

Note: Payment Plans are only available to dual credit students with balances greater than \$100



## Assign a New Payment Method to Payment Plan

Assigning a new payment method to the payment plan, gives the student the opportunity to remove the old payment method and assigned a new one for the next scheduled installment deduction. (When all information is entered and saved, the old payment method will need to be deleted to avoid further charges).

1. Navigate to [www.lonestar.edu](http://www.lonestar.edu)
2. On the top right corner click “myLone Star” to login
3. Type in your Username and Password. (if you’ve forgotten your password, you will need to reset it)

A screenshot of the myLoneStar login page. The page has a blue background with the "MY LONESTAR" logo at the top. Below the logo are two white input fields: "Username" and "Password", each with a question mark icon to its right. A dark blue "Submit" button is centered below the fields. At the bottom, there is a link for "LSCS Board of Trustees and Vendors Login" and contact information for the technology Service Desk: "832-813-6600 or [ots@lonestar.edu](mailto:ots@lonestar.edu)".

4. After you login to your myLoneStar home page, proceed to your Student Center “Quick View” and select “**Pay Now**” or payments.

A screenshot of the Student Center Quick View page. The page has a dark blue header with a globe icon, the text "Student Center (Quick View)", and a "Full View" button. Below the header, there is a table of courses for 2014 Spring and 2014 Summer. Each course row includes columns for "E-Mail", "Vitae", "Book", and "Syllabus" with corresponding icons. To the right of the course table, there is a "Current Balance" section showing "\$0.00" with a refresh icon, and a "Future Balance" section showing "\$200.00" with a "Pay Now" button. A red arrow points from the "Pay Now" button to the "Future Balance" section. Below the "Pay Now" button are links for "Payments", "Payment Plans", and "Refund Profiles".

2014 Spring Course	E-Mail	Vitae	Book	Syllabus
HIST 1301				
MATH 1314				
PHYS 1404				

2014 Summer Course	E-Mail	Vitae	Book	Syllabus
HIST 1302				

Current Balance: \$0.00

Future Balance: \$200.00 [Pay Now](#)

[Payments](#)  
[Payment Plans](#)  
[Refund Profiles](#)

5. Click on "My Profiles" under My Account.

The screenshot shows the 'My Account' web interface. At the top, there are navigation tabs: 'My Account', 'Payments', 'Payment Plans', 'eBills', 'eDeposits', and 'eRefunds'. Below these, there are sub-tabs: 'Account Activity', 'My Profiles', and 'Authorized Users'. The main content area is divided into two columns. The left column contains 'Account Alerts' with a yellow box stating: 'To have your refunds deposited directly, complete your setup on the [Refund Account Setup](#) page.' Below this is an 'Announcements' section with a large text block: '\*\*\*\*\*  
\*\*\*\*\*  
**SPRING 2012 PAYMENT PLANS - Enrollment begins on December 23, 2011. Upon enrollment, one-half of eligible charges plus a \$20 administrative fee due at signup. The remainder is split into two equal installments**'. The right column contains 'My Account' with a 'Current Account Status' table:

Current Account Status	
Amount Due:	\$0.00
Payment Plans	
2014 Spring - CR Payment Plan	\$219.00
Other Charges	
Not Included in Plan:	\$0.00

Below the table are two green buttons: 'Make a Payment' and 'View Account Activity'. Further down, there is a 'Statements' section with 'eBill Statement' and the text 'You currently do not have any billing statements.' At the bottom, there is a 'Term Balances' section.

6. Add New Payment Method

The screenshot shows the 'Profile Settings' web interface. At the top, there is a dark grey header with the text 'Profile Settings'. Below this, there is a section titled 'Personal Profile' with a downward arrow. A yellow box contains the text: 'You will receive a notification when a new billing statement is posted to your account. If you wish to provide a parent or guardian access to your account information, or allow them to enroll in a payment plan, please click the "Authorized Users" tab.' Below this, there is a form with the following fields:

Student ID:  
 Full name: Koehn  
 E-mail address: @my.lonestar.edu

At the bottom, there are two buttons: '▶ Saved Payment Methods' and '▶ Add New Payment Method'.


7. Select a payment method (eCheck or credit/debit card)

▼ Add New Payment Method

Select Payment Method

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

**Debit and Credit Card** - We accept the following credit and debit cards.



8. Type your eCheck or debit/credit card number (check agreement box)


**eCheck**

▼ Add New Payment Method

Electronic Check (checking/sav)

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

**Debit and Credit Card** - We accept the following credit and debit cards.



**Account Information**  
*\*Indicates required fields*

**Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.**

\*Account type:

\*Routing number:   
[\(View example\)](#)

\*Bank Account number:

**RE-ENTER THE ACCOUNT NUMBER IN REVERSE ORDER**

\*Confirm account number:

**Billing Information**

\*Name on account:

Check here for an international address

\*Billing address:

Billing address line two:

\*City:

\*State/Province:

\*Postal code:

**Refund Options**  
**Only ONE account can be designated to receive refunds.**

Check here if you would like refunds to be deposited into this account.

\*Save payment method as:   
(e.g. Primary Checking)


**Debit/Credit card**

▼ Add New Payment Method

Credit or Debit Card

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

**Debit and Credit Card** - We accept the following credit and debit cards.

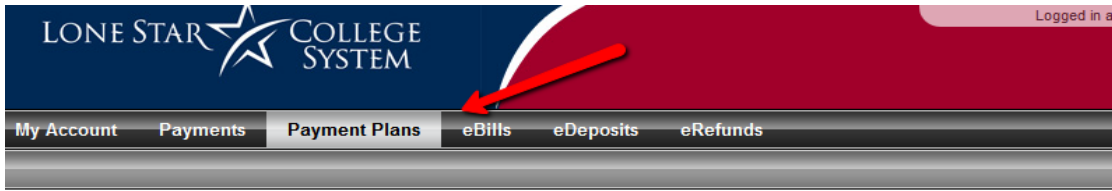


**Account Information**  
*\*Indicates required fields*

\*Card number:

**Continue and save. (Remember the name of the saved payment method)**

9. Navigate to "Payment Plans". Click on "Change"



10. Click on "Change" link. (Under payment method)

**Currently Enrolled Plans**

You are currently enrolled in this payment plan. To pay an installment or other partial plan amount, please go to [Payments](#).

Plan name: 2014 Spring - CR Payment Plan | [View Agreement](#)  
 Enrolled by: Koehn  
 Term: 2014 Spring  
 Enrollment date: 2/26/14  
 Setup fee: \$20.00  
 Down payment: \$219.00  
 Payment method: Testing [Change](#)  
 Payoff amount: \$219.00 | [Pay off Plan](#)

Installment	Due Date	Status	Amount Due(\$)
1 of 2	3/14/14	Scheduled	109.50
2 of 2	3/28/14	Scheduled	109.50

**Payment Plan History**

Plan Name	Enrollment Date	Removal Date	Finance Charge(\$)	Installments
2013 Fall - CR Payment Plan   <a href="#">View Agreement</a>	10/4/13 12:41:27 PM CDT		20.00	<a href="#">Show</a>
2014 Spring - CR Payment Plan   <a href="#">View Agreement</a>	2/26/14 2:38:54 PM CST		20.00	<a href="#">Show</a>

11. Select the new payment method name and click "change".

**Change Payment Method**

If you need to create a new payment method, please visit the [Payment Profile](#) page.

Select New Payment Method:

[Change](#) [Cancel](#)

**2014 Spring - CR Payment Plan**

Enrollment Date: 02/26/2014  
 Setup Fee: \$20.00  
 Down Payment: \$219.00  
 Payment Method: Testing  
 Payoff Amount: \$219.00

Installment	Due Date	Status	Amount Due(\$)
1 of 2	03/14/2014	Scheduled	109.50
2 of 2	03/28/2014	Scheduled	109.50

12. Confirm

**2014 Spring - CR Payment Plan**

Enrollment Date:	02/26/2014
Setup Fee:	\$20.00
Down Payment:	\$219.00
Payment Method:	Payment Plan New
Payoff Amount:	\$219.00

Installment	Due Date	Status	Amount Due(\$)
1 of 2	03/14/2014	Scheduled	109.50
2 of 2	03/28/2014	Scheduled	109.50

[Confirm](#) [Cancel](#)

13. Go to “my account” and click on “my profile”.

My Account | Payments | Payment Plans | eBills | eDeposits | eRefunds

Account Activity | **My Profiles** | Authorized Users

**Profile Settings**

▼ Personal Profile

You will receive a notification when a new billing statement is posted to your account. If you wish to provide a parent or guardian access to your account information, or allow them to enroll in a payment plan, please click the “Authorized Users” tab.

Student ID:  
 Full name: Koehn  
 E-mail address: @my.lonestar.edu

► Saved Payment Methods

► Add New Payment Method

14. Go to Saved Payment Methods and delete the old payment plan method.

**Profile Settings**

► Personal Profile

▼ Saved Payment Methods

To store payment profiles, enter the account information of your preferred credit card(s) or bank account(s). To get started, select the Add New Payment Method option below. Select the payment type from the drop-down list and click “Select”. You can have refunds sent to whichever bank account profile you choose. You can add a new bank account profile or edit an existing one to accept refunds. To use an account for refunds, check the Refund Option box on its “Bank Account Information” screen.

My Payment Methods	Use for Refunds	Action	Date Last Modified
My Credit Card	N/A	<a href="#">Edit</a>   <a href="#">Delete</a>	10/4/13 12:41:07
Testing	N/A	<a href="#">Edit</a>   <a href="#">Delete</a>	2/26/14 14:38:48
Payment Plan New	Yes	<a href="#">Edit</a>   <a href="#">Delete</a>	2/26/14 16:06:03

► Add New Payment Method

15. Your payment plan installments will now be deducted from the new saved account.