



## Overview

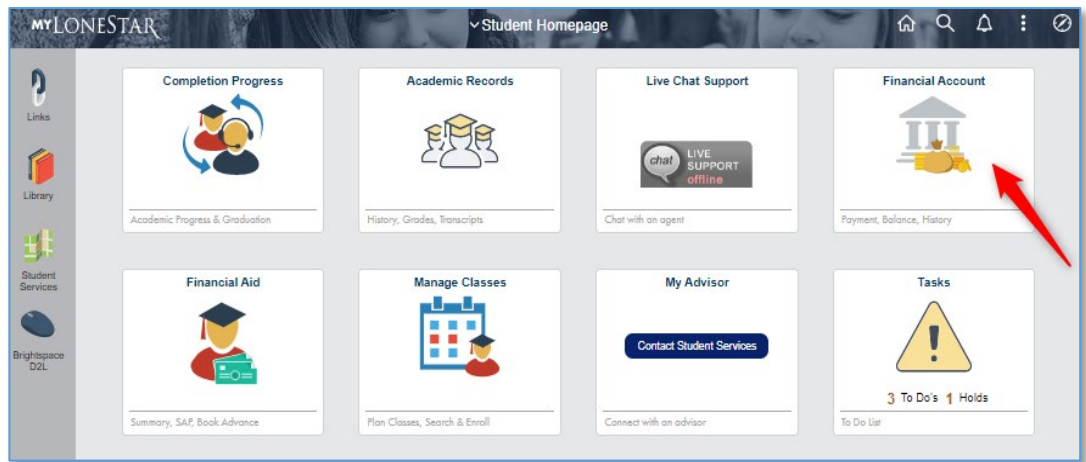
To provide directions to make a Credit Card Payment in Nelnet.

## Procedure

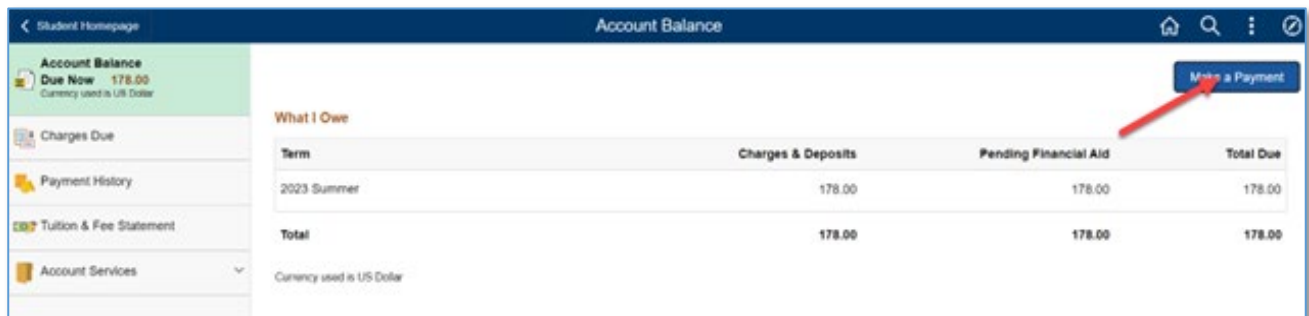
1. Log in to myLoneStar. Click on the Student Homepage.



2. Click on the Financial Account Tile.



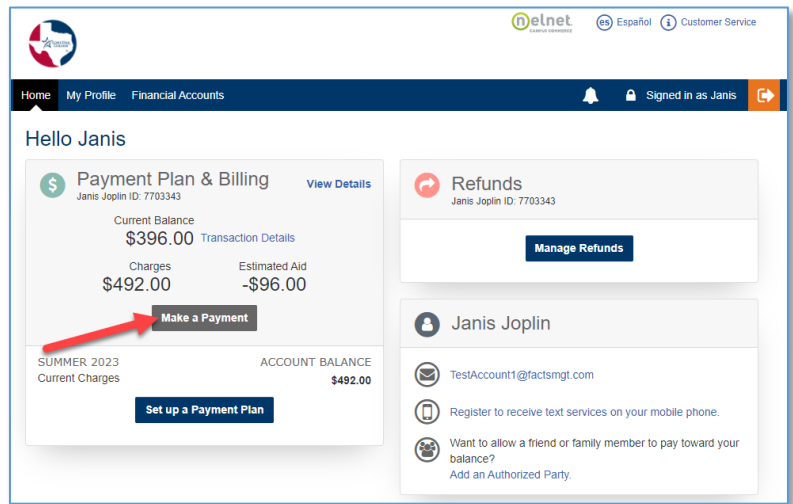
3. Click the Make a Payment Link. This will take you to the Nelnet site.



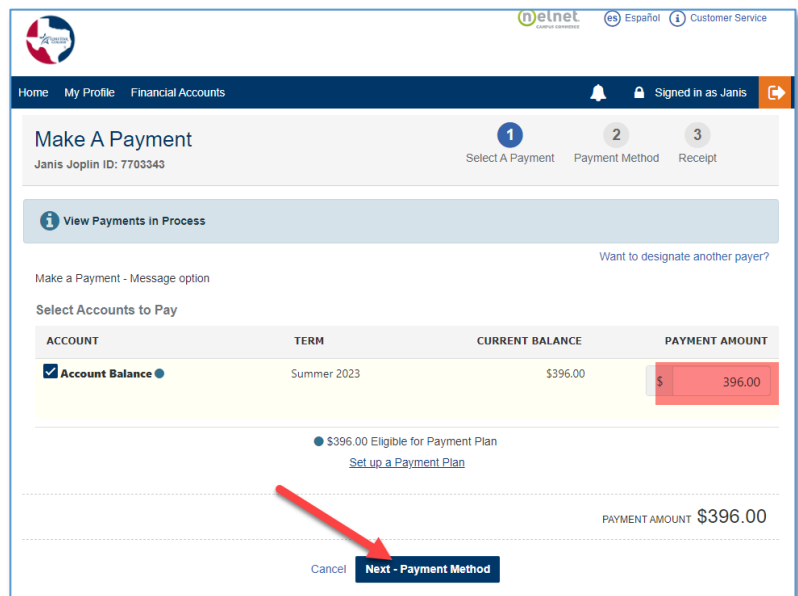


### How to Guide: Making a Credit Card Payment in Nelnet

4. Once at Nelnet, click on Make a Payment.



5. Enter the amount you wish to pay in the appropriate term(s). Then click the Next-Payment Method button.





6. Enter the credit card information, account holder name, and expiration date.

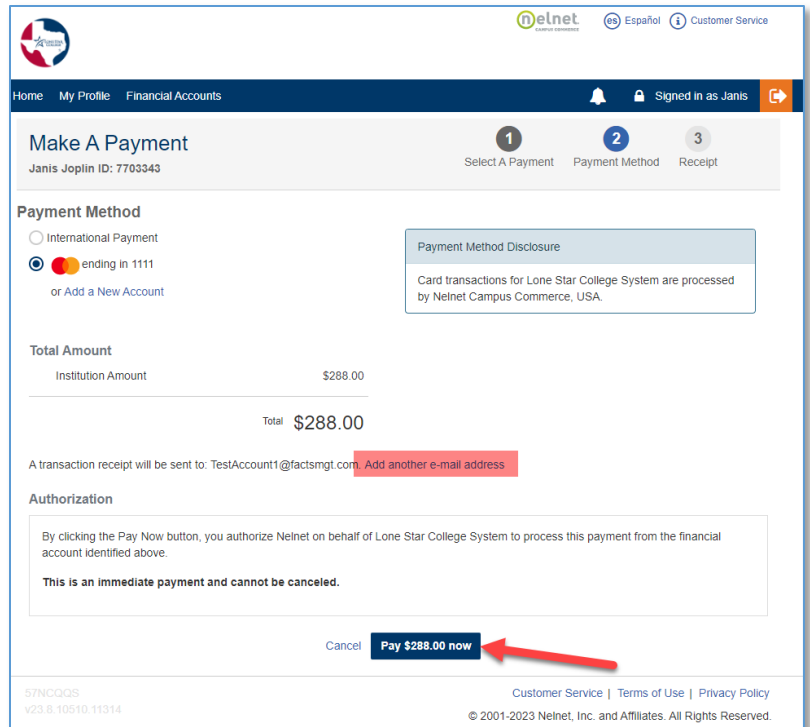
The screenshot shows the 'Make A Payment' interface. At the top, there are navigation links for 'Home', 'My Profile', and 'Financial Accounts'. The user is signed in as 'Janis'. The main heading is 'Make A Payment' with a sub-heading 'Janis Joplin ID: 7703343'. There are three numbered steps: 1. Select A Payment, 2. Payment Method, and 3. Receipt. Under 'Payment Method', 'Credit / Debit Card' is selected. The 'Credit / Debit Card Details' section includes a card number field (with a placeholder), a field for the account holder's name, and an expiration date field with month and year dropdowns. A 'Payment Method Disclosure' box states that transactions are processed by Nelnet Campus Commerce, USA.

7. Enter the billing address if it is different from the address shown. If you want to use the payment method for future payments, click the button next to Save credit / debit card to Financial Accounts for future use? Any saved payment methods can be changed at a later date. When the information is entered correctly, click the Save & Continue button.

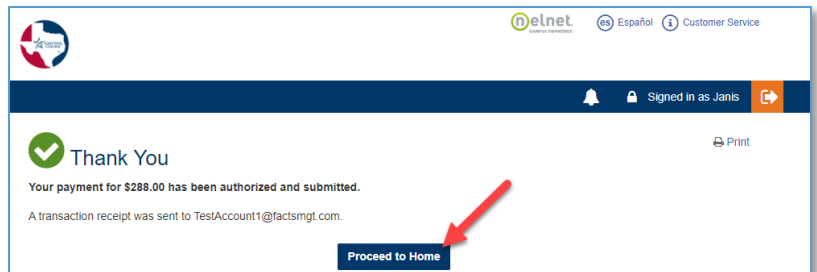
The screenshot shows the 'Billing Address' form. It includes a dropdown for 'Country' (United States), a text field for 'Address' (123 Main Street), an optional field for 'Apt., Suite, Bldg.', and dropdowns for 'City' (Houston) and 'State' (Texas). There is a text field for 'Zip / Postal Code' (77001). At the bottom, there is a checkbox labeled 'Save credit / debit card to Financial Accounts for future use?' which is checked. A red arrow points to the 'Save & Continue' button.



8. Review the information. A receipt of the transaction will be emailed to your Lone Star email account. Click the "Add another email address" link to have a transaction receipt emailed to an additional email address. Click on the Pay Now button to complete the transaction. Please note that all credit card transactions for Lone Star College are processed by Nelnet Campus Commerce, USA.



9. Click on the Proceed to Home button to return to your account information at Nelnet.



10. Be sure to click the orange exit/logout button when have completed your transaction.



11. If you need assistance at any time with making your payment, click the Customer Service link at the top of any of the pages.



12. **END OF HOW TO GUIDE: MAKING A CREDIT CARD PAYMENT IN NELNET**