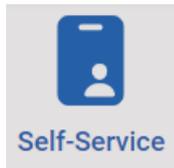


How to pay online



1: On the [CEI Website](#) go to your [Student Self-Service Page](#) under 'Quicklinks'



2: Login using your CEI email and password



Sign in

first.lastname@cei.edu

Can't access your account?



← first.lastname@cei.edu

Enter password

.....

Forgot my password

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.

4: Click on 'Make a Payment'

Account Overview

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

5: Continue to 'Secure Payment Center'

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](#)

6: Click on 'Make a Payment'

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

7: Select the term you are paying for and then enter your payment information!

CONTACT US FOR MORE INFO

208-535-5352

cashier.office@cei.edu

NEED HELP LOGGING INTO
SELF SERVICE?

208-535-5444

Important Websites:

CEI Website: www.cei.edu

Student Self-Service:

<https://colssprod.ec.cei.edu/Student/Finance>



Secure Payment Center

Student Account Center

- View and print your student statement
- Check your account balance
- Make a payment towards your balance with electronic checks (ACH) and credit/debit cards
- View your payment history
- Store your payment methods for quick and easy payment
- Authorize parents and others to view your account information, and make payments on your behalf

Payment Plan Management

- Enroll in a payment plan so you can pay your balance in installments
- View your current payment plan status
- Make a payment toward one of your installments
- Schedule future installment payments

Refunds

- Enroll in direct deposit so that refunds can be deposited into your account electronically