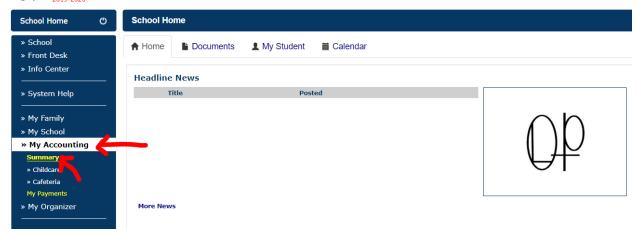
## **How to Make a Tuition Payment in Sycamore**

Log In to your Account

Left hand side, go to My Accounting-Summary



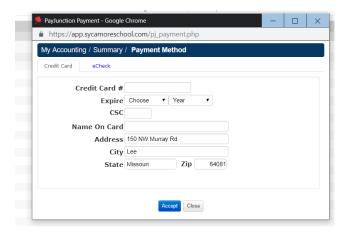


If you have NOT set up payment methods in Sycamore you will need to do so.

Go to Payment Methods-Add Method

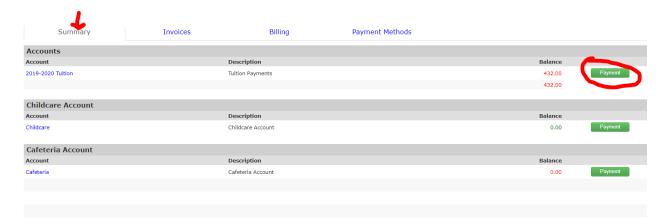


Add Payment method, either Credit Card, eCheck. You may add more than one payment method

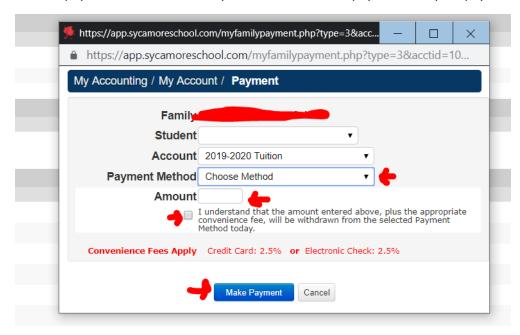


## How to Make a Tuition Payment in Sycamore

Once payment methods are set up, to make a payment, click on the Summary tab and under Accounts, click the green PAYMENT button under 2019-202 tuition (or whatever account you want to make a payment)



You do not need to choose Student. You will need to choose your Payment Method, the amount you want to pay and click the box that you understand. Click payment and your payment will be made.



Once payment is submitted, you will receive a thank you for making the payment.