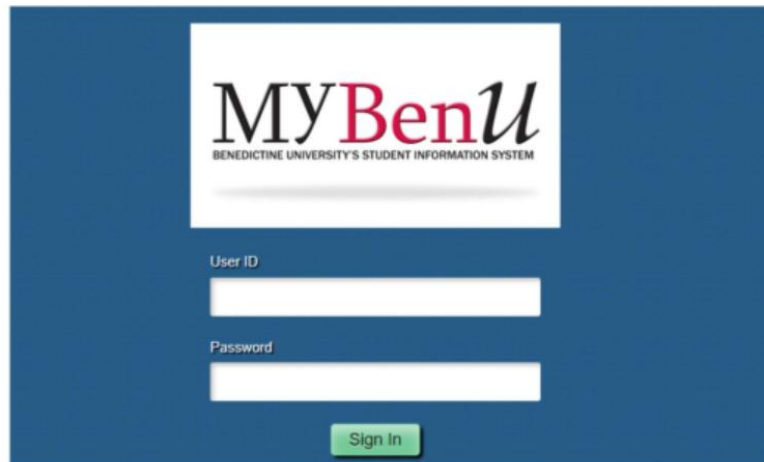




Making a Payment Without a Payment Plan Set-up

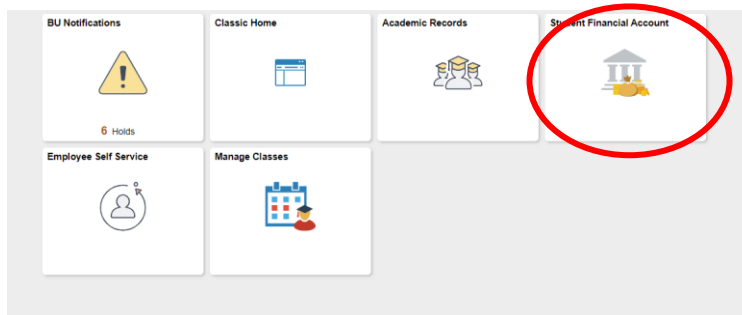
The student's out-of-pocket expenses are due by the end of the 1st week of each semester

Step One: Login to MyBenU student portal – **Use your username and password**

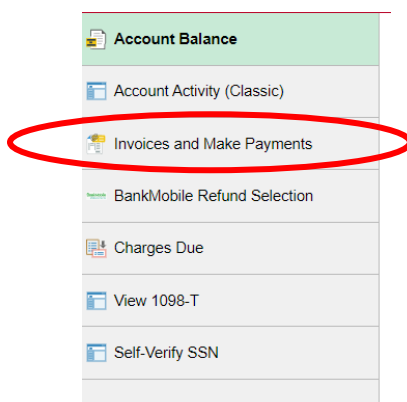


The image shows the MyBenU login interface. At the top, the logo reads "MYBenU" with "BENEDICTINE UNIVERSITY'S STUDENT INFORMATION SYSTEM" underneath. Below the logo are two input fields: "User ID" and "Password". At the bottom center is a green "Sign In" button.

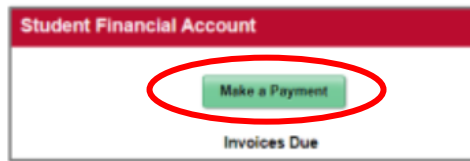
Step Two: Select – Student Financial Account



Step Three: Select – Invoices and Make Payments

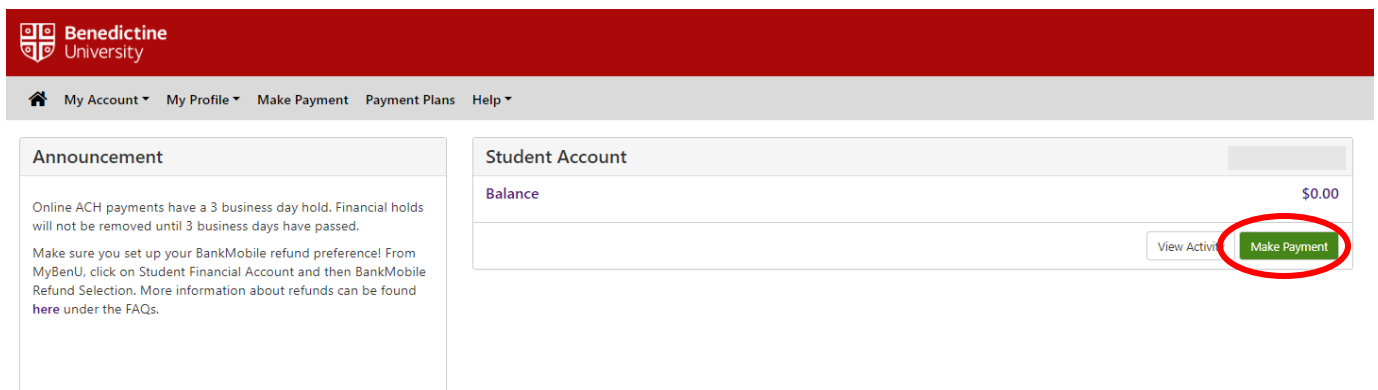


Step Four: Click the **Make a Payment**



This will be re-directed to the TouchNet system. (If you are not redirected, try clearing your cache, cookies, and/or browser, or try a different browser, or disable your pop-up blocker).

Step Five: Select **Make Payment**



Step Six: Enter the **amount** you would like to pay, then select **continue**

A screenshot of the "Account Payment" form. At the top, there is a progress bar with four steps: "Amount", "Method", "Confirmation", and "Receipt". Below this, the "Payment Date" is set to "8/13/24". The "Future Amount Due" section has a label "Enter amount to include in the payment total." and a text input field showing "\$ 0.00". A large red arrow points to this input field. Below this is a "Personal Note" section with a text area labeled "Enter a brief payment note". At the bottom right, a summary bar shows "Payment Total" as "\$0.00", and a green "Continue" button is circled in red.

Step Seven: Select your **payment method** and **continue**

Installment Payment

The screenshot displays the 'Installment Payment' form. At the top, a progress bar shows four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' field is set to \$1,684.00. The 'Method' field is marked with an asterisk and has a dropdown menu open, showing options: 'Select Method', 'Credit Card', 'Credit Card via PayPath', and 'Other Payment Methods' (with 'Electronic Check (checking/savings)' as a sub-option). A red oval highlights the 'Select Method' option. To the right of the form, there are three buttons: 'Back', 'Cancel', and 'Continue'. The 'Continue' button is highlighted with a red oval. A red asterisk indicates required information. A note at the bottom states: 'Electronic Check - Payments can be made from a personal checking or savings account.'

* Indicates required information

Amount: \$1,684.00

Method:*

Select Method

Credit Card

Credit Card via PayPath

Other Payment Methods

Electronic Check (checking/savings)

*Card payments are handled by the card issuer. A non-refundable service fee will be added to your payment.

Back Cancel Continue

Electronic Check - Payments can be made from a personal checking or savings account.

Step Eight: Follow the **prompts to complete payment**

Step Nine: You will receive a payment confirmation sent to your **BU student email account**.