## MAKING ONLINE PAYMENTS

### Navigation
Log into your myLoneStar account at [www.my.lonestar.edu](http://www.my.lonestar.edu).

### Procedure

1. **At the top of the page, click the Homepage drop-down menu.**

2. **Tile**
   - Click the Financial Account Tile.

3. **Side-Navigation Menu**
   - Click the Make Payments button.

4. **Student Account section**
   - Click the Make Payment button.

5. **Account Payment Amount page**
   - Click in the Payment Date field.
   - Enter your desired effective date (MM/DD/YY).
   - Click to select the checkbox for the term you need to pay.
   - Click in the Memo field and enter any desired information.
   - Click in the Payment Amount field. The default for this field is to display the full amount due. To make a partial payment, enter the amount you need to pay in this field.
   - Click the Continue button.
6. **Account Payment Method page**
   - Click on the **Method** drop-down field.
   - Click on your chosen method of payment.
   - Click the **Continue** button.

7. **Account Payment Confirmation page**
   - Review the details of your payment and ensure that all of the information displayed is accurate.
   - Click the **Back** button to change any payment details.
   - Click the **Submit Payment** button.

8. **Account Payment Receipt page**
   Click the **Print** button to print the payment information.