How to Pay Online
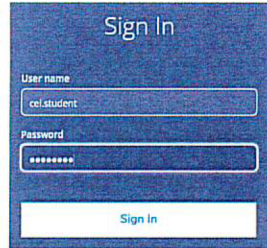
1. On the <u>CEI Website</u> Go to your Student <u>Self-Service</u> page

2. Login using your CEI username and password

Sign In

User name

cei.student

Password

••••••••

Sign In

3. Click on Student Finance

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

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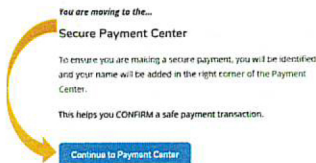
Account Overview

Amount Overdue	$0.00
Total Amount Due	$0.00 Make a Payment
Total Account Balance	$0.00 Account Activity

4. Click on 'Make a Payment'

5. Continue to the 'Secure Payment Center'

6. Sign into the 'Secure Payment Center' with your CEI login and password

You are moving to the...

Secure Payment Center

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

Continue to Payment Center

7. Click on 'Make Payment'

Student Account	ID: xxx0043
Balance	$0.00
	View Activity Make Payment

CEI Website: www.cei.edu

Student Self Service:
https://selfservice.cei.edu:8173/Student/Account/Login?ReturnUrl=%2fStudent%2f

8. Click on the term you are paying for

9. Enter your payment information!