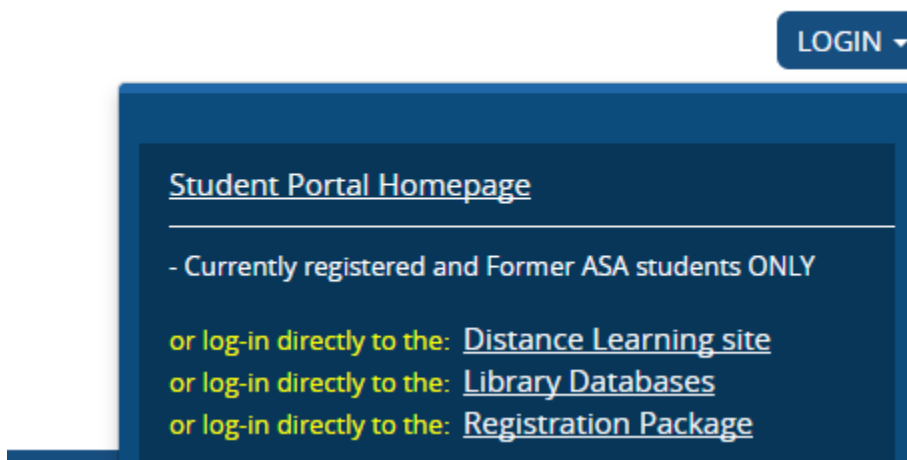


How to make an online payment

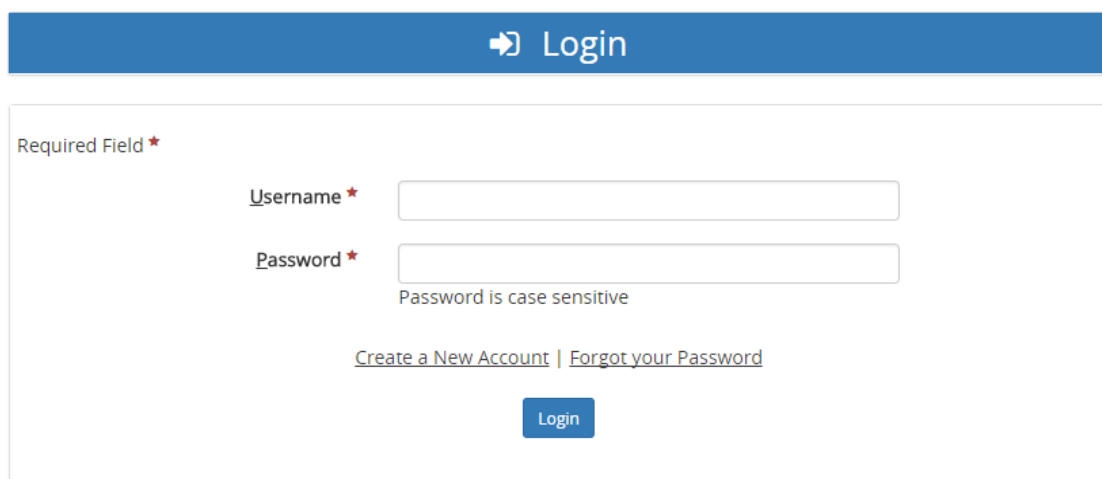
1. In the browser's address box, type: www.asa.edu and then, press enter key. Once you are on ASA College website, near the right upper corner click the link that says, "Portal".



2. Near the upper corner of the page, click the link that the **Login** button. Then, click the link that says, "Student Portal Homepage".

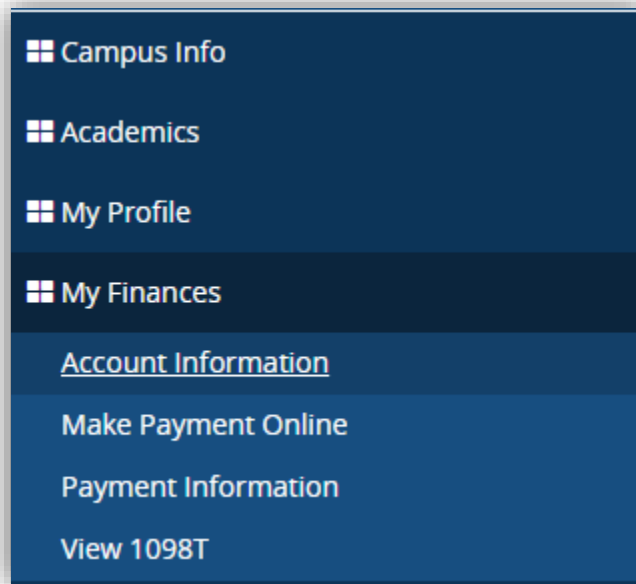


3. Type your username and password in their respective boxes. The username is what was assigned to you by the system when you created your account, and the password is what you chose at that time you created your Portal Account.

A screenshot of a login form. At the top is a blue header bar with a white right-pointing arrow and the word "Login" in white. Below the header is a white box with a thin border. Inside the box, at the top left, is the text "Required Field" with a red asterisk. Below this are two input fields. The first is labeled "Username" with a red asterisk and is empty. The second is labeled "Password" with a red asterisk and is empty. Below the password field is the text "Password is case sensitive". At the bottom of the form are two links: "Create a New Account" and "Forgot your Password", separated by a vertical line. Below the links is a blue button labeled "Login".

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4. Once when you are logged into the Portal, on the upper left side click the **“My Finances”** and then click **“Make Payment Online”**.



5. Please read agreement and then click on **“I accept the above payment agreement”**, then click **Continue**.

[Account Details](#) [Payment Schedule](#) [Make a Payment](#)

By making a payment online, you are authorizing ASA Institute of Business and Computer Technology (ASA) to debit funds by way of an electronic funds transfer from your checking or credit card account. By authorizing this electronic funds transfer you understand and agree that ASA is not liable for erroneous bank statements or incorrect debits to your account. You are advised to refer to the terms and conditions provided by your bank concerning electronic transfers before making your payment. In no event shall ASA be liable to any party for any direct, indirect, incidental, consequential, punitive or other damages including without limitation, any lost profits, lost savings, loss of information, etc. that are related to the use or the inability to use the content, materials and functions of the site or any linked website. Once you submit your payment it cannot be reversed. If you wish to place a stop payment order on your payment request after submission, you must contact your financial institution immediately.

I accept the above payment agreement

[Continue](#)

How to make an online payment

6. Fill out **Online Payment Information** and then click **Pay**.

[Account Details](#) [Payment Schedule](#) [Make a Payment](#)

Enter your payment information below. To add another payment method, click on the Add a Payment Method link.

Online Payment Information

Make my payment from [Add a Payment Method](#)

Card Verification # [What is this?](#)

Total past due amount: \$0.00
Next Scheduled Payment: \$0.00

Pay This Amount
(Do not use commas)

Payment will be applied to term

Configurable Title
Please go ahead and insert a configurable description or set of instructions describing what the student should do with the table below.

NOTE: If we receive your request to make a payment by 1 p.m. Eastern Time (ET), on a business day, your payment will post to your school account that business day. If we receive your request to make a payment after 1 p.m., your payment will post on the next business day. School business days are Monday through Friday, excluding Federal holidays.

[Cancel](#)

[Pay](#)

7. Once when you clicked Pay, click **Confirm**.
8. Congratulation! You made an online payment.

