. Locate the myACCESS menu.



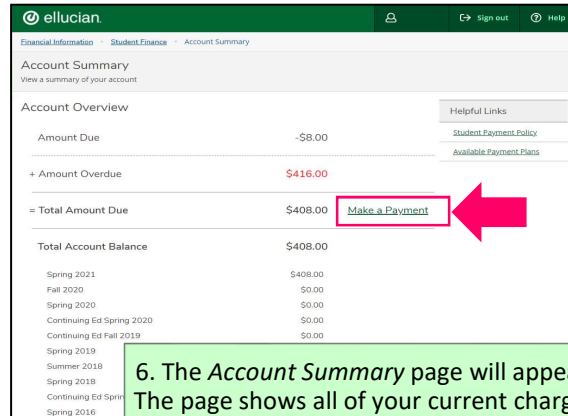
3. Click *MYACCESS FOR STUDENTS*.



4. Select *Student Payment Information*.

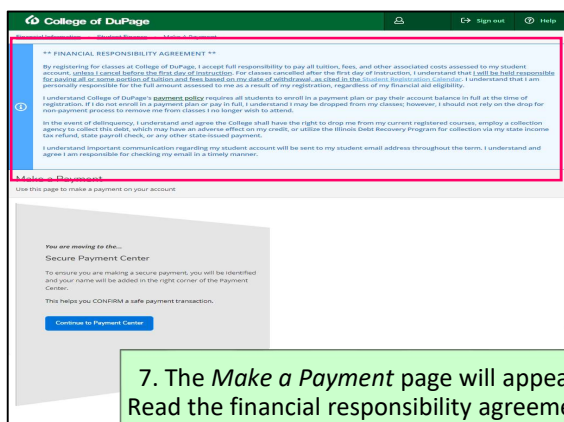


5. Select *Pay in Full*.

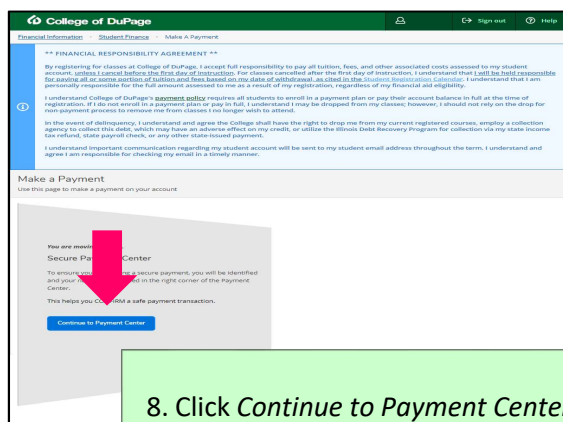


6. The *Account Summary* page will appear. The page shows all of your current charges by term. Click *Make a Payment*.

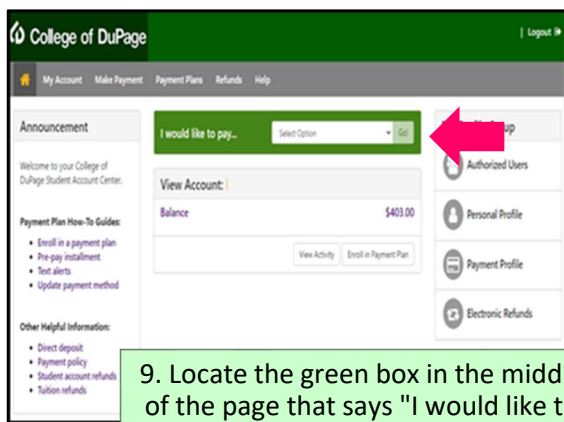
# Directions to Pay Your Student Account Balance in Full (Continued)



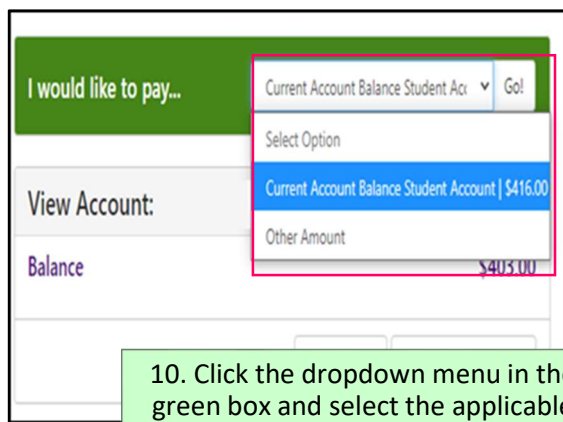
7. The *Make a Payment* page will appear. Read the financial responsibility agreement at the top of the page.



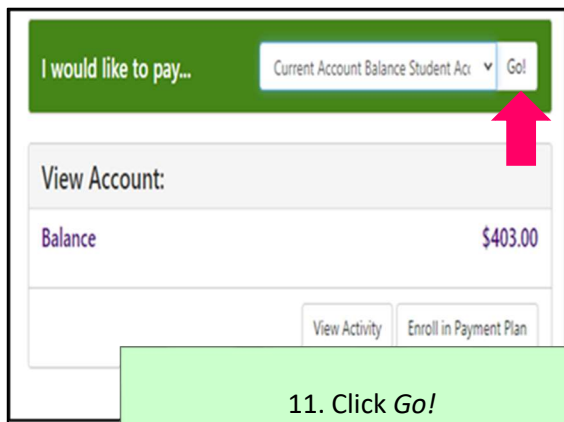
8. Click *Continue to Payment Center*.



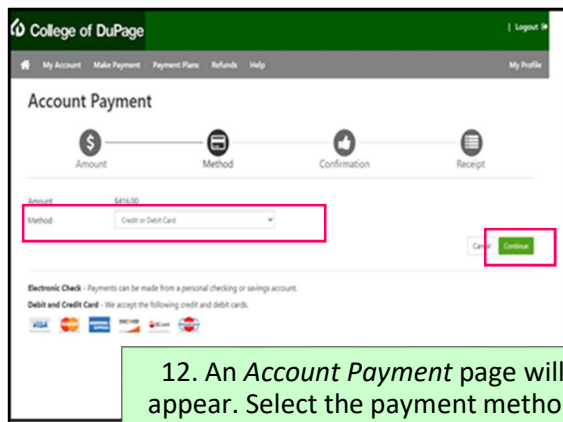
9. Locate the green box in the middle of the page that says "I would like to pay ..."



10. Click the dropdown menu in the green box and select the applicable balance.



11. Click *Go!*



12. An *Account Payment* page will appear. Select the payment method then click *Continue*.\*

\*If a saved payment method is not already on file, the payment information will need to be entered after step 12.

# Directions to Pay Your Student Account Balance in Full (Continued)

The screenshot shows the 'Account Payment' interface with a progress bar at the top indicating steps: Amount, Method, Confirmation, and Receipt. The 'Amount' step is active. Below the progress bar, a yellow banner reads 'Please review the transaction details, then submit your payment.' The 'Payment Information' section is highlighted with a red box and contains the following data:

Payment Information		
Payment Date	2/9/21	
Name	Account	Amount
Spring 2021	Student Account	\$416.00
Total Payment Amount		\$416.00

Below this table is a 'Change amount' button. To the right, the 'Paid To' field is 'College of DuPage' and the 'Confirmation Email' field is empty. Below the 'Payment Information' is the 'Selected Payment Method' section, which shows 'Credit' as the selected method with a 'Change Payment Method' button.

13. The payment amount will default to the entire account balance.\*\* Confirm the amount is correct, then proceed to the next step.

The screenshot shows the 'Account Payment' interface with the progress bar now showing 'Confirmation' as the active step. The 'Payment Information' section is now displayed in a table format:

Name	Account	Amount
Spring 2021	Student Account	\$416.00
Total Payment Amount		\$416.00

Below this table is a 'Change amount' button. The 'Selected Payment Method' section shows 'Credit' as the selected method with a 'Change Payment Method' button. At the bottom right, the 'Submit Payment' button is highlighted with a red box. A small disclaimer at the bottom reads: 'By selecting the Submit Payment button, you are agreeing to the EOD Payment Policy.' with a 'Back' link.

14. Click the green *Submit Payment* button in the lower right-hand corner to submit the payment for processing.

\*\* The College's payment policy requires all students to enroll in a payment plan or pay in full at the time of registration. For more information, please visit [cod.edu/paymentpolicy](http://cod.edu/paymentpolicy).