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# WebAdvisor: E-Commerce

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## E-Commerce

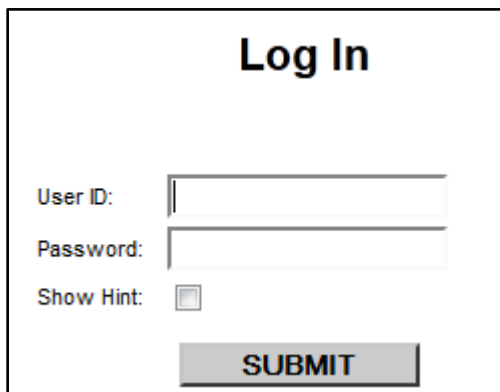
You can now pay for credit courses through WebAdvisor using E-Commerce.

### Log In

1. Go to <http://webadvisor.prairiestate.edu>
2. Click **Log In** at the top of the screen.

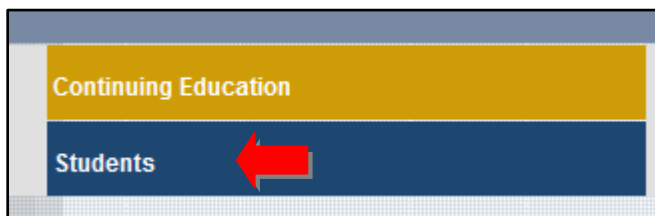


3. Enter your username and password then click **Submit**.

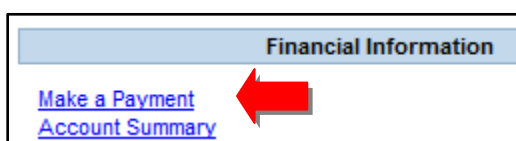
A white rectangular box titled 'Log In'. It contains two input fields: 'User ID:' and 'Password:'. Below the 'Password:' field is a 'Show Hint:' checkbox. At the bottom of the box is a grey 'SUBMIT' button.

### Making a Payment

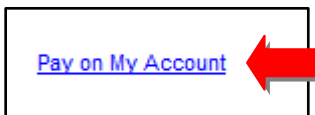
1. From the main WebAdvisor screen, click **Students**.



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.

Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
<input type="text"/>	50.00	Account Balance, Student Receivables	89.00	39.00	0.00	0.00	0.00

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



Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
<input type="text"/>	50.00	Account Balance, Student Receivables	89.00	39.00	0.00	0.00	0.00

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.

### Processing My Credit Card Payment

Click Continue to enter your credit card information at our secure payment website.

Payment Amount	\$78.00
Convenience Fee	\$0.00
<b>Total Payment Amount</b>	<b>\$78.00</b>

**CONTINUE**



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.

**Prairie State College**  
Start *near.* Go *far.*

Please enter your debit or credit card information.

Payment Description	Amount
Payment for classes	\$78.00

\* indicates required field

Card Type  
Please select a card type \*

Card Number \*      Expiration Date (mm/yy)      Card Identification Number  
 \*      12 / 11 \*       \* [How do I find this?](#)

Card Holder's Information

Card Holder's Name:  \*

Street Address:  \*

Apartment/Suite:

City:  \*

State/APO:  \*

ZIP Code:  \*

Country:

Primary Phone Number:

E-Mail Address:

12. Click **Continue**.

13. Verify that your information is correct.

**Prairie State College**  
Start *near.* Go *far.*

Please verify that the following information is correct.

Payment Description	Amount
Payment for classes	\$78.00

Card Type:

Card Number:       Current Amount Due:

Expiration Date:

Billing Address:       Email Address:  \*

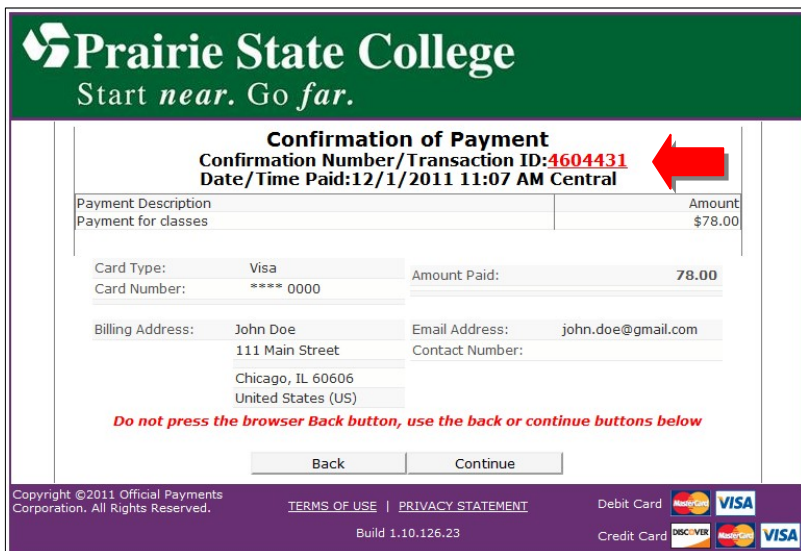
     Contact Number:

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.



**Prairie State College**  
Start near. Go far.

**Confirmation of Payment**  
Confirmation Number/Transaction ID: **4604431** ←  
Date/Time Paid: 12/1/2011 11:07 AM Central

Payment Description	Amount
Payment for classes	\$78.00

Card Type: Visa      Amount Paid: 78.00  
Card Number: \*\*\*\* 0000

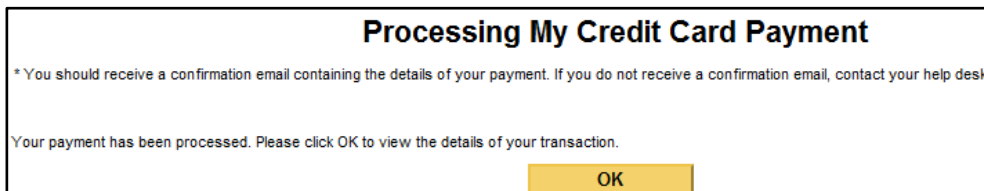
Billing Address: John Doe      Email Address: john.doe@gmail.com  
111 Main Street      Contact Number:  
Chicago, IL 60606  
United States (US)

*Do not press the browser Back button, use the back or continue buttons below*

Back      Continue

Copyright ©2011 Official Payments Corporation. All Rights Reserved.      TERMS OF USE | PRIVACY STATEMENT      Debit Card      MasterCard      VISA  
Build 1.10.126.23      Credit Card      DISCOVER      MasterCard      VISA

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



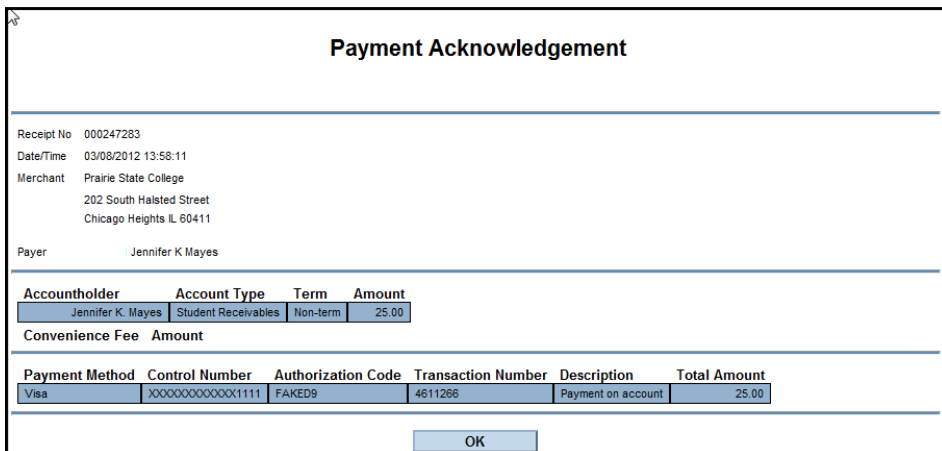
**Processing My Credit Card Payment**

\* You should receive a confirmation email containing the details of your payment. If you do not receive a confirmation email, contact your help desk.

Your payment has been processed. Please click OK to view the details of your transaction.

OK

19. Click **OK**.
20. The **Payment Acknowledgement** screen confirms your payment.



**Payment Acknowledgement**

Receipt No: 000247283  
Date/Time: 03/08/2012 13:58:11  
Merchant: Prairie State College  
202 South Halsted Street  
Chicago Heights IL 60411  
Payer: Jennifer K Mayes

Accountholder	Account Type	Term	Amount
Jennifer K. Mayes	Student Receivables	Non-term	25.00

Convenience Fee      Amount

Payment Method	Control Number	Authorization Code	Transaction Number	Description	Total Amount
Visa	XXXXXXXXXXXXXXXX1111	FAKED9	4611266	Payment on account	25.00

OK