Making a Payment

1. Login in to LOCUS
2. On the main screen you will see the Enterprise Menu.
3. Click the tab/arrow under Campus Finances and you will see a drop down menu.

   Enterprise Menu
   - My Favorites
   - Student Advisement
   - Student Admissions
   - Personal Portfolio
   - Residence Life
   - Academics
   - Advising
   - Campus Finances
     - Manage Student Records
     - Search for Classes
     - Build Community
     - Student Business Office
     - Campus Community
     - Records and Enrollment
     - Curriculum Management
     - Course and Class Viewing
     - Portal Administration
     - Worklist
     - Tree Manager
     - Reporting Tools
     - PeopleTools

4. To View an up to date statement of your account, click “Account Summary By Term”.
5. To Make a Payment, click “Make a Payment”. You can pay by electronic check or by credit card. Additional charges may be applied.