

Enrollment Fee Payment Directions

Log-in:

Students

1. Login to your My.LSSU account through <https://my.lssu.edu>.
2. Select Anchor Access from the LSSU Web Services Channel (located on the right-hand side of your screen).
3. Click on the Student tab.
4. Click Student Billing Information.
5. Click Bill & Payment Suite. You will then be logged in to the secure Bill & Payment Suite module automatically.

Authorized Users use https://secure.touchnet.com/C20115_tsa/web/login.jsp

After logging into the Bill & Payment Suite:

1. Choose "Deposits" from the main menu.
2. From the drop down menu, select the term for which you are making the payment. *Summer/Fall admits select "Fall 20xx", Spring admits select "Spring 20xx"*
3. Select the deposit account "Enrollment/Orientation Fee Pymt".

Note: This \$125.00 fee is a one-time charge for all new students and is paid prior to attending orientation. The payment is held in the deposit account until you are billed for classes, at which time it applies to the \$125.00 Enrollment Fee charge on your student account. Partial payments cannot be applied to this fee.

4. Click on "Make Deposit Payment".
5. Select a payment method
 - a. If you have a saved payment method, you can choose it now.
 - b. If you do not have any saved payment methods, choose either "New Electronic Check" to pay by checking or savings account, or "New Credit Card" to pay by credit or debit card.
 - i. When making your payment, you will have the option of using the information for a one time payment, or you can save the payment method for future use.
 - ii. If you wish to save this payment method, make sure to click the box to "Save this payment method for future use" and name the account on the bottom of the page.

NOTE: When confirming your bank account number, you must enter it in REVERSE ORDER.
 - iii. Click "Continue", after entering your information.
6. Read through the agreement for electronic payment. Mark the "I Agree" checkbox and click on "Continue".
7. Click "Submit Payment". You will then receive an e-mail with the payment details confirming that your payment has been processed.

For additional instructions on making an advance or deposit payment (*Advanced Room & Board payment, Housing Damage deposit, Enrollment fee or Advance Tuition payments*), please refer to the Bill & Payment Suite Users Manual (pages 19-21) located at:

<http://www.lssu.edu/costs/BillPaymentSuiteInstructions.php>