How to Pay Tuition and Fees Using WebAdvisor

Step #1: Log in to your account.

User ID  jaynesd1246
Password  ********
Hint  

Step #2: Select the Students Tab.

Prospective Students
Students

Step #3: Select “Make a Payment” in the Student Menu under the heading “Financial Information.”

Financial Information
Make a Payment
Account Summary
Account Summary by Term

Step #4: Select “Pay on My Account” on the next screen.

Pay on My Account
Step #5: Enter the full amount in the “Payment Amount” box and select the “Payment Type.” Note that you cannot pay a partial amount. You must pay in full when you pay. Visa, Mastercard, American Express, Discover, and an electronic check (routing number) are all options for payment types.

<table>
<thead>
<tr>
<th>Payment Amount</th>
<th>Balance</th>
<th>Description</th>
<th>Total Charges</th>
<th>Payments</th>
<th>Financial Aid Remaining</th>
<th>Payment Plans</th>
<th>Refunds</th>
</tr>
</thead>
<tbody>
<tr>
<td>175.00</td>
<td>175.00</td>
<td>Summer 2010, Student Receivable</td>
<td>175.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Amount Due: 175.00

Payment Type: [ ] CHECK [ ] DISCOVER [ ] CHARGE [ ] MASTERCARD

Submit

Step #6: Enter your credit card number, expiration date, expiration year, card security code, name as it appears on your card, the billing address, city, state, postal code, and your email address. Check to make sure every entry is accurate and click submit. Note that all of these fields are required in order to process your payment.

Electronic Card Entry

- Credit Card Number: 4111111111111111
- Expiration Code: 12
- Expiration Year: 2010
- Card Security Code: 123
- Name on Card: Tommy T. Jaynes
- Billing Address: 1234 Lawson Street, Durham, North Carolina 27703
- City: Durham
- State/Province: North Carolina
- Postal Code: 27703
- Email Address: jaynes12345@connect.durhamtech.edu

Submit
Step #7: Once your payment is processed, you will automatically see the next screen, which confirms your payment. You will also receive an email at the address you listed in the previous screen to confirm payment as your receipt.

Payment Confirmation

You will receive an email within 20 minutes confirming your payment.

Thank you for your payment of $175.00, which includes a $0.00 convenience fee. It will be credited to your account pending confirmation and approval of the payment.

OK

Thank you for using Durham Tech's WebAdvisor online payment system.