

## Student Account View and Payment Navigation

1. Log on to MyBenU. Go to [www.ben.edu/mybenu](http://www.ben.edu/mybenu) from any on-campus computer or access MyBenU via BenUConnect, [www.ben.edu/BenUConnect](http://www.ben.edu/BenUConnect), from off-campus. When you log on to MyBenU, the MyBenU homepage appears.
2. Click on "Self Service" – A page will appear with options for self-service.
3. Click on "Student Center" – A page will appear with options for student center.
4. Scroll down to "Finances" – Click on "Account Inquiry" A page will appear with your Account Summary.
5. Click on "Charges Due" – This will give you a summary of charges and the due dates.
6. To Make a Payment from this page click on "Make Payment" button, you will automatically be taken to "Make a Payment" page.
7. Select Payment Method by clicking on drop down arrow and selecting "Credit Card" or "Electronic Check". Click Next - Specify Payment Details page appears.
8. Specify Payment Details – Please fill appropriate information for payment method chosen. Click Next – Specify Payment Amount page appears.
9. Specify Payment Amount - You may click on "pay charges" and it will automatically fill in all charges to be paid. OR you may fill in the amount(s) you would like to pay under "Payment Amount" and then click on "Calculate Grand Total" to verify the TOTAL AMOUNT TO BE PAID. Click Next when completed. Confirm Payment page will appear.
10. Confirm Payment – Please confirm all information and make any necessary changes. HIT SUBMIT when verification is complete.
11. Please print "Payment Result" page as your receipt.
12. Log out of MyBenU – For security reasons, log out of the system by clicking the "Sign Out" icon in the upper right hand corner of the page.