Table of Contents
E-Commerce ................................................................................................................................................. 1
Log In ........................................................................................................................................................ 1
Making a Payment ..................................................................................................................................... 1
E-Commerce

You can now pay for credit courses through WebAdvisor using E-Commerce.

Log In

1. Go to http://webadvisor.prairiestate.edu
2. Click Log In at the top of the screen.
3. Enter your username and password then click Submit.

Making a Payment

1. From the main WebAdvisor screen, click Students.
2. Under Financial Information, click Make a Payment.
3. **Click Pay on My Account.**

4. The Pay on My Account screen displays your balance, total charges, and any payments already made.

<table>
<thead>
<tr>
<th>Payment Amount</th>
<th>Balance</th>
<th>Description</th>
<th>Total Charges</th>
<th>Payments</th>
<th>Financial Aid Remaining</th>
<th>Payment Plans</th>
<th>Refunds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>50.00</td>
<td>Account Balance, Student Receivables</td>
<td>89.00</td>
<td>50.00</td>
<td>6.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

5. In the **Payment Amount** field, enter the amount that you will be paying.

<table>
<thead>
<tr>
<th>Payment Amount</th>
<th>Balance</th>
<th>Description</th>
<th>Total Charges</th>
<th>Payments</th>
<th>Financial Aid Remaining</th>
<th>Payment Plans</th>
<th>Refunds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>50.00</td>
<td>Account Balance, Student Receivables</td>
<td>89.00</td>
<td>50.00</td>
<td>6.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

6. Select your credit card type from the **Payment Type** drop-down menu.

7. **Click Submit.**

8. Verify your information on the **Processing My Credit Card Payment** screen.

9. **Click Continue.**

10. You will be directed to a secure payment screen, independent of Prairie State College.
11. Fill in your credit card information and any other required information.

12. Click **Continue**.
13. Verify that your information is correct.

14. To change any information, click **Go Back**.
15. If all the information is correct, click **Make Payment**.
16. The Confirmation of Payment screen displays with the **Confirmation Number/Transaction ID** and transaction details.

**Note:** Write down your Confirmation Number in case you don’t get the confirmation email.

17. Click **Continue**.

18. The **Processing My Credit Card Payment** screen states that you will receive a confirmation email containing the transaction details.

19. Click **OK**.

20. The **Payment Acknowledgement** screen confirms your payment.