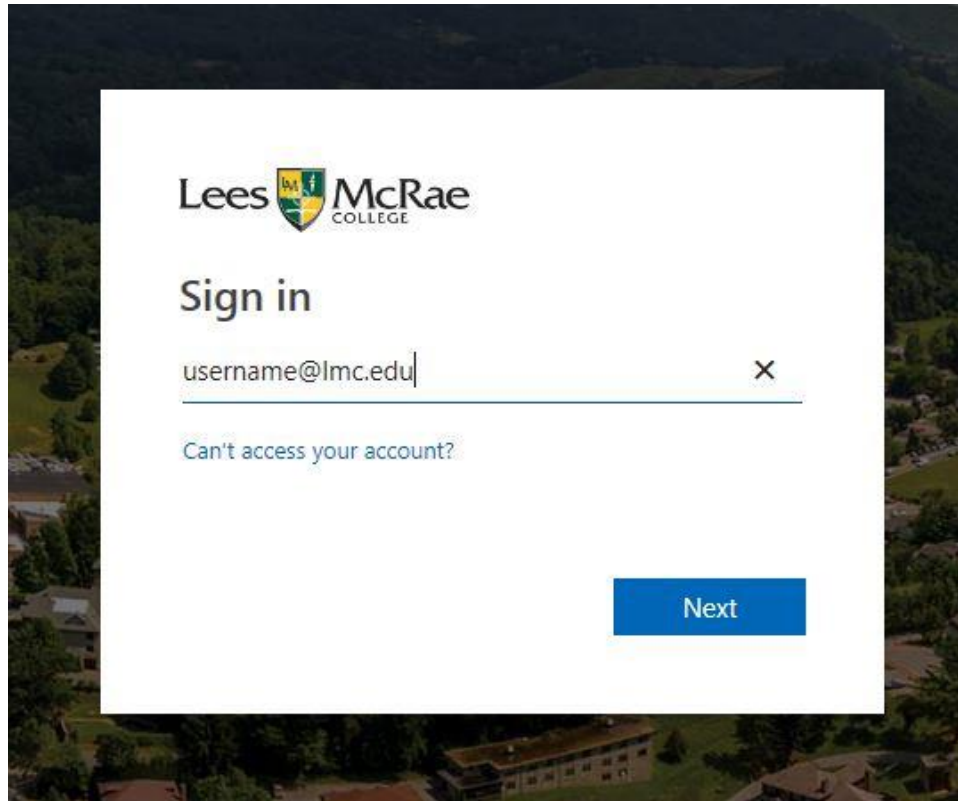


Making a Payment in Montibus

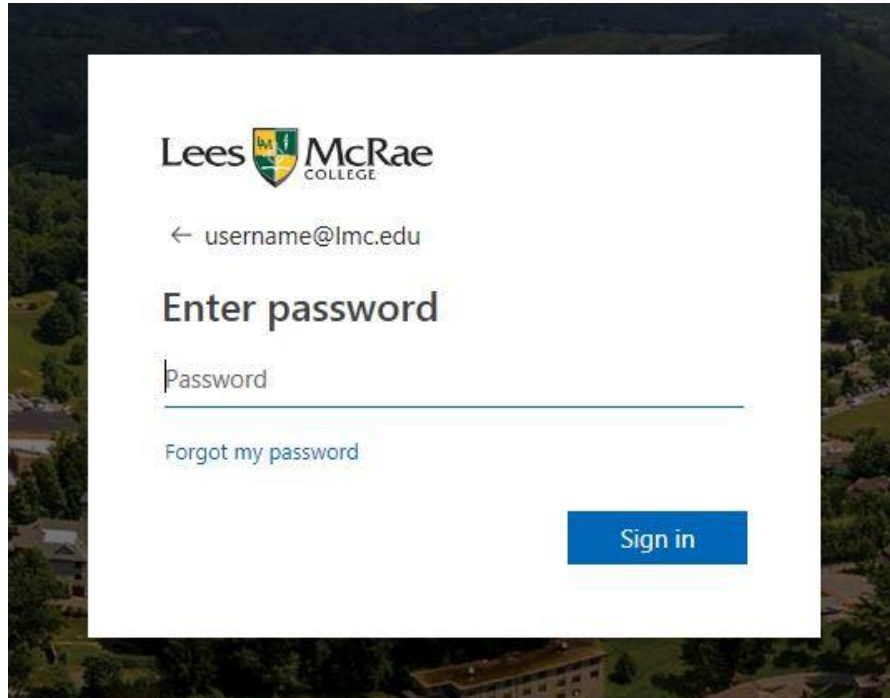


Log in to Montibus at <https://montibus.lmc.edu> using your full email address (including @lmc.edu).



Fill in your Lees-McRae email password and click **Sign in**.

If you've forgotten your password, click the **Forgot my password** link.



Stay signed in?


Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

If you are using a personal and private computer, you can select Yes to reduce the amount of logins. Otherwise for account security, please select No.


From the home page of Montibus, click on **Student Finance**. This will take you to the Account Summary page.



Lees McRae
COLLEGE

Welcome to Montibus!

Choose a category to get started.

 **Student Finance**
Here you can view your latest statement and make a payment online.

Here you can review the summary of your accounts. If you click on **Account Activity**, you can get a detail of the charges on your account. See the next slide for an example. When you are ready to pay, click on the **Make a Payment** link.

[Financial Information](#) · [Student Finance](#) · [Account Summary](#)


Account Summary

View a summary of your account

Account Overview

Amount Overdue	\$8,833.10	
<hr/>		
= Total Amount Due	\$8,833.10	Make a Payment
<hr/>		
Total Account Balance	\$8,833.10	Account Activity
Spring 2019 Semester	\$8,833.00	
Fall 2018 Semester	\$0.10	

On this screen you can review all current charges. Go back to the main Student Finance Account Summary page (as shown in previous slide) to continue on to payment.

Lees  McRae COLLEGE


brookbankm Sign out Help

Financial Information · Student Finance · Account Activity


Account Activity

View your Financial Activity


Term: Spring 2019 Semester - Balance: \$8,833.00 [View Statement](#)

 Charges \$18,638.00

—

 Financial Aid \$9,805.00

=

 Balance \$8,833.00

[Expand All](#)

Charges	\$18,638.00	▼
Financial Aid	\$9,805.00	▼
Balance	\$8,833.00	

From the drop down select your method of payment. Select the check box beside what you are ready to pay. When ready, select **Proceed to Payment**.

Total Payment : \$8,833.10 E-Commerce VISA Proceed to Payment

Collapse All Please Note: Amounts Due may include credit amounts.

Fall 2018 Semester \$0.10 ^

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivables	WEB	8/10/2018 (Overdue)	\$0.10	\$ <input type="text" value="0.10"/>
A minimum payment of \$1.00 is required.					

Spring 2019 Semester \$8,833.00 ^

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivables	WEB	1/14/2019 (Overdue)	\$8,833.00	\$ <input type="text" value="8,833.00"/>

Total Amount Due \$8,833.10

Review the amount on this screen. When you are ready, click on **Pay Now**.

Payment Review

Review your Payment Information below

Payment Review

You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button below. You will be taken to a secure web site to enter your payment information.

Payment Information	
Item	Amount
Student Receivables	\$0.10
Student Receivables	\$8,833.00
CC Conv Fee	\$238.49
Total Payment Amount	\$9,071.59

Payment Method: E-Commerce VISA

Pay Now

Once you click on **Pay Now**, you will be redirected to the secure payment website.

If the redirect doesn't work, click on **Start Payment**. Then you can fill out your credit card information. Once done, click **Continue**.

You are being redirected to a secure payment website. Click the Start Payment button if the redirect has not occurred automatically.

Start Payment

Lees-McRae College

Student Accounts Ellucian TEST

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Payment Amount

\$ 8833 . 10

Payment Method

New Card

Card Number: 4111111111111111 Expiration Date: 12 - Dec 2028 Security Code: 123



Cancel

Please note you will not be charged until you Submit at end.

Continue

Once you've reviewed this screen, click **Accept Terms**.

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Review & Accept Terms

Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$8,833.10	\$210.23	\$9,043.33

Official Payments Terms and Conditions:

Official Payments Corporation charges a service fee to use this service to make the payment outlined above. This fee is separate from the primary obligation you are paying. The service fee is included in the "Total Payment" line above.

Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment by the entity you are paying. In the event that your payment is unable to be processed, Official Payments will attempt to notify you at least once using the contact information you have provided. In the event your payment is not processed or authorized by your card company or the applicable entity you are seeking to pay fails to accept your payment your payment liability shall remain outstanding and unpaid and you will be subject to all applicable penalties, late fees and interest charges assessed by the relevant entity thereon, all of which obligations remain your sole responsibility.

Card Authorization Agreement

By clicking the "Accept" button below (1) you hereby confirm your acceptance of the service fee charged by Official Payments and agree to pay the "Total Payment" amount indicated, subject to and in accordance with the agreement governing the use of your

 Printer Friendly

[Back](#) | [Cancel](#)

Please note you will not be charged until you Submit at end.

Accept Terms

Fill in your billing information here. Once complete hit **Continue**.



Your Future **Elevated**



Lees-McRae College
Student Accounts Ellucian TEST

PAYMENT INFORMATION > **PAYER INFORMATION** > REVIEW & SUBMIT > COMPLETE

Please enter your account information

Name
Testing A Student Suffix

Country
United States

Address
1234 Address

Street Address 2

Apartment or Suite Number

City NC 12345

Daytime phone
 US/Canada International
(123) 456 7980

Note: Please provide area code and extension in case we need to contact you regarding your payment.

Enter your email
noreply@lmc.edu noreply@lmc.edu

Back | Cancel

Please note you will not be charged until you Submit at end.

Continue

If you are satisfied with what you've entered, click on **Submit**. Please only click on Submit once—if you click it more than once, you may be charged multiple times.

Since this presentation has used fake data, the payment cannot be completed here. Once real data is used you will get a confirmation web page and a confirmation email.



Your Future **Elevated**



Lees-McRae College
Student Accounts Ellucian TEST

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > **[REVIEW & SUBMIT](#)** > [COMPLETE](#)

REVIEW & SUBMIT

Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$8,833.10	\$210.23	\$9,043.33

Account Information	Name	Testing A Student
	Street Address	1234 Address
	City	City
	State	NC
	Zip code	12345
	Country	United States
	Daytime phone	(123) 456 - 7980
	Email	noreply@lmc.edu

[Back](#) | [Cancel](#)
It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

Submit