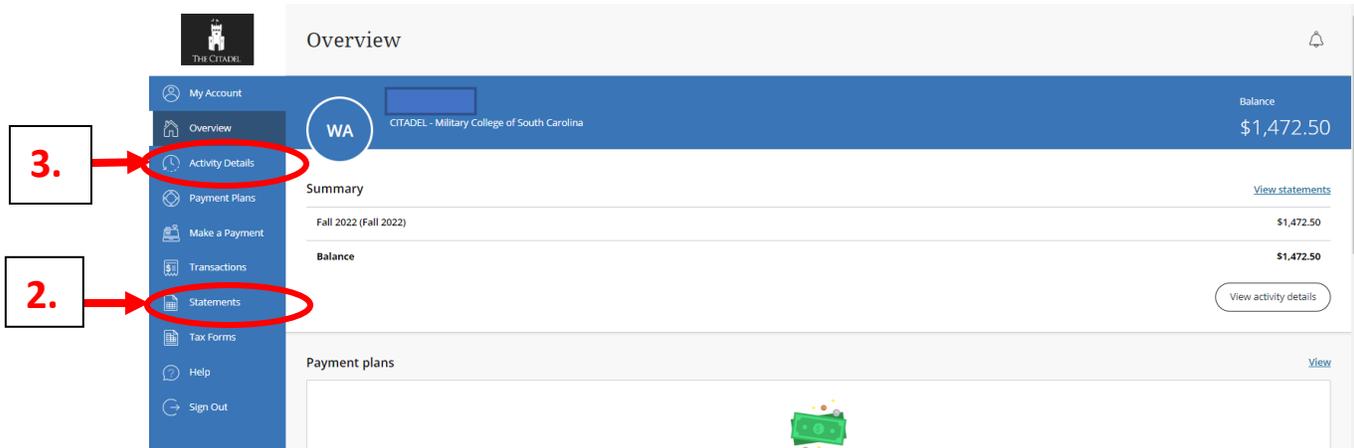


Navigating The Citadel's Online Student Account and Payment Portal

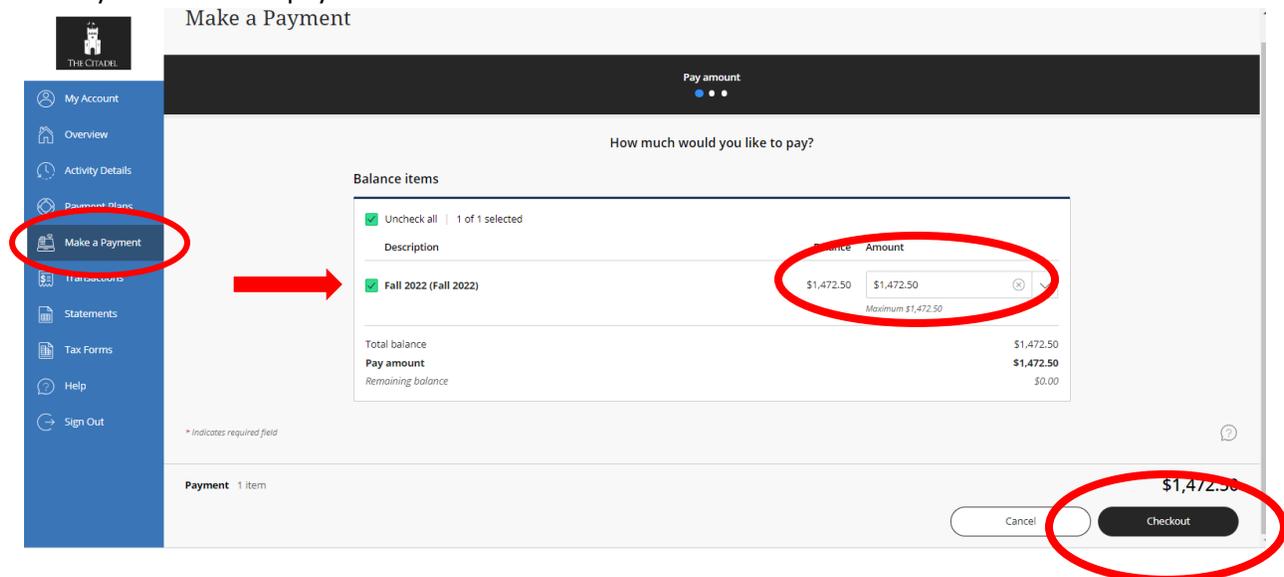
Viewing your Bill and Account Activity

1. Log in to Lesesne Gateway and choose Student from the menu on the left. Under Manage Money and Make Payments, select "Click to pay your tuition and review billing information, then select "I Agree"
2. In the menu on the left, select "Statements". *Note- these statements are a static bill, a snapshot in time of your account at the day of billing. If there are charges or payments that occurred after the bill date, those will not be reflected here.*
3. In the menu on the left, select "Activity Details" to see an up-to-the-minute view of your student account, including any recent transactions that occurred after your most recent monthly statement.



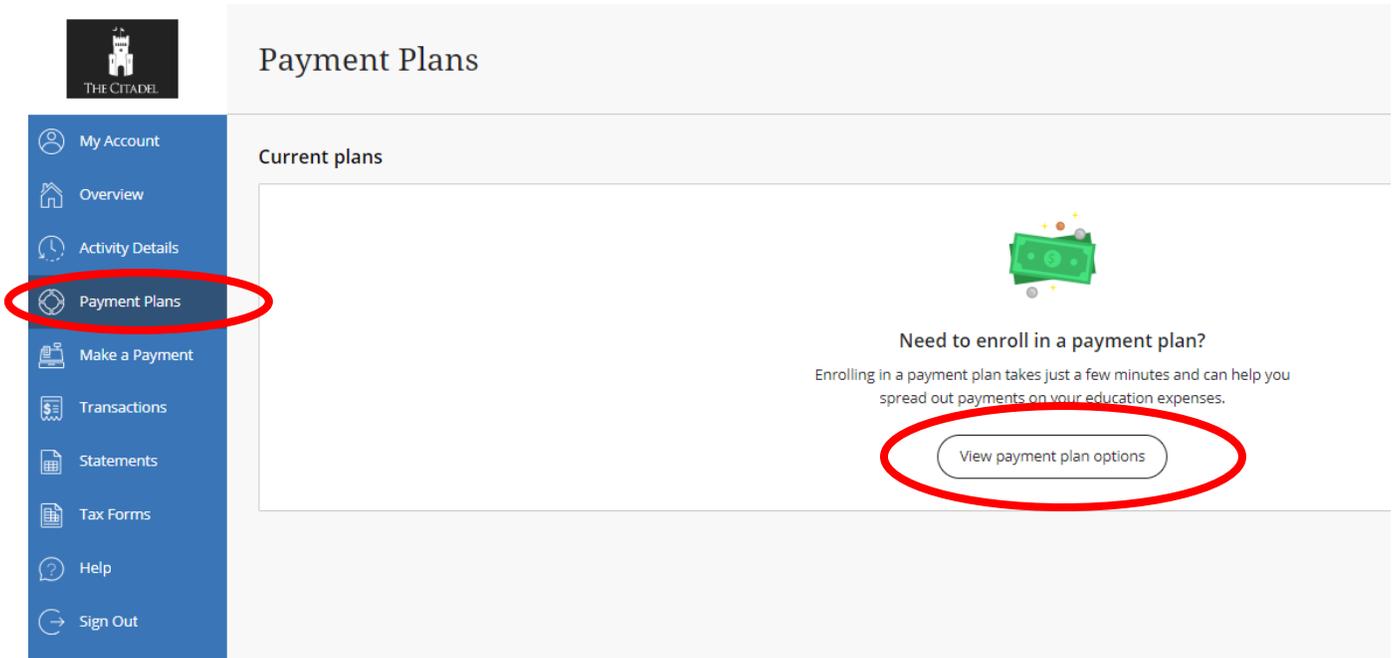
Making a One-Time Payment

1. Choose "Make a Payment" from the menu on the left. Click the checkbox next to the term you want to pay for, and then enter the amount you wish to pay in the box. Then click "Checkout" and follow the instructions to enter your method of payment.



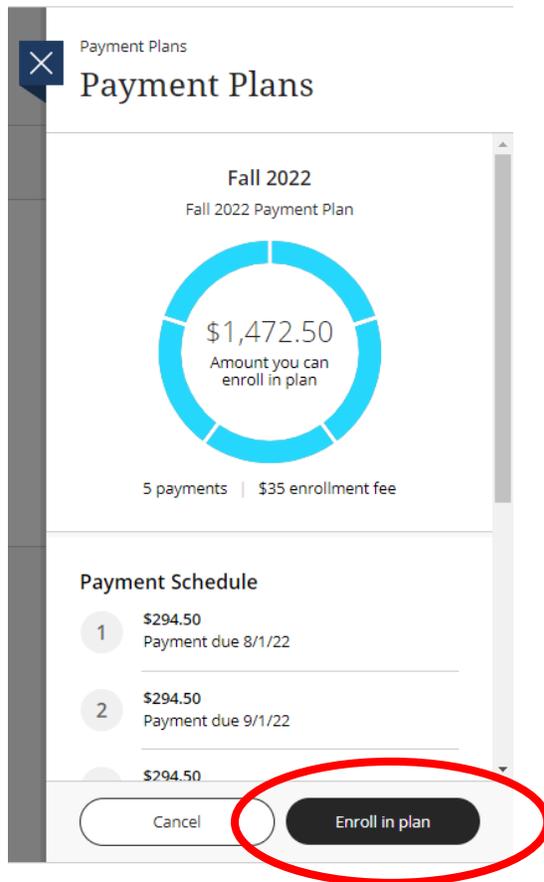
Enroll in a Payment Plan

1. Choose "Payment Plans" in the menu on the left.
2. Select "View payment plan options". A menu will open on the right with the proposed payment schedule.



The screenshot shows the 'Payment Plans' page. On the left, a blue sidebar menu contains several options: 'My Account', 'Overview', 'Activity Details', 'Payment Plans' (circled in red), 'Make a Payment', 'Transactions', 'Statements', 'Tax Forms', 'Help', and 'Sign Out'. The main content area is titled 'Payment Plans' and features a 'Current plans' section. This section includes an illustration of a green bill and a text prompt: 'Need to enroll in a payment plan? Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.' Below this text is a button labeled 'View payment plan options', which is also circled in red.

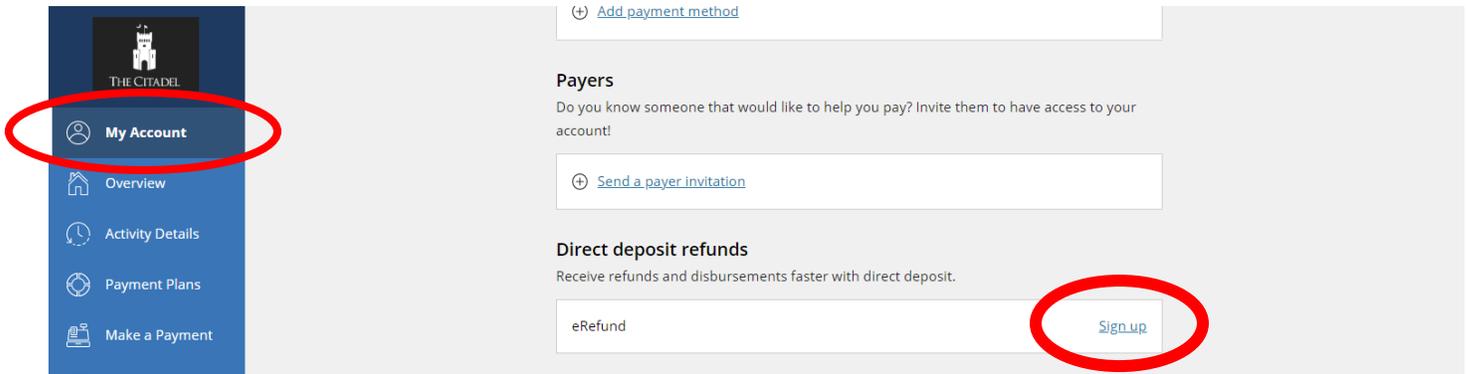
3. Click "enroll in plan" and then follow prompts to complete enrollment.



The screenshot shows a modal window titled 'Payment Plans' for the 'Fall 2022 Payment Plan'. It features a large blue circular graphic with the text '\$1,472.50 Amount you can enroll in plan'. Below this, it states '5 payments | \$35 enrollment fee'. A 'Payment Schedule' section lists three payments: 1. \$294.50 Payment due 8/1/22, 2. \$294.50 Payment due 9/1/22, and 3. \$294.50. At the bottom of the modal, there are two buttons: 'Cancel' and 'Enroll in plan', with the 'Enroll in plan' button circled in red.

Sign up for Electronic Refunds

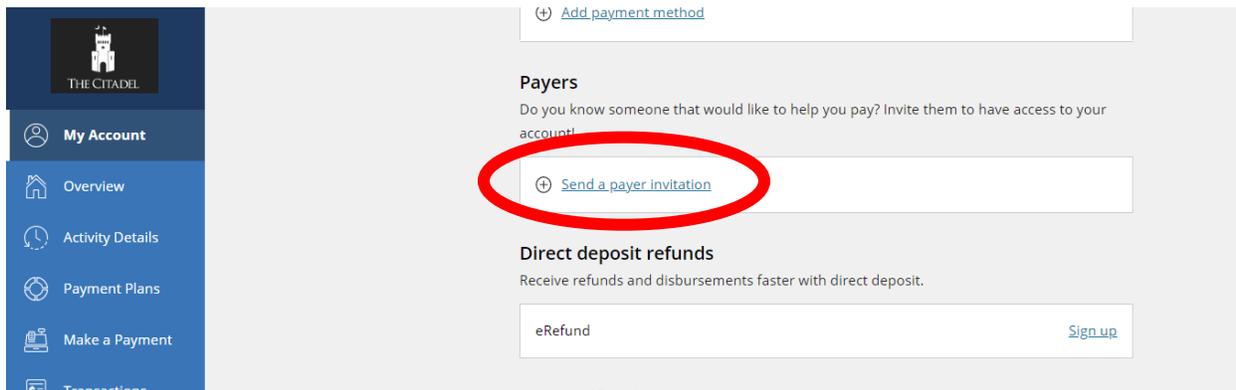
1. The Citadel will send your student refund check via direct deposit to your bank account. To provide your banking information, click “My Account” from the menu on the left.
2. In the “Direct deposit refunds” section, click “sign up”. Agree to the terms and conditions by entering your Student ID as your electronic signature, then click continue.



3. Follow prompts to complete enrollment. Be sure to have your bank account number and routing number, and name of the account holder.

Add an Authorized User to your account

1. You can give someone else (parent, spouse, etc) access to your online account. Select “My Account” from the menu on the left, then under “Payers” click “send a payer invitation.”



2. Follow the prompts to send the payer invitation. You can choose whether to allow access to statements or tax forms by selecting the check boxes next to those options. Then click “send invitation”.



My Account

Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Payer access

Allow access to statements

Allow access to tax forms

Cancel

Send invitation

