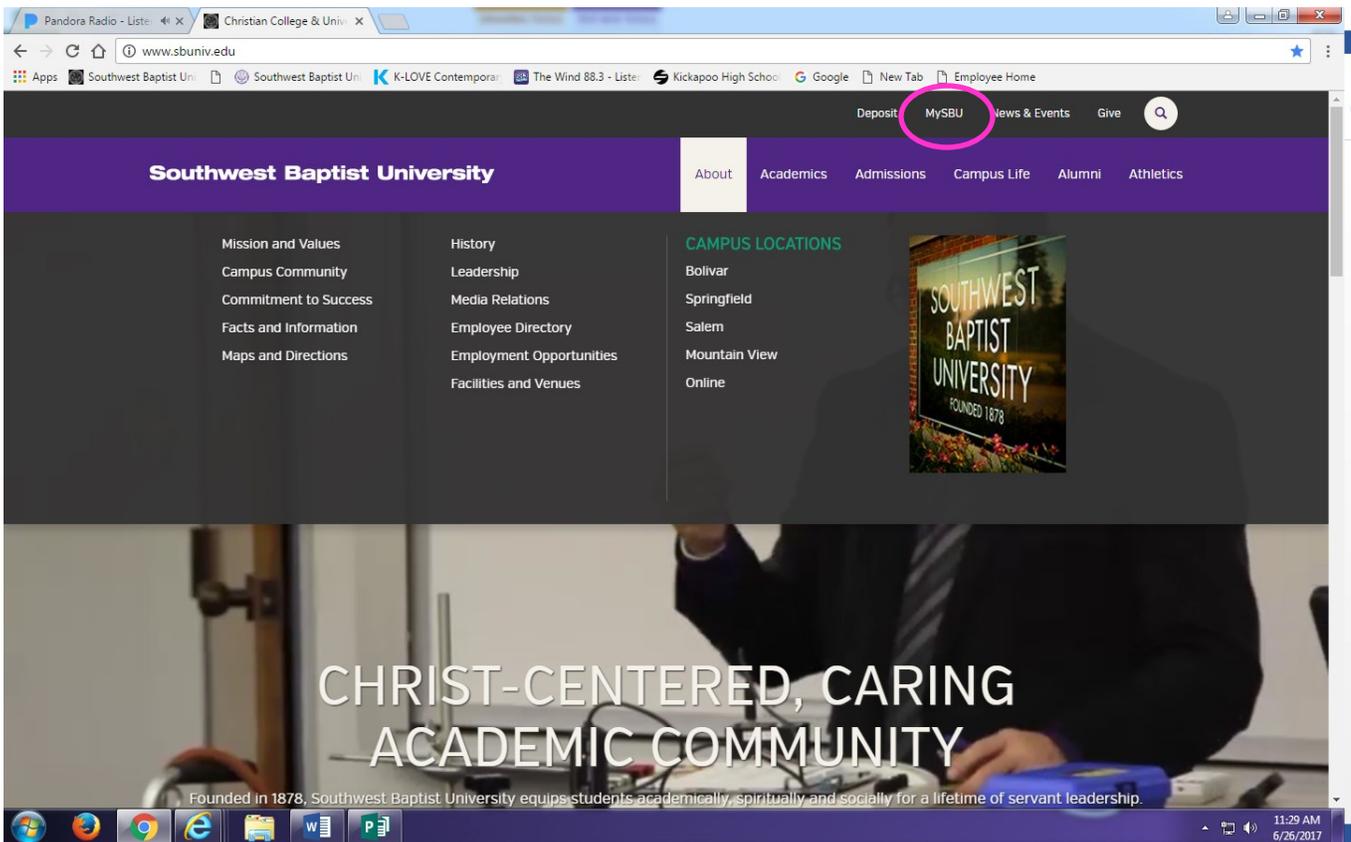


# How to Make a Payment Online

[www.sbuniv.edu](http://www.sbuniv.edu)

Click MySBU

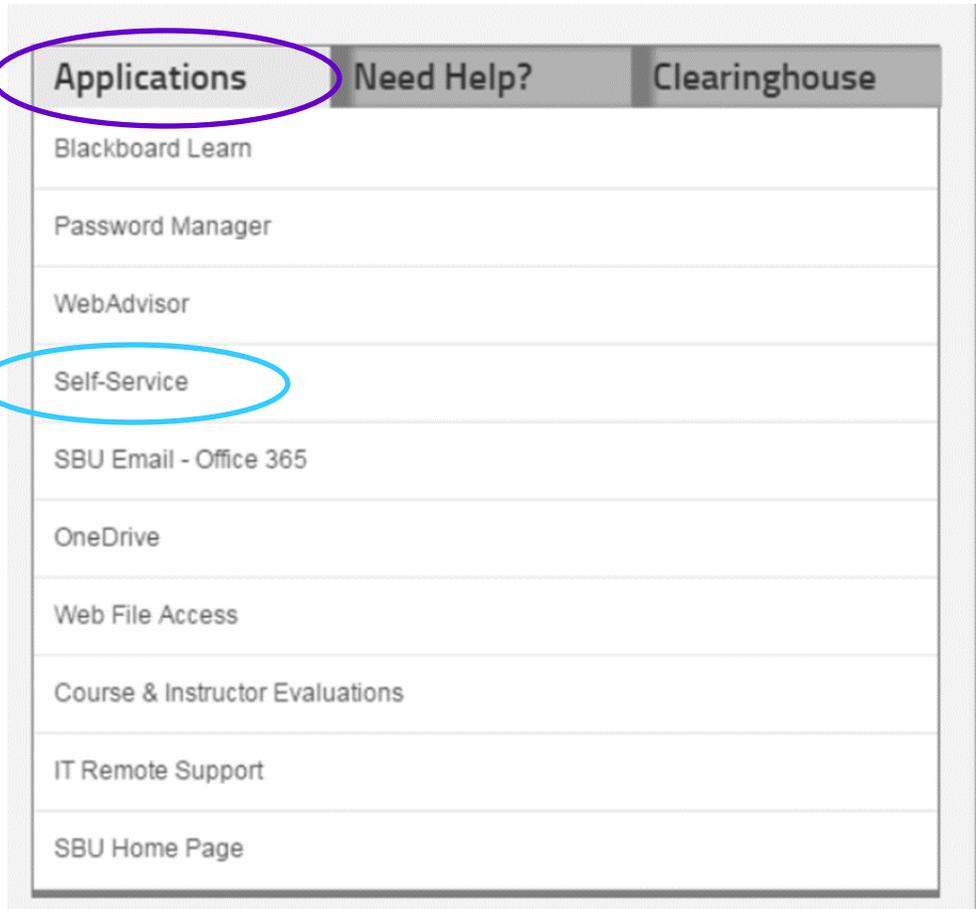


Enter your SBU **Username:** & **Password:** & **Click LOGIN**

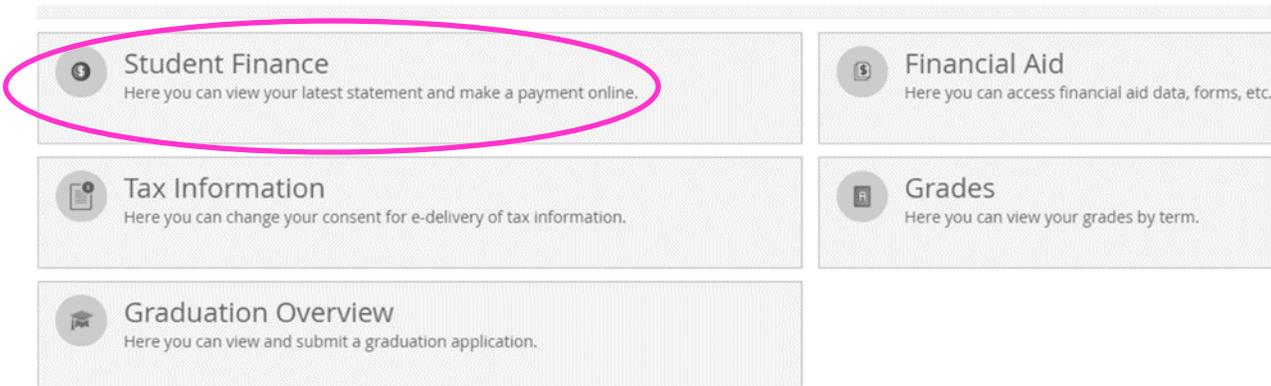
A screenshot of the SBU login page. The page header reads 'SBU SOUTHWEST BAPTIST UNIVERSITY'. Below the header, there is a section titled 'Enter your Username and Password'. This section contains two input fields: 'Username:' and 'Password:'. The 'Username:' field is highlighted with a green border, and the 'Password:' field is highlighted with a blue border. Below these fields is a checkbox labeled 'Warn me before logging me into other sites.' and a 'LOGIN' button highlighted with a purple border. To the right of the login fields, there are several links: 'Change / Forgot Password?', 'First Time User?', 'Acceptable Use Policy', 'Browser Settings', and 'Call Help Desk: (417) 328-1702'. At the bottom of the login section, there is a 'clear' link next to the 'LOGIN' button. Below the login section, there is a message: 'For security reasons, please Log Out and Exit your web browser when you are done!'.

Click on **Applications**

Click on **Self—Service**



Click on **Student Finance**



Click on **Make a Payment**

Account Overview		
Amount Overdue	\$2,580.00	
= Total Amount Due	\$2,580.00	<a href="#">Make a Payment</a>
Total Account Balance	\$2,580.00	<a href="#">Account Activity</a>

To make a payment amount other than the total amount due.

Example : This account balance in full is \$2580.00.

Go to the box under **Amount to Pay:**

**Type in the amount \$\$\$ you want to pay Example: \$100.00**

**Click Proceed to Payment**

### Make a Payment

Select the items that you would like to pay and Choose a Payment Method below

Total Payment : \$100.00

Please Note: Amounts Due may include credit amounts.

2017 Summer \$2,580.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Accounts Receivable	WEB	6/5/2017 (Overdue)	\$2,580.00	\$ <input type="text" value="100.00"/>
<b>Total Amount Due</b>					<b>\$2,580.00</b>

Top of page

Payment Review if correct amount listed. Click **Pay Now.**

### Payment Review

Review your Payment Information below

#### Payment Review

You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button below. You will be taken to a secure web site to enter your payment information.

Payment Information	
Item	Amount
Student Accounts Receivable	\$100.00
<b>Total Payment Amount</b>	<b>\$100.00</b>

Payment Method: Electronic Check

Online payment options are electronic check or credit/debit card. Payments made using credit/debit card incur a convenience fee.

**Electronic Check Payment Entry:**

**ABA Routing Number \*** Enter your nine (9) digit routing number here. This is typically the 1st series of numbers from the left hand lower side of your check.

**Bank Account Number \*** Enter your account specific account number here. This is typically the 2nd series of numbers from the left hand lower side of your check.

## Electronic Check Entry

Enter your Electronic Check Payment Information below

Electronic Check Entry

[How do I find the routing number and bank account number?](#)

### Electronic Check Information

**ABA Routing Number \***

Enter nine (9) digit routing number here

**Bank Account Number \***

Enter your bank routing number here

Online Credit / Debit Card Payment Entry:

**Card Number:** Type your card number as it appears on the card. (Typically 16 digits)

**Expiration Date:** Type your expiration date as it appears on the card. (Month / Year example: 03/20)

**Security Code:** Either a 3 or 4 digit code, found on the reverse of the card. The security code for American Express cards is on the front.

[Click Continue](#)

# Southwest Baptist University

B O L I V A R , M I S S O U R I

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PAYMENTS

Southwest Baptist University  
Tuition & Fees

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

### Payment Amount

\$  .

### Payment Method

<b>Card Number</b>	<b>Expiration Date</b>	<b>Security Code</b>	<a href="#">What is this?</a>
<input type="text"/>	-- <input type="text"/> / -- <input type="text"/>	<input type="text"/>	



[Cancel](#)

Please note you will not be charged until you Submit at end.

[Continue](#)

Enter the cardholders information on the next screen.

Cardholder's Full Name

Billing Address

City, State, Zip Code

Click Continue.

Confirm information is correct.

All card transactions incur a convenience fee.

Click Submit. Transaction will process.

At the successful completion, you will receive a confirmation number.