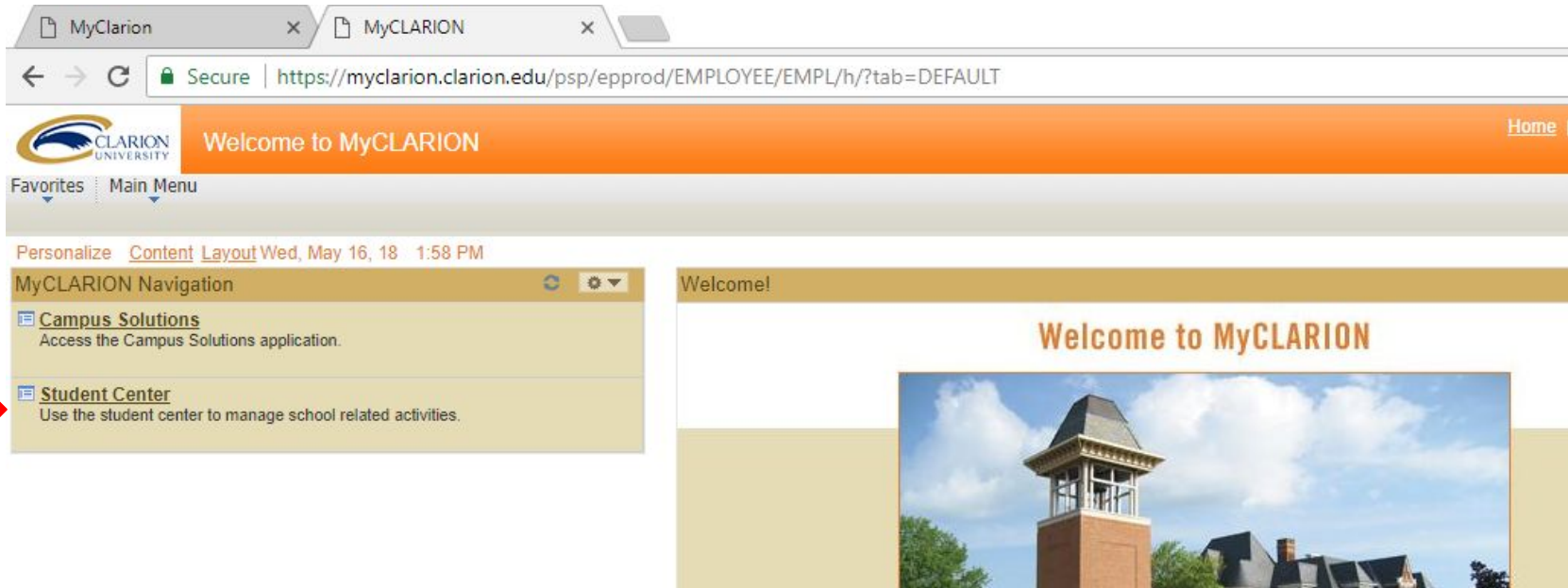


# How to Make Online Payments on MyClarion

1. Begin by logging on to your *MyClarion* account and accessing your “*Student Center*.”



The screenshot displays a web browser window with two tabs: "MyClarion" and "MyCLARION". The address bar shows a secure connection to <https://myclarion.clarion.edu/psp/epprod/EMPLOYEE/EMPL/h/?tab=DEFAULT>. The page header features the Clarion University logo and the text "Welcome to MyCLARION" with a "Home" link. Below the header is a navigation bar with "Favorites" and "Main Menu" options. A status bar indicates "Personalize Content Layout Wed, May 16, 18 1:58 PM". The main content area is divided into two sections. On the left, a "MyCLARION Navigation" sidebar contains two links: "Campus Solutions" (Access the Campus Solutions application.) and "Student Center" (Use the student center to manage school related activities.). A red arrow points to the "Student Center" link. On the right, a "Welcome!" section features a large image of a brick building with a clock tower under a blue sky with clouds, with the text "Welcome to MyCLARION" overlaid.

2. Scroll down to the “*Finances*” section and select “*Manage My Account.*”

3. If a new page doesn't open, you may have to allow pop-ups for certain browsers.

4. After allowing pop-ups, you must select “*Manage My Account*” again to be taken to the next page.

The screenshot shows a web interface with a blue header bar labeled "Finances". Below the header, there are two main sections: "My Account" and "Financial Aid".

**My Account**  
[Account Inquiry](#)

**Financial Aid**  
[View Financial Aid](#)  
[Apply for Scholarships](#)

other financial... ▾ ⏏

**You have no outstanding charges at this time.**

**Account Summary**

Account Total Balance	0.00
Payment Plan Budget	0.00
Pending Financial Aid	0.00
Adjusted Acct Bal Due	0.00
Please pay this amount	
Enrollment Deposit Due	0.00

TMS Payment Plan Participants: If you have an Adjusted Acct Bal Due please increase your payment plan budget accordingly.

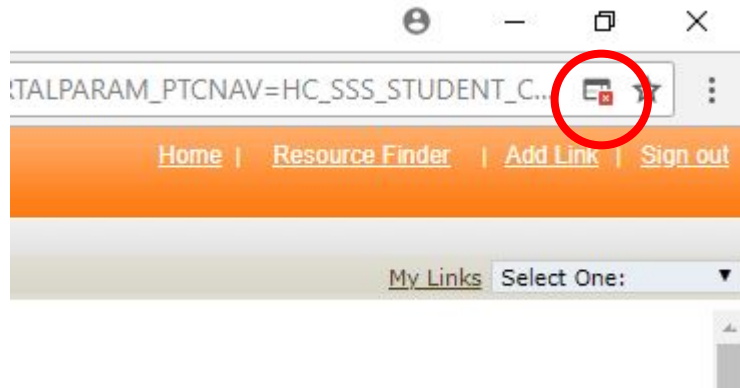
Please use the MyClarion link 'Manage My Account' to make online payments, add authorized users, and set up your CUPay payment plan.

Currency used is US Dollar.

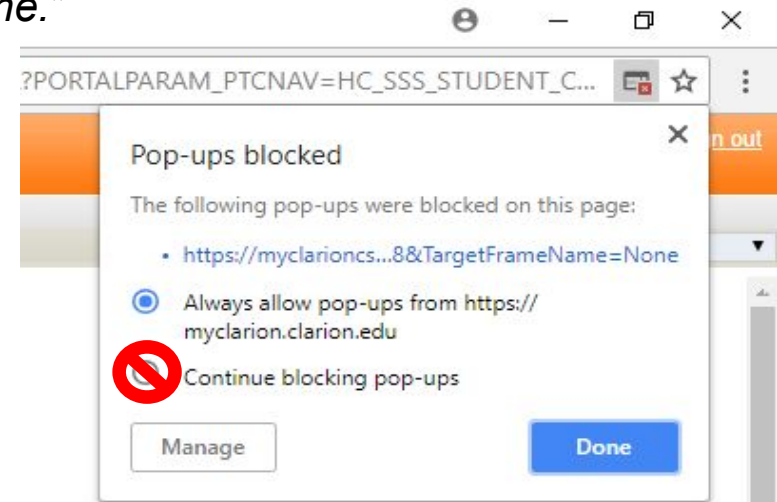
[Manage My Account ▶](#)

# To disable pop-up blockers on Google Chrome, follow these two steps:

a. In the top right corner of the web address box, select the icon shown here:

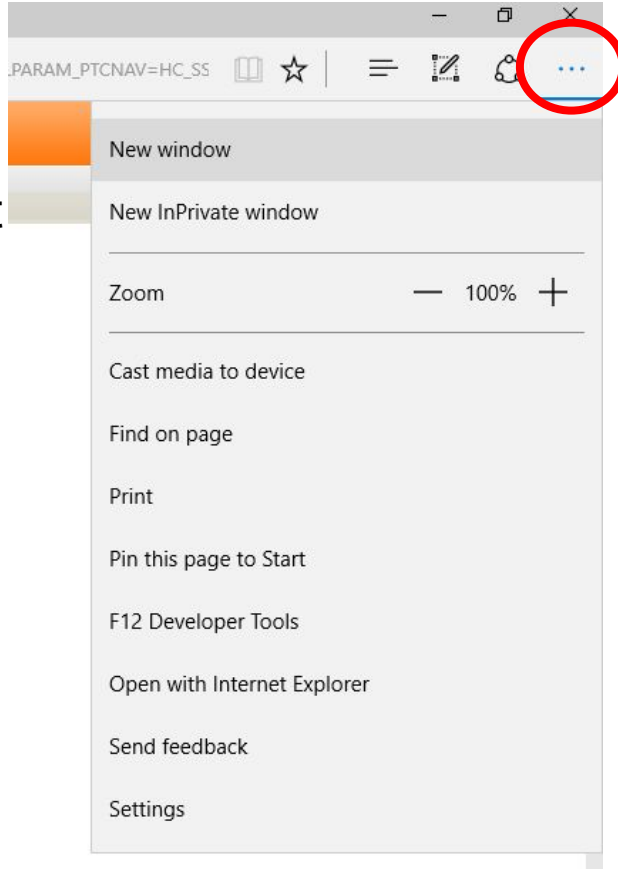


b. Change the option from “Continue blocking pop-ups” to “Always allow pop-ups from <https://myclarion.clarion.edu>.” Then select “Done.”

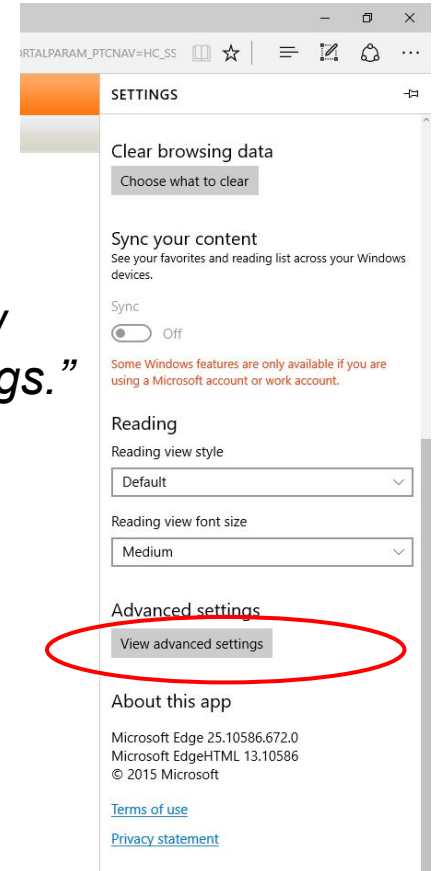


# To disable pop-up blockers on Microsoft Edge, follow these four steps:

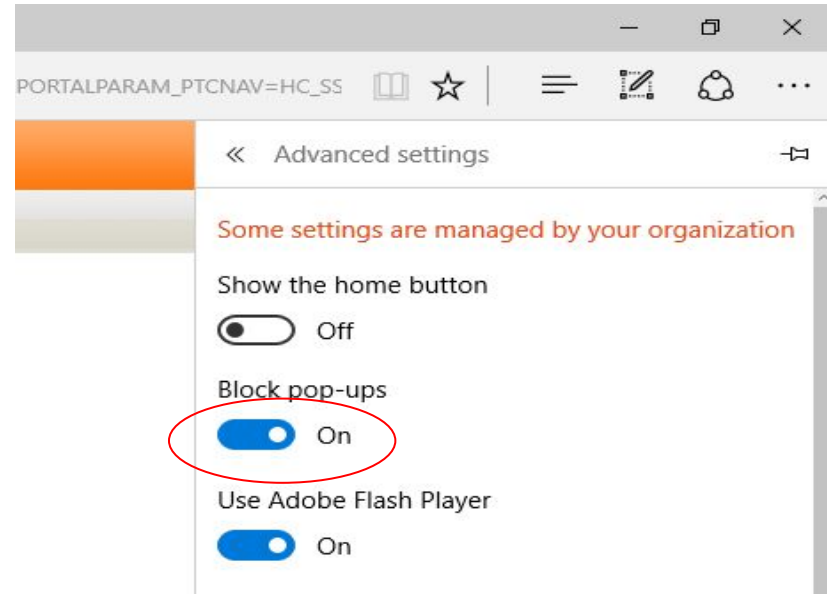
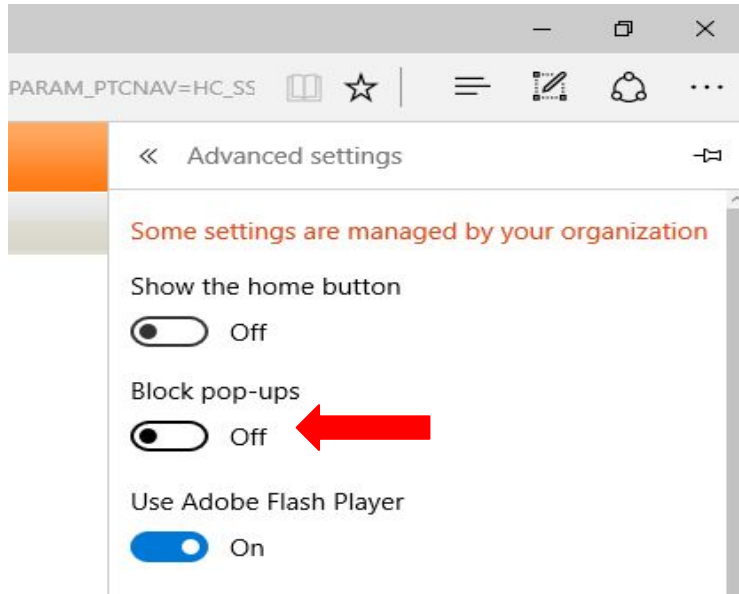
- a. In the top right hand corner, select the options icon as shown here:
- b. Select *“Settings.”*



- c. Select *“View Advanced Settings.”*



d. Change the “*Block pop-ups*” option from “Off” to “On.”



3. After clicking “*Manage My Account*,” you will be routed to the online payment processor. Select “*Make Payment*.”

The screenshot displays a web interface for managing a student account. At the top is a dark brown navigation bar with a home icon and the following links: My Account, Make Payment, Deposits, and Help. Below the navigation bar, the page is divided into two main sections. On the left is an 'Announcement' box containing two paragraphs of text. On the right is a 'Student Account' summary box. This box includes a label 'Student Account' and an 'ID:' field. Below this, the word 'Balance' is displayed in purple, followed by a dollar sign (\$) and a red circle highlighting a 'Make Payment' button. A 'View Activity' button is also visible next to the 'Make Payment' button.

Home My Account Make Payment Deposits Help

### Announcement

NOTE: If you are paying with a Visa, MasterCard or other brand gift card, please check their websites for information on making online payments with these types of cards. Many of these card types require preregistration prior to online use.

NOTICE June 17, 2017: If you have paid an enrollment deposit for Fall 2017 or Spring 2018 and have a balance due from Spring/Summer 2017, you are currently unable to pay your balance in full. The system will allow you to pay your balance \$100 less the charges due. We are aware of the situation and working with vendor support to resolve the issue. Please check back for additional updates. We are sorry for any inconvenience.

### Student Account

ID: \_\_\_\_\_

Balance \$

View Activity **Make Payment**

## 4. Specify the amount to be paid and select “Continue.”


Home My Account Make Payment Deposits Help My Profile

### Account Payment

Amount Method Confirmation Receipt

Current account balance Your total outstanding balance will be here

Payment Date 5/16/18 Memo



5. Next, select one of the three methods of payment: E-Check, Credit Card, or Debit Card. Follow the on-screen instructions to complete your transaction.  
(Please note that there is a small, non-refundable convenience fee on all credit card transactions.)

## Account Payment



Amount

\$\$\$

Method

Select Method

- Select Method
- Electronic Check (checking/savings)
- Credit Card via PayPath
- Debit Card

\*Credit card payments are by  service. A non-refundable service fee will be added to your payment.

**Electronic Check** - Payments can be made from a personal checking or savings account.

**Debit Card** - We accept the following debit cards.





# Payment By E-Check:

- Fill out the information required and select “*Continue*” to complete your transaction.

## Account Payment

Progress: Amount — Method — Confirmation — Receipt

**Amount**

Method

**Account Information**

*\* Indicates required fields*

You can use any personal checking or savings account.  
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.  
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Account type:

\*Routing number: (Example)

\*Bank account number:

\*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:

**Option to Save**

Save this payment method for future use

Save payment method as:

# Payment By Debit Card:

- Enter your debit card number, select “*Continue*,” and then follow the on-screen prompts to complete your transaction.

## Account Payment



### Amount

Method

### Account Information

\* Indicates required fields

\*Card number:

\*Credit card payments are handled through PayPath<sup>®</sup>, a tuition payment service. A non-refundable service fee will be added to your payment.

**Electronic Check** - Payments can be made from a personal checking or savings account.

**Debit Card** - We accept the following debit cards.



# Payment By Credit Card:

- Verify/change the amount you wish to pay, then select “Continue.” You will then continue to *PayPath*, a tuition payment service.

My Account   Make Payment   Deposits   Help My Profile

## Account Payment

Amount — Method — Confirmation — Receipt

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

<b>Payment Information</b>	<b>Paid To</b>
Payment Amount: \$\$\$ <a href="#">Change Amount</a>	Clarion University of PA
Payment Date: 5/16/18	<b>Confirmation Email</b>
<b>Selected Payment Method</b>	Primary: Email
TOUCHNET PAYPATH <a href="#">Change Payment Method</a>	



After directed to *PayPath*, select “*Continue*” to begin the payment process by credit card.

**PayPath**<sup>®</sup> | Payment Services



## Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for Clarion University of PA student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.85% (minimum \$3.00) will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Your campus also accepts ACH bank transfers outside of this service without charge. Thank you for using PayPath.

Please enter the following information:

Student ID	Amount
Student Account	\$\$\$

PayPath Payment Service accepts:



You should confirm the amount of the payment you wish to make before clicking “Continue.” As stated on the previous page, a small non-refundable convenience fee will be automatically added to your payment.



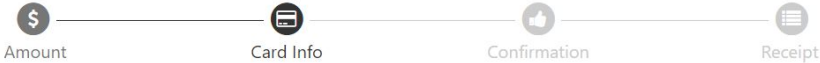
## Payment Amount Information

In addition to the amount paid to Clarion University of PA, a non-refundable PayPath Service Fee of 2.85% will be added to your payment with a minimum charge of \$3.00. You will have an opportunity to approve the complete transaction before submitting payment.

Payment amount:

 [Continue](#)

After clicking “Continue,” you will be prompted to enter your credit card and billing address information. You will be able to review the transaction before final submission.



PayPath Payment Service accepts:



\*Indicates required fields

**Payment Card Information**

\* Name on card:

\* Card account number:

\* Card expiration date:

\* Card security code:  What is this?

**Billing Address**

Check if address is outside of the United States:

\* Billing address:

\* City:

\* State:

\* Zip code:

\* Email address:

\* Confirm email address:

Phone number: