

# LSCPA Payment & Installments

Start by navigating to your MyLamarPA account login at <http://My.LamarPA.edu/>.

Once you are at the web site, follow these steps to log into the system:

- Enter your username & password. If you do not know your account information, follow the directions by clicking the "Find your User Name and Password" link located below the "Username" and "Password" fields. If you need assistance, call the IT Helpdesk at (409) 984-6150.
- Once logged on, select the **"My Services"** tab.
- Select **"Student Services & Financial Aid"** link.
- You MUST select the correct **TERM** if not already selected.
- Click **"Student Payment Center"** link. This link will transition you to the new LSCPA Payment Services Center. The Payment center includes Payments, E-Bills, Installment Plans, and Payment Profiles.

## STUDENT ACCOUNT MENU

The **"Account Summary with Payment Option"** option provides the ability to view "Balance Due" and "Current Account Activity" by Term.

- **"Current Account Status"** is the Total Amount Due. Could include Multiple Terms.
- Click **"View Current Activity"** to view 12 months of billing history.
- Click **"PAY"** to make a payment. Select a payment method of ACH or Credit Card. If payment method is not defined, see previous steps under "Update Payment Profile". Fill in Dollar Amount and Continue. Be sure to print the "Payment Confirmation" appearing next as this will be your only available receipt.

The screenshot displays the Lamar State College Port Arthur MyLamarPA account interface. At the top, there is a navigation menu with links for Home, eBills, Payments, Payment Plans, Refunds, Authorized Users, and My Profiles. Below the navigation, a welcome message is displayed for Sandra C. Ludwig, stating: "Welcome Sandra C. Ludwig! This is the place to manage your student account activity. Here you can view your bills, make payments, enroll in a payment plan, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site." The main content area is divided into two sections. On the left, there is an "Announcements" section with three items: "Welcome!!", "First-Timer?? Make sure to Update your Profile.", and "Expecting a Refund. Be sure to set-up your Refund Payment Profile." On the right, there is a "Quick View" section for "Current Account Status". This section includes a "Current Account Status" tab, a "Recent Payments and Credits" tab, an "Enroll in a Payment Plan" tab, and a "Refunds" tab. Below the tabs, a message states: "Your current account balance, including recent account activity is \$0.00. You can also view transactions and pay balances from previous terms." A table below this message shows the "Current Account Status" with a "Balance:" of "\$0.00". To the right of the balance, there are two links: "View Current Activity" and "Make a Payment". The page is powered by TouchNet, as indicated by the logo in the bottom right corner. The browser's address bar shows the URL: "https://secure.touchnet.com/IT/Navigate=welcome.jsp&OnError=welcome.jsp&RELOAD\_CURR\_ACT=true&RELO". The Windows taskbar at the bottom shows several open applications, including Internet Explorer, Java(TM), Microsoft Word, Banner AR, and LSCPA New, with the system clock showing 6:00 PM.

The **"Set-Up Installment Plans"** menu item provides every Student immediate access to set-up an Installment Plan.

- You must enter the Term and Installment plan in which you wish to apply.
- The system will calculate the amount due at this time which is equal to 50% of your tuition plus ½ the Set-up fee of \$10. This is due immediately in order to set-up the installment plan.
- The system will calculate 2 equal payments with fixed due dates at the time of sign-up. The system will also send you Email reminders several days before your installment is due.



The **"View E-Bills"** menu item provides the functionality to view the last Six E-bills that were processed. Use the pull down menu to pick the E-Bill you would like to view. You will receive an Email every time a new E-Bill is generated.