

Making Advance/Deposit Payments

Advanced Room & Board Payment, Housing Damage Deposit, Enrollment Fee Payment or Advance Tuition Payments

Students: Login to your My.LSSU account (<http://my.lssu.edu>). Select Anchor Access from the LSSU Web Services Channel. Click on the Student tab, then Student Billing Information.

Choose Student Bill & Payment Suite. This will log you in to the secure Bill & Payment Suite module automatically.

From the Home page, choose “Deposits” from the main menu. You will see the page below.

The screenshot shows the 'Deposits' page in the My.LSSU system. The top navigation bar includes 'Home', 'eBills', 'Payments', 'Deposits' (highlighted), 'Payment Plans', 'Refunds', 'Authorized Users', and 'My Profiles'. Below the navigation bar, there are two main sections. The first section, 'Make Deposit Payment for Term', has a yellow background and contains the text 'Select Term below for making a payment'. It features a dropdown menu with 'Spring 2010' selected and a 'Select' button. The second section, 'Make a Deposit Payment', also has a yellow background and contains the text 'Select a deposit account for making a payment from the drop-down menu below.' It features a dropdown menu with options: '-- Select Deposit Payment --', 'Advance Tuition Payment', 'Damage Deposit', 'Orientation/Enrollment Fee', and 'Room & Board Adv Payment'. A 'Select' button is also present.

From the drop down menu, choose the term for which you are making the payment.

NOTE: When paying your Advance Housing Payment, Damage Deposit, or Enrollment Fee, choose the term you are starting school. When paying tuition in advance for a future semester, choose the semester for which you want the payment to apply. Click “Select”.

Choose the type of advance payment or deposit you wish to make. **These types of payments may not be visible through your student access immediately because they are generally held in a deposit account and credited at a later time.**

Orientation/Enrollment Fee

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.