

## Overview of Financial Information Available on Self Service

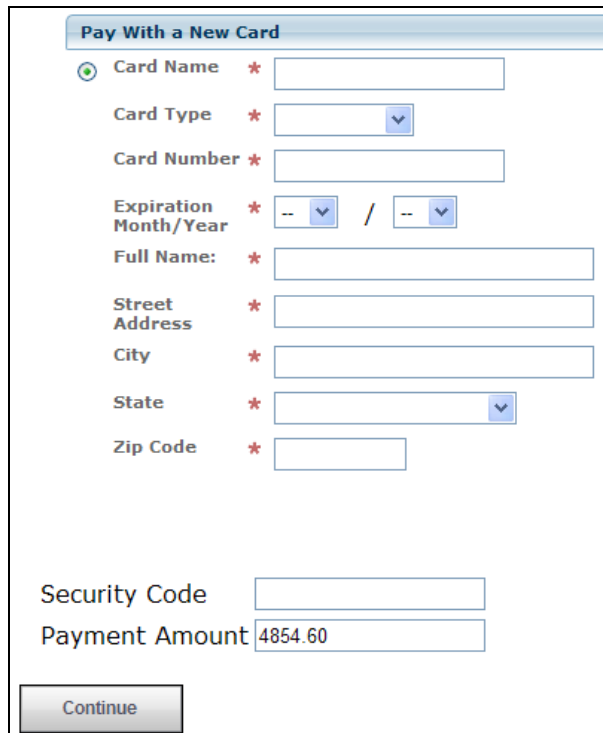
You may view your balance, web statements, and financial aid information and make payments.

### Self Service—Make a Payment

- A. Log into Saint Martin’s Self Service at <https://selfservice.stmartin.edu/SelfService/Home.aspx>
  1. Your user name is your email address without the “@stmartin.edu”
  2. Use your network password (same as your email password)
- B. Choose the “Finances” tab, then the “Make a Payment” link.



- C. You will see your current balance, including any balance remaining from previous terms, anticipated aid (if applicable) and your anticipated balance.
- D. To make a payment, enter your credit card information at the bottom of the screen.
  1. The credit card cvv security code is required.
  2. You can adjust the payment amount.
  3. Click the “Continue” button

The image shows a screenshot of the "Pay With a New Card" form. The form is titled "Pay With a New Card" and contains the following fields:

- Card Name: A text input field with a red asterisk.
- Card Type: A dropdown menu with a red asterisk.
- Card Number: A text input field with a red asterisk.
- Expiration Month/Year: Two dropdown menus separated by a slash, with red asterisks.
- Full Name: A text input field with a red asterisk.
- Street Address: A text input field with a red asterisk.
- City: A text input field with a red asterisk.
- State: A dropdown menu with a red asterisk.
- Zip Code: A text input field with a red asterisk.
- Security Code: A text input field.
- Payment Amount: A text input field containing the value "4854.60".

At the bottom of the form is a "Continue" button.

- E. You will be asked for confirmation.
- F. You will receive a message saying the payment was successful and an email to confirming the amount.

**Self Service—Statement**

- A. Only web published statements are viewable. Initially there will be few, but going forward from June 2009 more will be available.
- B. Choose the statement you wish to view from the dropdown box and click the “View” button.
- C. Currently there is no printer friendly print option for Statements; a request for this feature has been made to the developers, but it may be some time before it is available.

**Self Service—Balance**

- A. You choose the Period for which you want your balance. This defaults to whatever is the current year/term in the administrative system. Though you may have registered for fall, it may still default to spring. You will want to change the period to the last period for which you registered. Click to “Change” button after you change the period.
- B. You have several options of how you wish to view your details. Change this by choosing the radial in front of the choice you wish under the “View” listing. Click the “Change” button.
- C. The summary information at the bottom of the screen will include previous balances.
- D. Any anticipated aid listed is not final until dispersed.