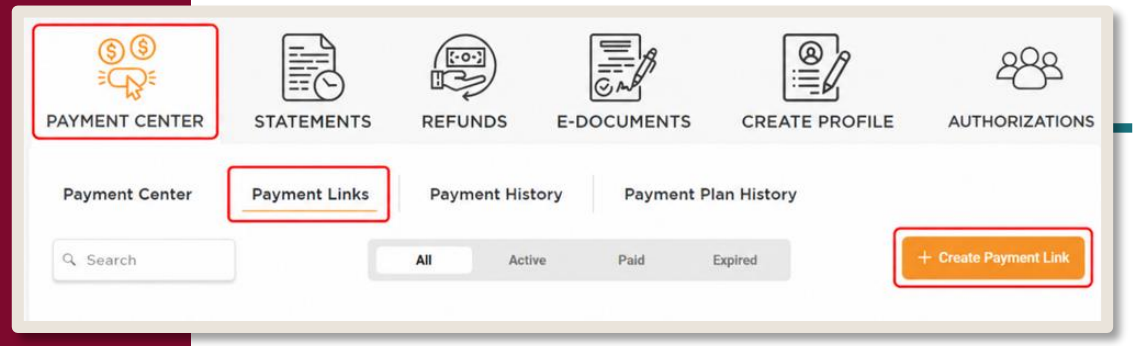
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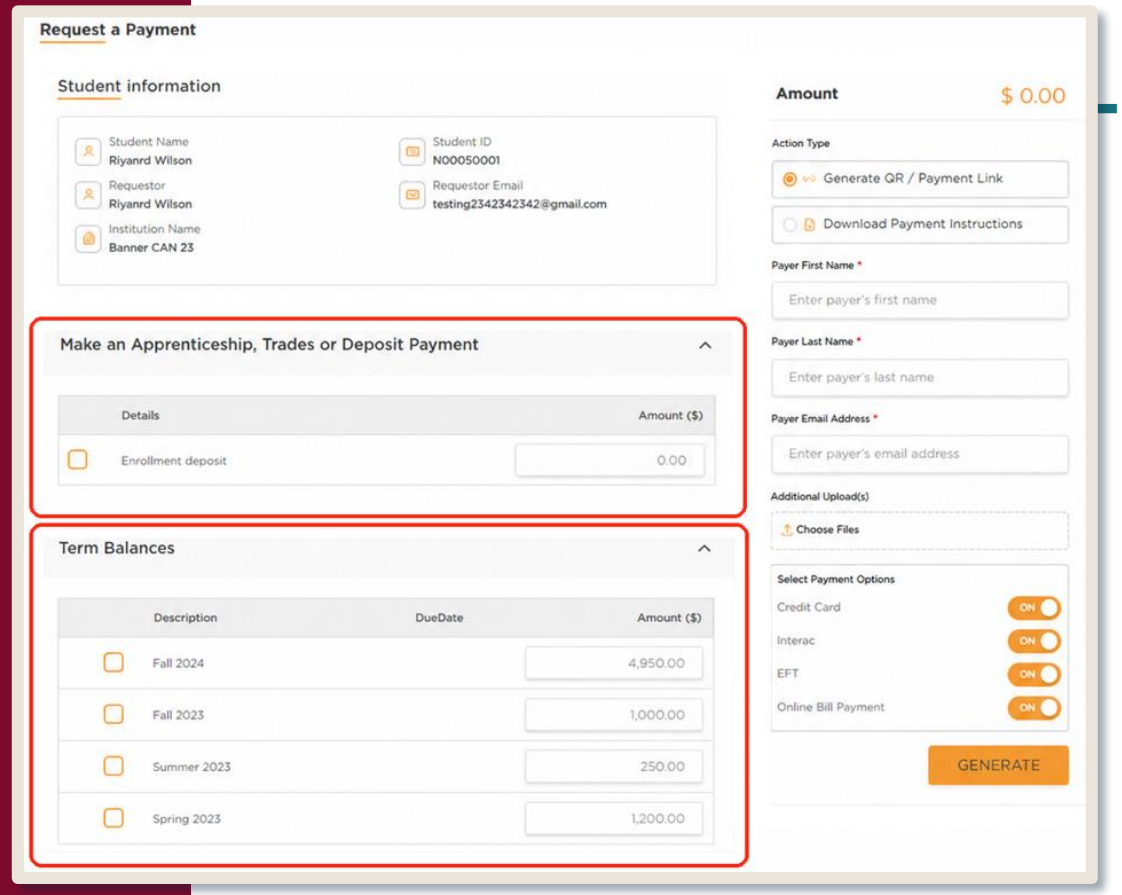
ACCESS PAYMYTUITION

PayMyTuition is integrated with your institution's student self-service portal.

To access PayMyTuition, log in to your student self-service portal and navigate to the payment section. Select the PayMyTuition option to be securely redirected to the PayMyTuition payment page.



Within the **PAYMENT CENTER**, select the **Payment Links** tab. Next, select the **Create Payment Link** button to begin.

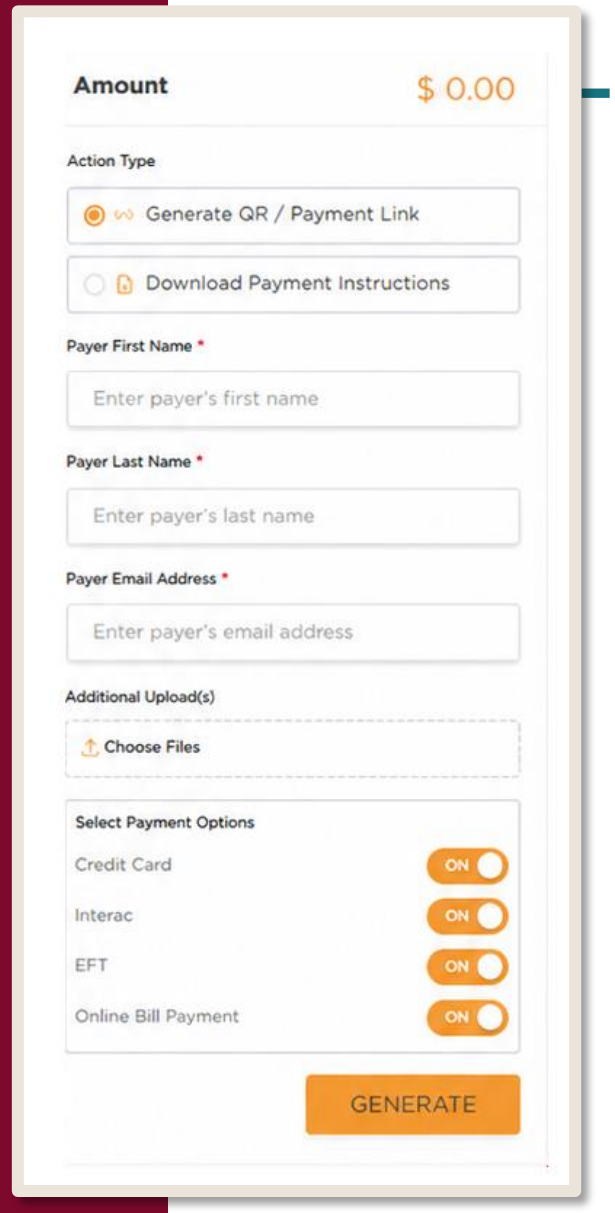


Choose the payment items you want included in the Payment Link, such as:

- Deposits
- Term balances
- Payment plan installments

Multiple installments can be selected when eligible.

Add any notes or instructions for the payer. Notes may appear in the Payment Link email, and the Payment Instructions PDF sent to your payer.



After selecting the payment items, review the total amount displayed in the panel on the right side of the page to confirm your payment request details.

Before generating the Payment Link, complete the following sections within this panel:

Action Type
Choose how you would like to share the payment instructions with the payer.

- **Option 1: Generate QR / Payment Link**
  PayMyTuition will send an email to the payer containing either a scannable QR code or a Payment Link to complete the payment.
- **Option 2: Download Payment Instructions**
  A PDF containing a QR code will be generated for download and sharing.

Payer Contact Information

- Enter the payer's first name, last name, and email address.

Additional Uploads

- Optional supporting documentation that may be helpful for the payer can be uploaded.

Select Payment Options

- Enable or disable the payment methods you would like to make available to the payer.

Select the **GENERATE** button to create your Payment Link.

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IMPORTANT NOTES ABOUT PAYMENT LINKS

- Once payment is completed, the Payment Link becomes invalid and cannot be reused.
- Payment Links expire after 10 days.
- Payment Links are for one-time use only.
- Ensure all payment details and payer information are reviewed before sending.