

Submitting Payments Online

To make a payment online, please follow the steps outlined below.

1. Visit my.saintleo.edu and select 'eLion'
2. Under Financial Information, select 'Pay on My Account'



3. Balance owed will appear in the screen

A screenshot of the 'Pay on My Account' payment screen. At the top left, there is a tab labeled 'Pay on My Account' with a close button. A dark green header bar contains a 'Help' button. Below the header, a gray bar contains the text: 'Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your enrollment and eligible charges.' A note below reads '* = Required'. A table displays the following data:

Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
<input type="text"/>	25.00	2019 Summer II, Student Receivables	25.00	0.00	0.00	0.00	0.00

Below the table, it says 'Total Amount Due 25.00'. There is a 'Payment Type*' dropdown menu. A 'SUBMIT' button is located at the bottom right. At the very bottom, there are links: 'Account Summary | Account Summary by Term | Pay on My Payment Plan'.

Submitting Payments Online

4. Type payment amount next to balance and select payment type from the drop down and select submit

The screenshot shows the 'Pay on My Account' interface. At the top, there is a dark green header with 'Pay on My Account' and a 'Help' button. Below the header, a grey bar contains the text: 'Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your enrollment and eligible charges.' A note below that says '* = Required'. The main content is a table with the following data:

Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
25.00	25.00	2019 Summer II, Student Receivables	25.00	0.00	0.00	0.00	0.00

Below the table, it says 'Total Amount Due 25.00'. There is a 'Payment Type*' dropdown menu set to 'e Commerce Visa' and a 'SUBMIT' button. At the bottom, there are links for 'Account Summary', 'Account Summary by Term', and 'Pay on My Payment Plan'.

5. After hitting submit, you will be presented with the payment details for confirmation, click 'Continue'

The screenshot shows the 'Processing My Credit Card Payment' interface. At the top, there is a dark green header with 'Processing My Credit Card Payment' and a 'Go back' button. Below the header, a grey bar contains the text: 'Click Continue to enter your credit card information at our secure payment website.' The main content shows the following payment details:

Payment Amount \$25.00
Convenience Fee \$0.00
Total Payment Amount \$25.00

At the bottom right, there is a 'CONTINUE' button.

6. By clicking 'Continue', you will be taken to the payment screen to enter your credit card information and submit the billing details.

Submitting Payments Online



Saint Leo University

Tuition & Fees

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Payment Amount

\$.

Payment Method

Card Number Expiration Date Security Code [What is this?](#)

-- --



Please note you will not be charged until you Submit at end.

Continue

[Cancel](#)

7. Confirm your name and billing address and click 'Continue'

Name

Country

Address

Street Address 2

Apartment or Suite Number

Daytime phone

US International

() -

Note: Please provide area code and extension in case we need to contact you regarding your payment.

Enter your email

Please note you will not be charged until you Submit at end.

Continue

[Back](#) | [Cancel](#)

Submitting Payments Online

- Review and Accept Terms and Conditions and select 'Accept Terms'

Saint Leo University
Tuition & Fees

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Review & Accept Terms

Payment Method	Amount
VISA Ending in [REDACTED]	

Official Payments Terms and Conditions:



Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment by the entity you are paying. In the event that your payment is unable to be processed, Official Payments will attempt to notify you at least once using the contact information you have provided. In the event your payment is not processed or authorized by your card company or the applicable entity you are seeking to pay fails to accept your payment your payment liability shall remain outstanding and unpaid and you will be subject to all applicable penalties, late fees and interest charges assessed by the relevant entity thereon, all of which obligations remain your sole responsibility.

By clicking the "Accept" button below you hereby confirm your authorization for us to charge your selected credit or debit card, and agree to pay, the "Total Payment" amount indicated, subject to and in accordance with the agreement governing the use of your credit or debit card.

Printer Friendly

Please note you will not be charged until you Submit at [Accept Terms](#)

- Once the payment is processed, you will receive the Payment Confirmation

Saint Leo University
Tuition & Fees

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Your payment has been completed successfully. Thank you. [PRINT](#)

Please click continue. [Continue](#)

Confirmation Number	Date & Time
101849591	Monday, June 25, 2018 12:50PM ET

Payment Method	Amount
MasterCard Ending in [REDACTED]	