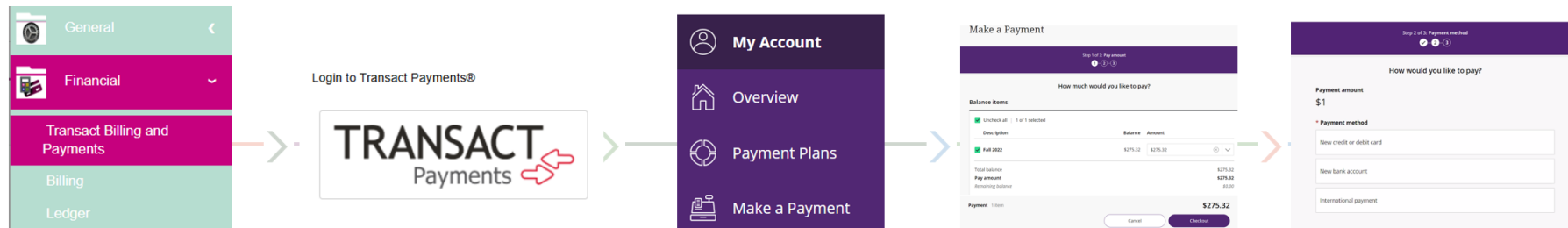


HOW DO I... ?

MAKE A PAYMENT?



On the left side of the Sonis student portal, click Financial, then Transact Billing and Payments

Click the middle of the Transact logo

On the left side, click Make a Payment

Once you have added the payment amount and any other additional items, click Checkout

On the next page, if you haven't already added a payment method, you will need to add one for this payment. You can choose to save the payment method for the future or enter it for each payment