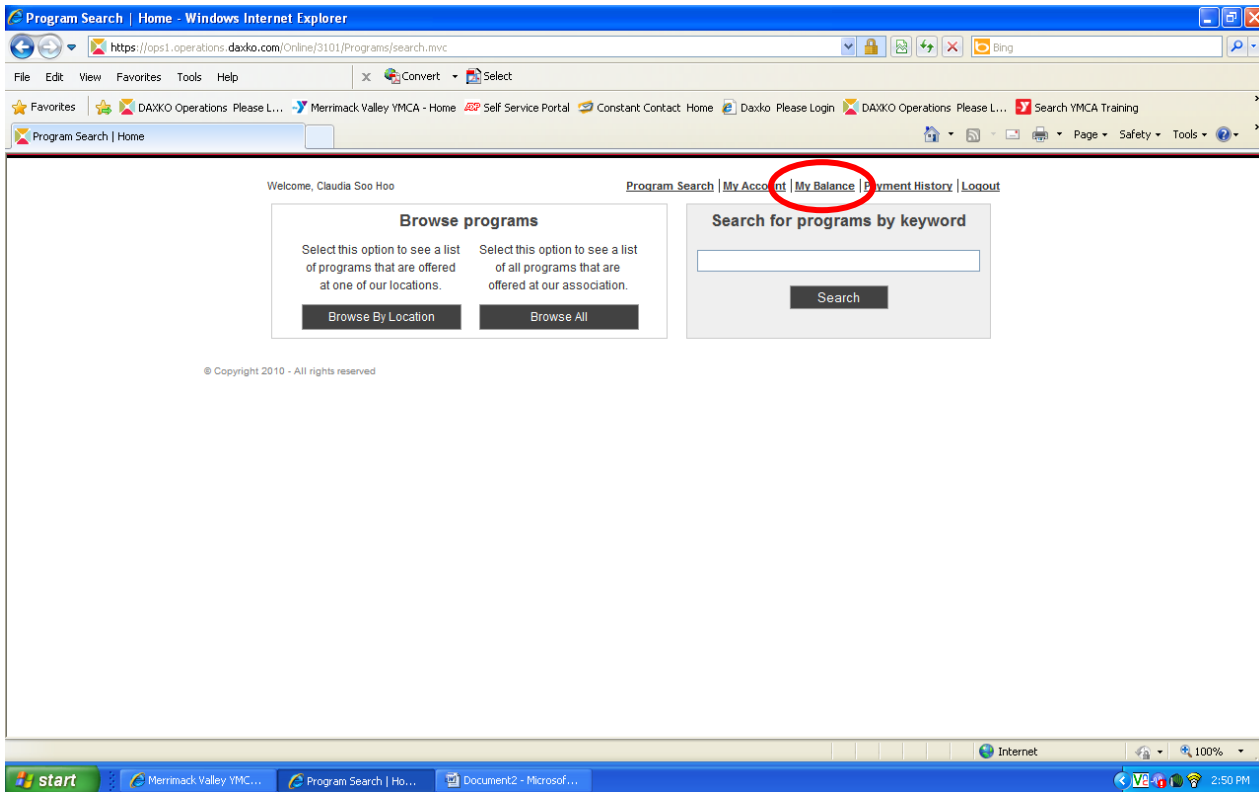
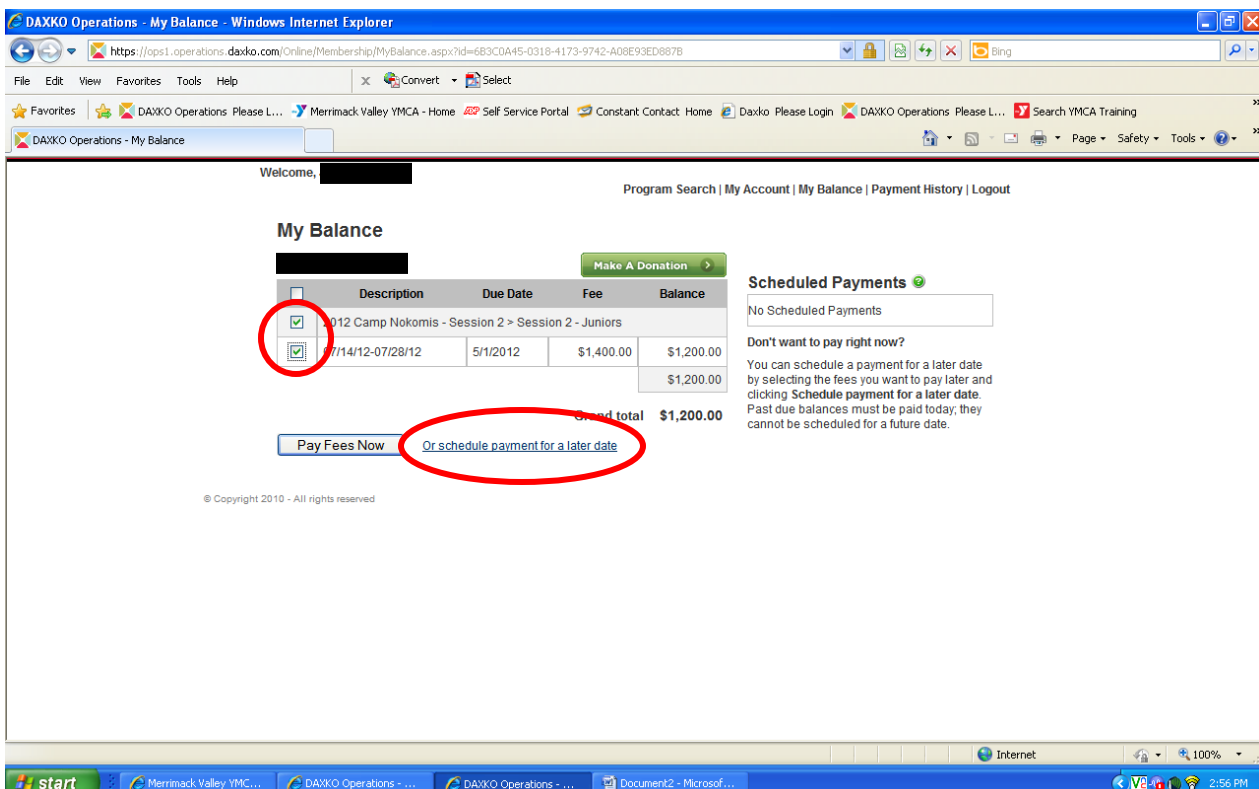


Viewing Balance/Setting Up Future Payment

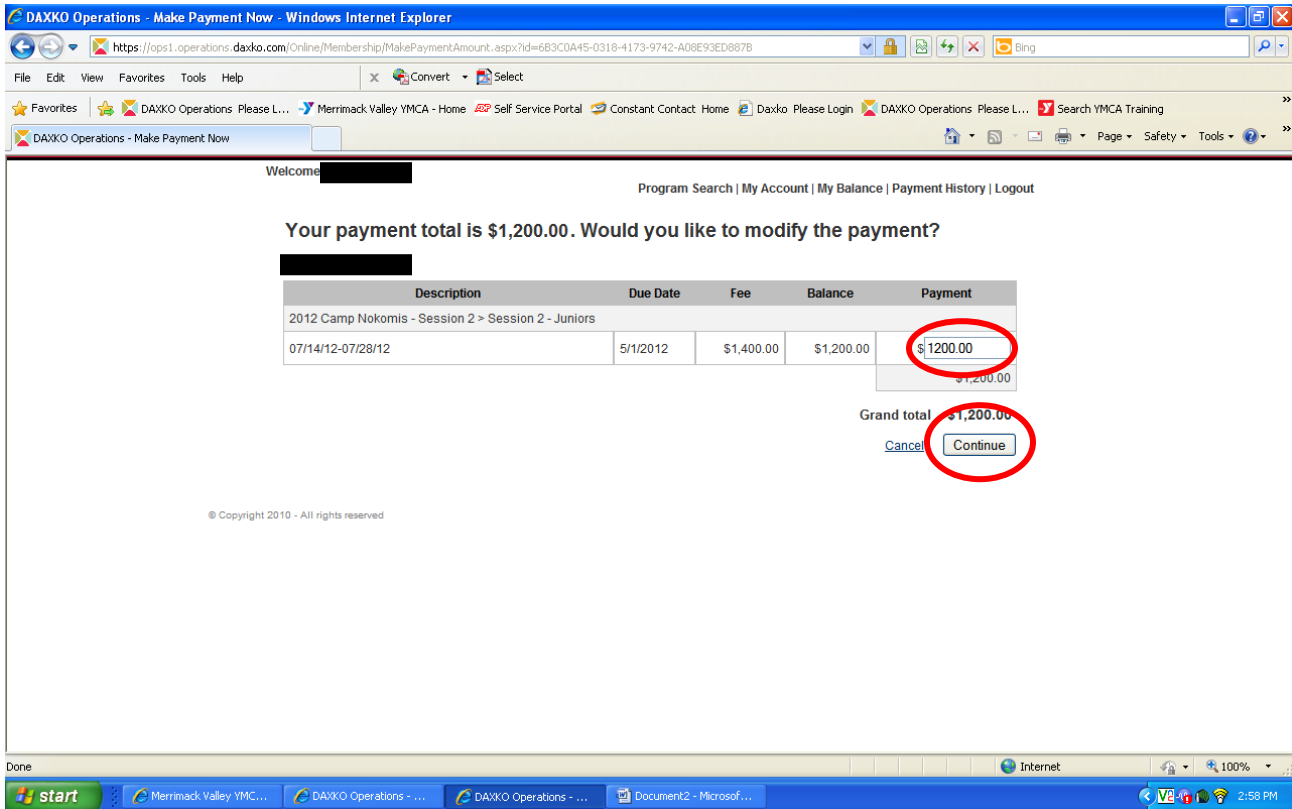
1. To view your current balance, log in to your account, and click on the “My Balance” link. You will be able to view your up to date balance.



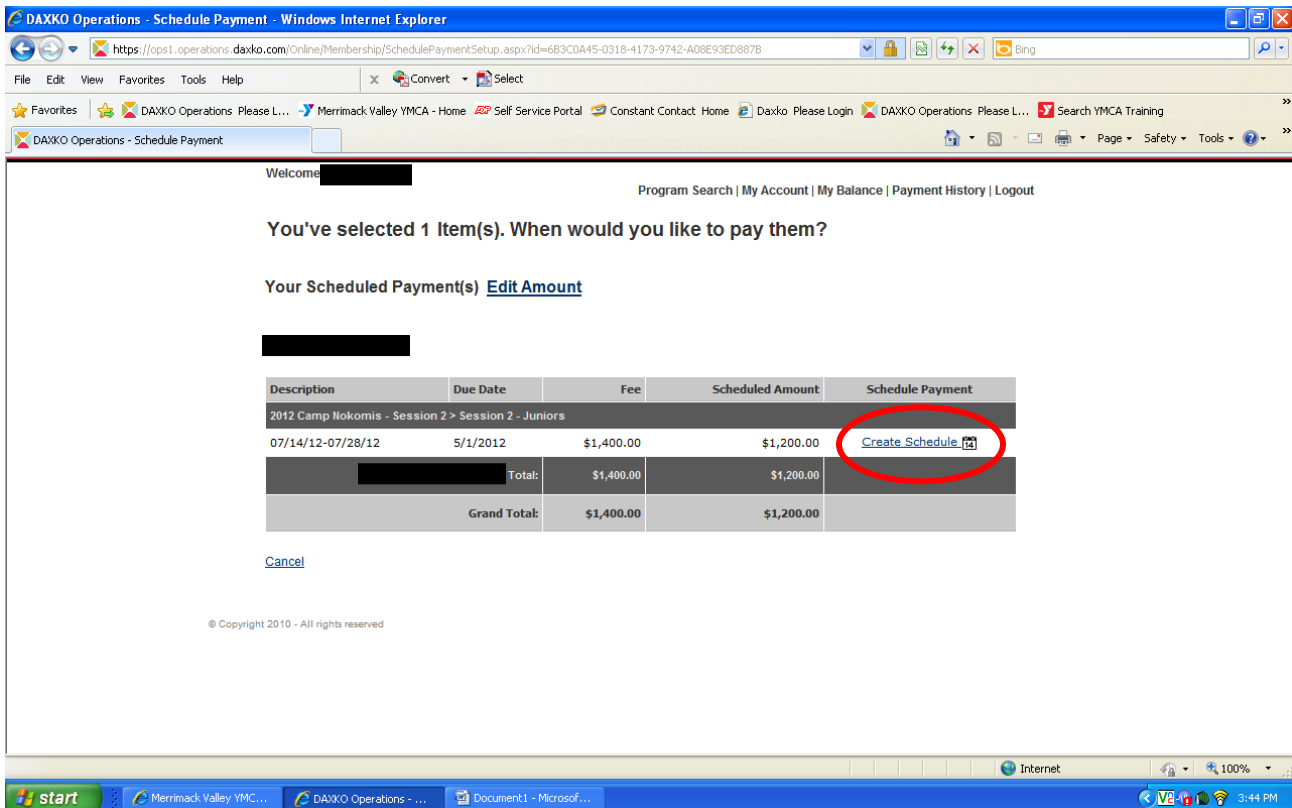
2. To make schedule payments, check the box next to the balance and click on the “Or Schedule Payment for Later Date” link.



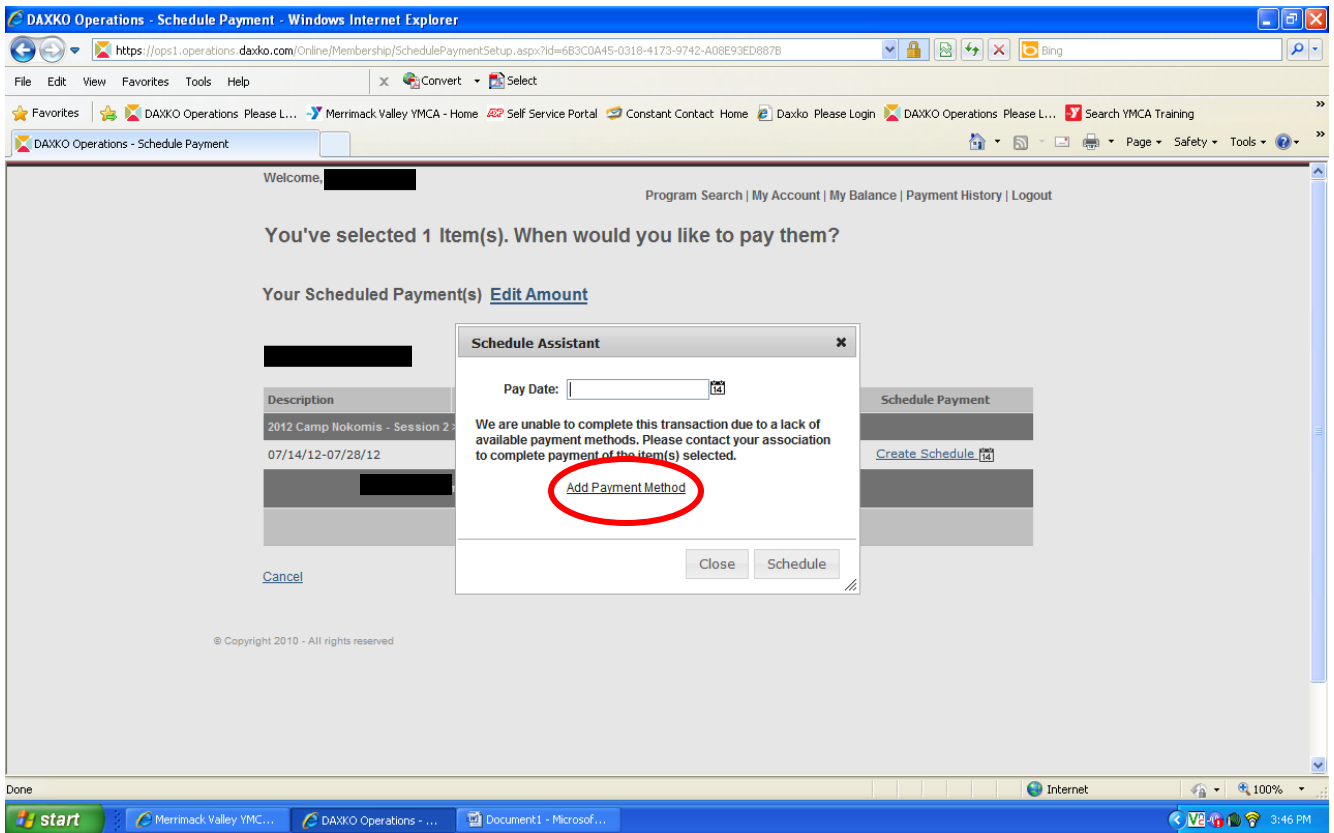
3. Enter the amount you wish to schedule, and click on the "Continue" button. Please remember all tuition payments are due in full by May 1, 2012. If payments are delinquent then you will be unable to schedule future payments until balance is paid in full.



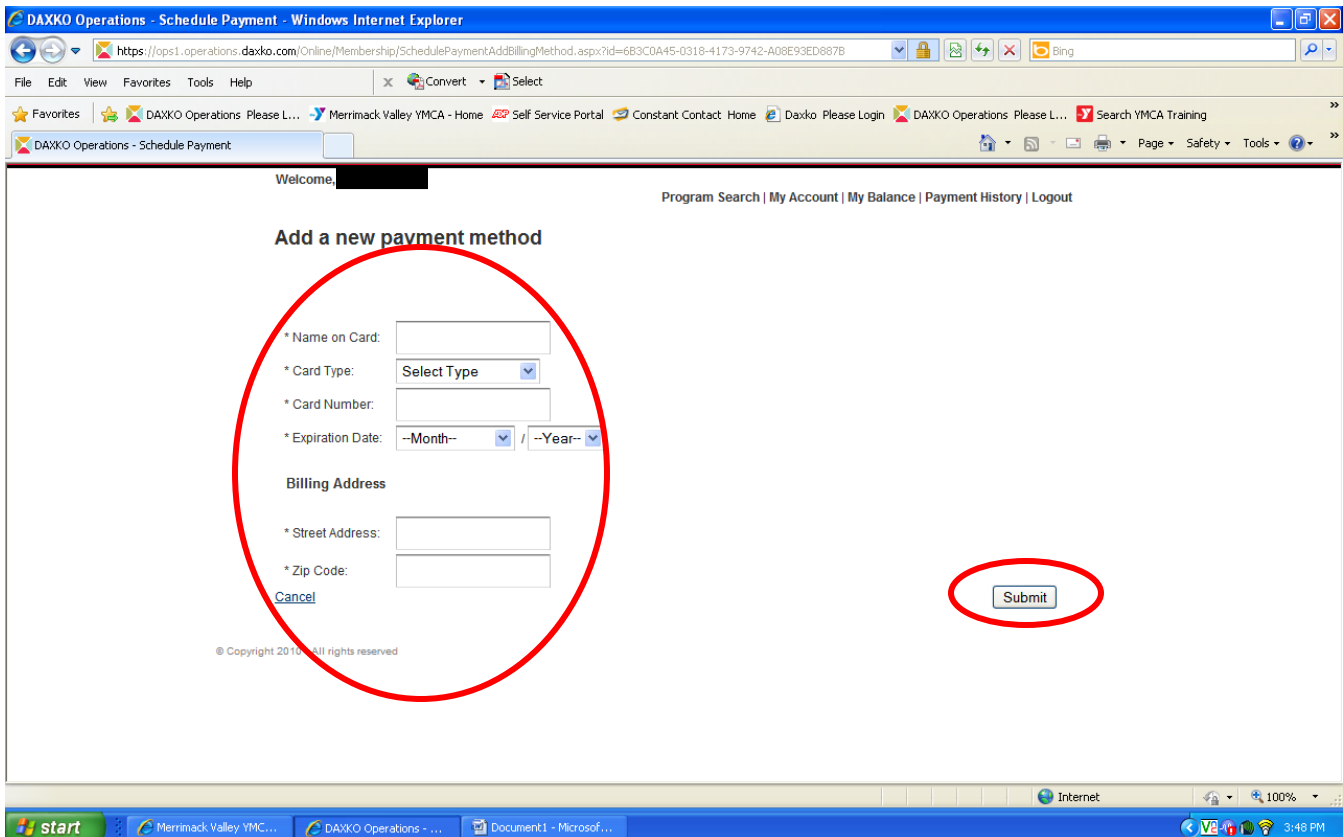
4. Click on the "Create a Schedule" link to enter payment information.



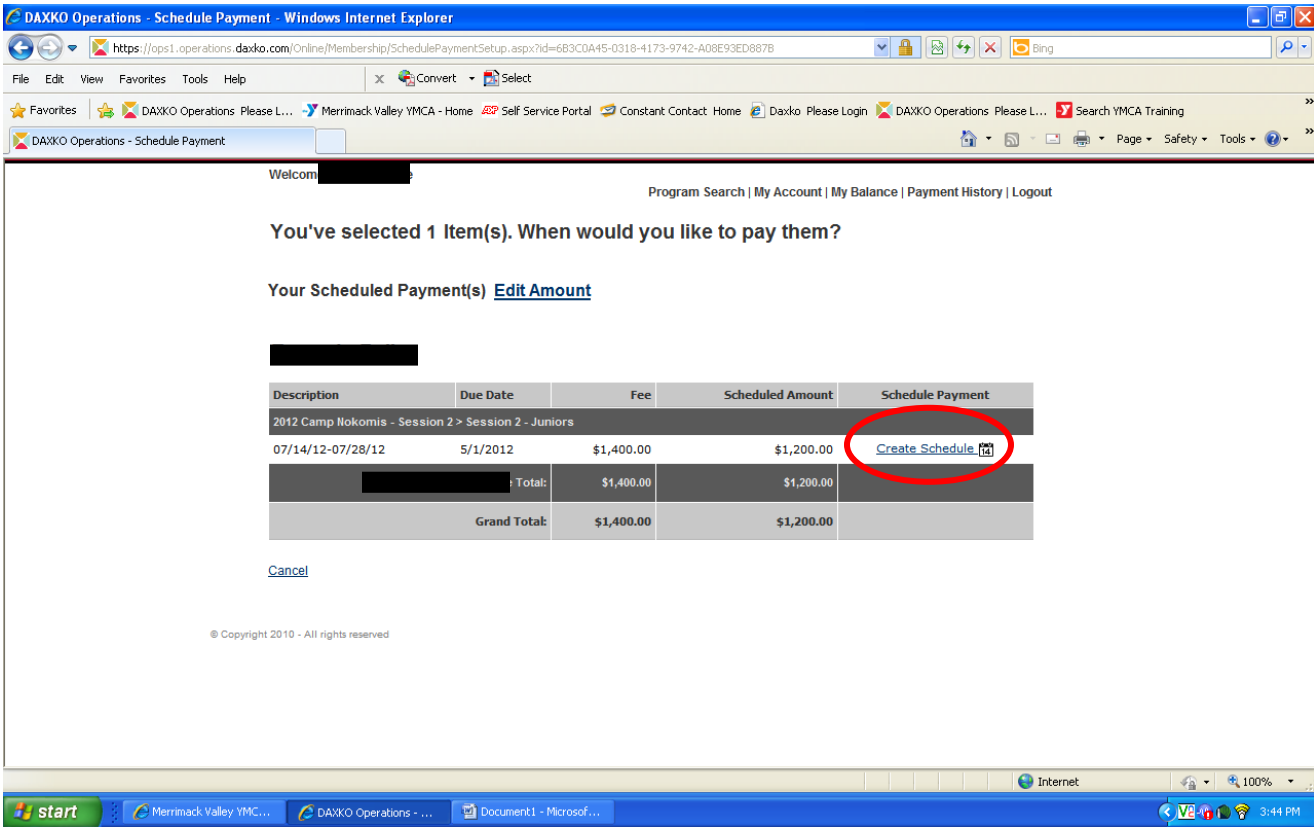
5. In order to proceed, enter a payment method by clicking on the “Add Payment Method” link.



6. Enter credit card information and click on the “Submit” button.



7. Click on the "Create a Schedule" link to enter desired payment date.



8. Enter desired pay date, select the appropriate credit card, and click on the "Schedule" button. Payment will now be made on the desired date.

