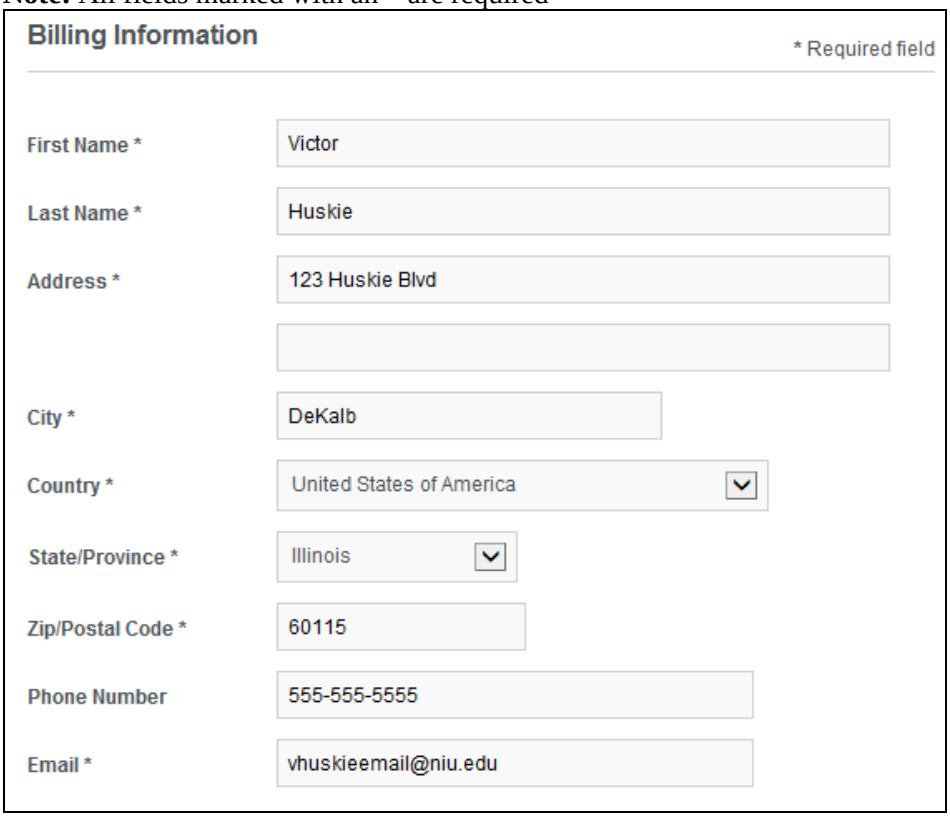
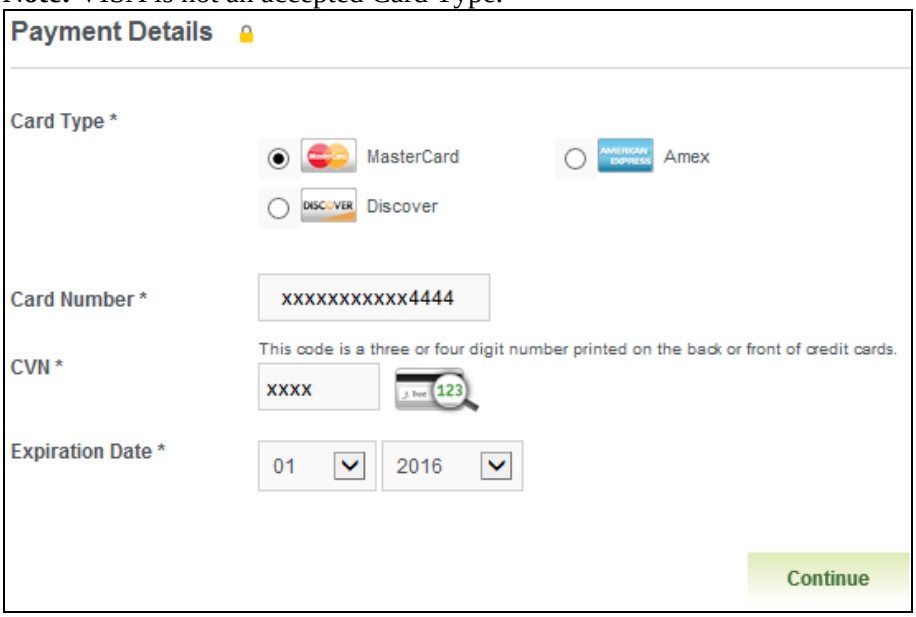
Making a Payment by Credit Card

The following steps will guide you through the process of making an online credit card payment to your student account.

Note: NIU does not accept payments with a VISA credit card. It is recommended when making an electronic payment to your account through MyNIU, that you allow cookies for NIU's third party payment provider - ic3.com.

After successful log in to the portal at myniu.niu.edu:

Step	Action
1.	Click the **MyNIU Student Center** link. MyNIU Student Center
2.	Click the **Make a Payment** link in the finances area. make a payment
3.	Enter the amount you wish to pay in the **Payment Amount** field. **Example:** Enter "**5.00**". Payment Amount 5.00
4.	Click the **Next** button. NEXT
5.	**Note:** A 2.4% convenience fee will be added to your Credit Card payment. We do not charge a fee for eCheck transactions.
6.	Select **Credit Card** from the Pay By dropdown list. Pay By Credit Card
7.	Click the **Next** button. NEXT
8.	Read the **Confirm Payment** message.
9.	Click the **Continue to Make Payment** button. CONTINUE TO MAKE PAYMENT

Step	Action
10.	Enter in your **Billing Information** in the appropriate fields. **Note:** All fields marked with an ***** are required 
11.	Select your then enter the **Card Type Card Number**, **CVN**, and **Expiration Date**. **Note:** VISA is not an accepted Card Type. 

Step	Action
12.	Click the **Continue** button. Continue
13.	Review the Submit Payment information then click the **Submit** button. SUBMIT
14.	Review the payment **Confirmation Details**.
15.	Click the **View Confirmed Payment** button. VIEW CONFIRMED PAYMENT
16.	The **Payment History** page allows you to review all posted payments within a selected date range.
17.	To return to the Student Center, select **Student Center** from the go to... dropdown menu and click the **GO!** button. Student Center **Note:** Remember to sign out using the **Sign Out** link when you are finished using MyNIU.
18.	You have completed the Making a Payment by Credit Card topic. **End of Procedure.**