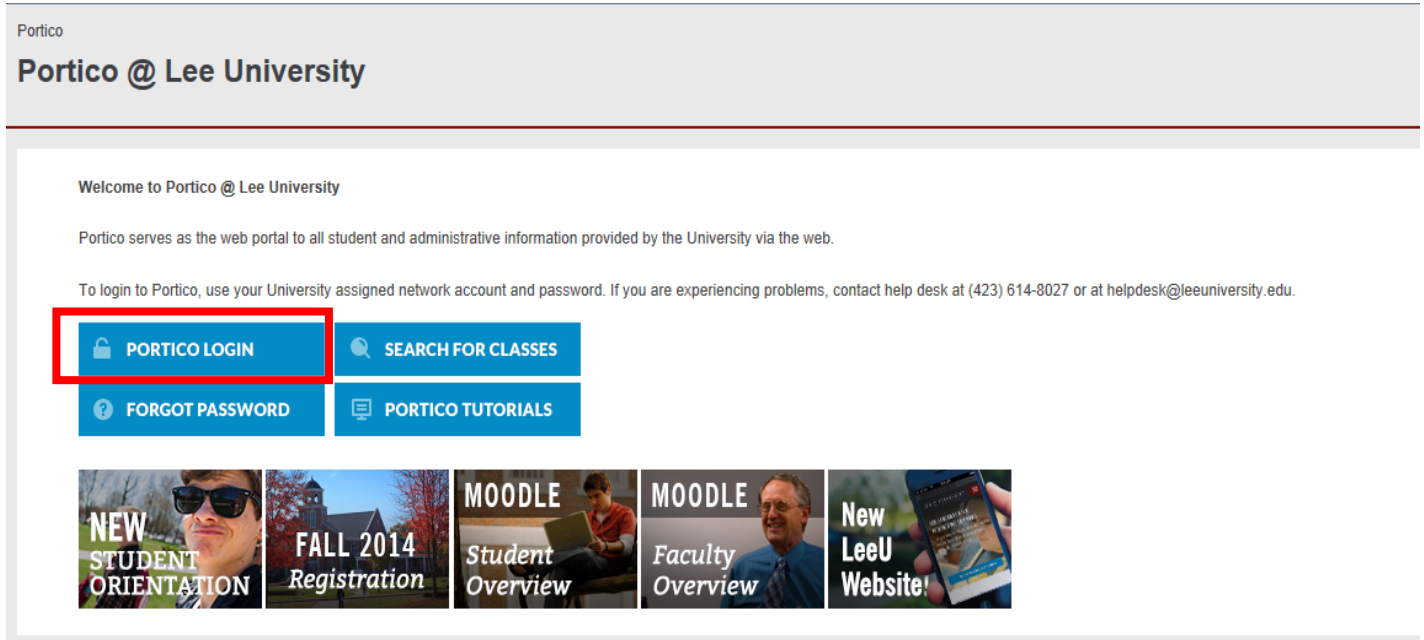


How to View My Account Statement in Portico

- A. Go to <http://portico.leeuniversity.edu>, click on Portico Login



Portico

Portico @ Lee University

Welcome to Portico @ Lee University

Portico serves as the web portal to all student and administrative information provided by the University via the web.

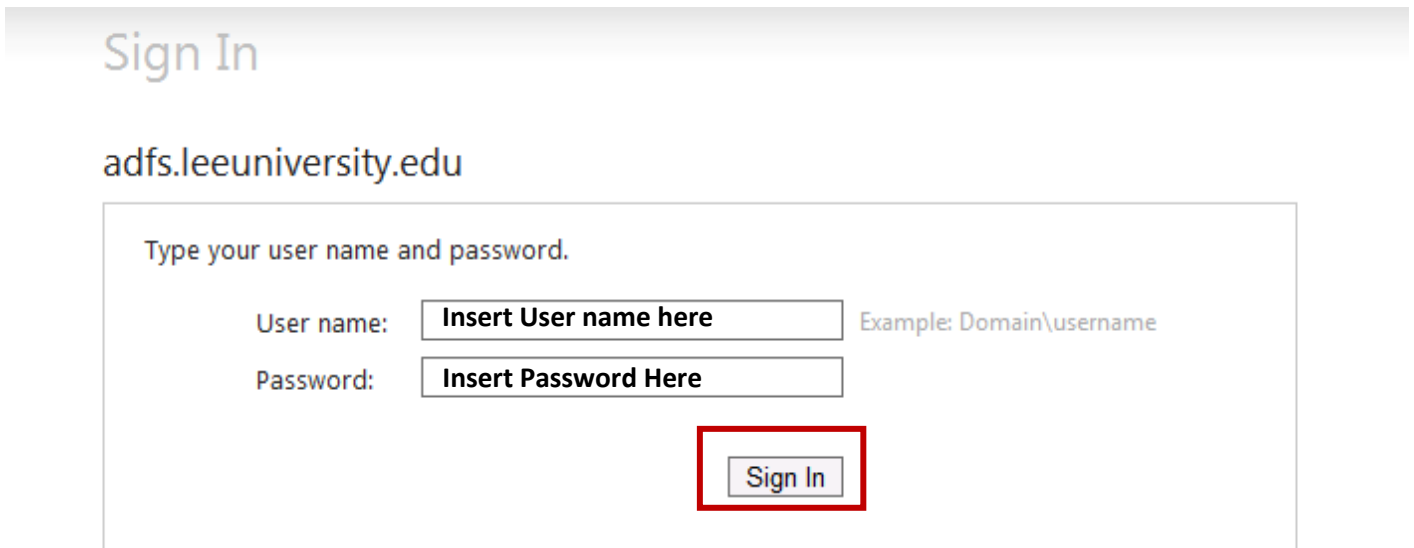
To login to Portico, use your University assigned network account and password. If you are experiencing problems, contact help desk at (423) 614-8027 or at helpdesk@leeuniversity.edu.

PORTICO LOGIN **SEARCH FOR CLASSES**

FORGOT PASSWORD **PORTICO TUTORIALS**

NEW STUDENT ORIENTATION **FALL 2014 Registration** **MOODLE Student Overview** **MOODLE Faculty Overview** **New LeeU Website!**

- B. When “Connect to portico.leeuniversity.edu” box pops up, insert User name and Password, click Sign In.



Sign In

adfs.leeuniversity.edu

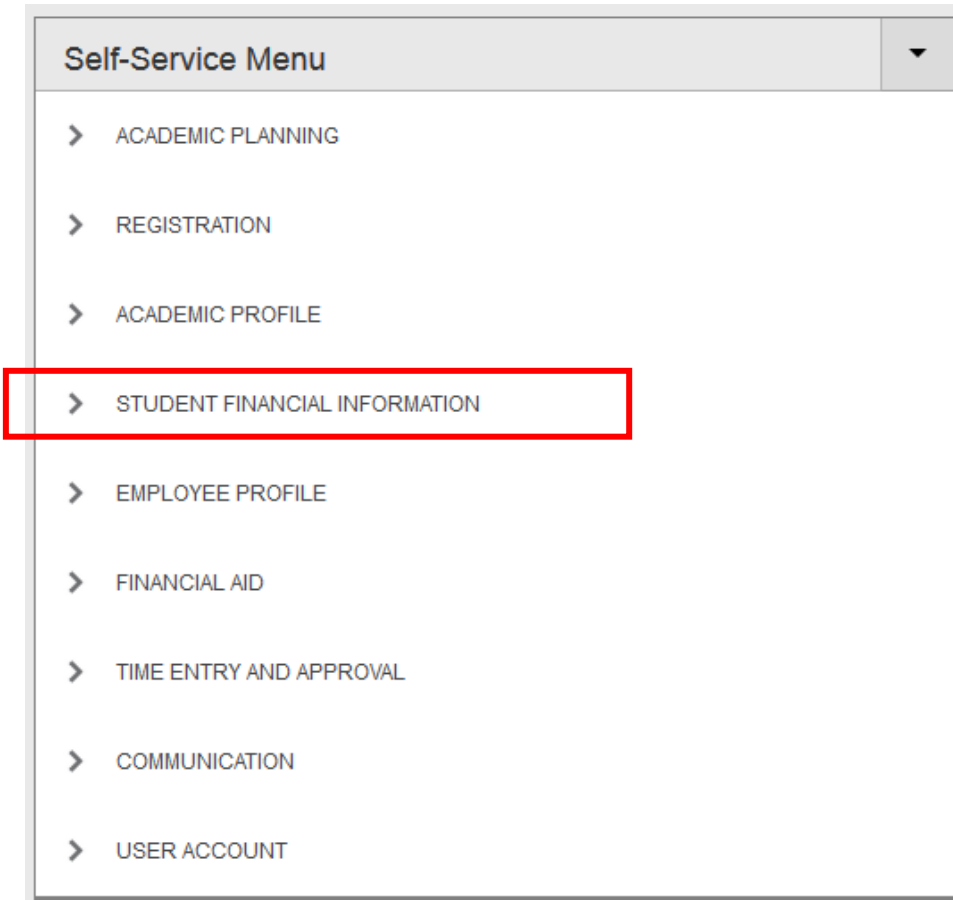
Type your user name and password.

User name: Example: Domain\username

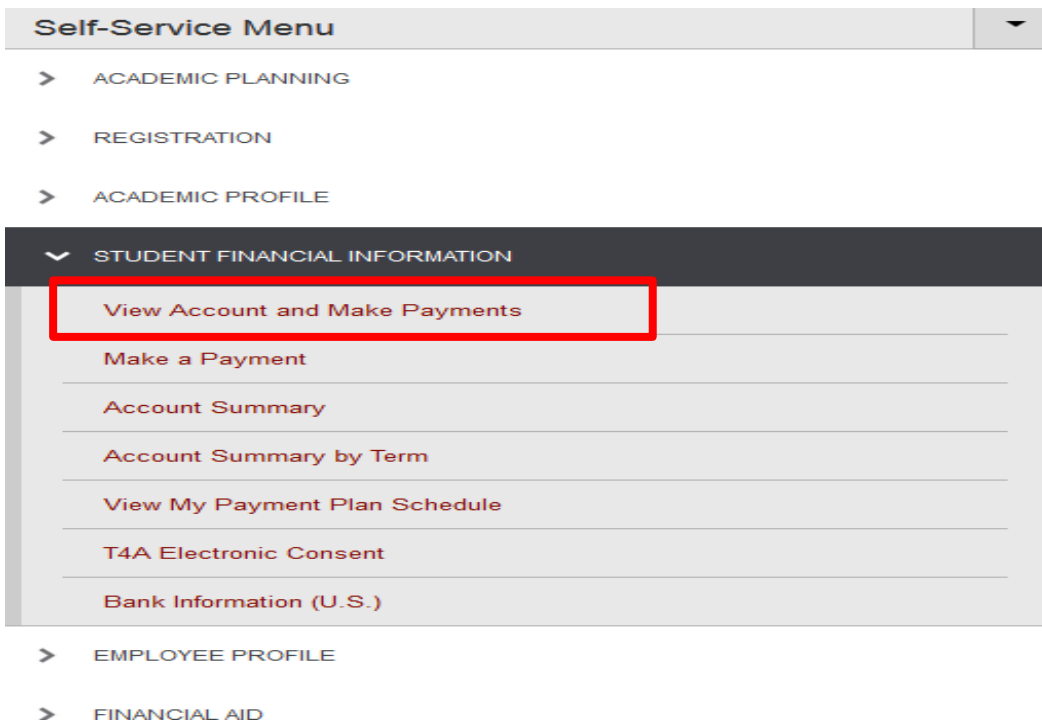
Password:

Sign In

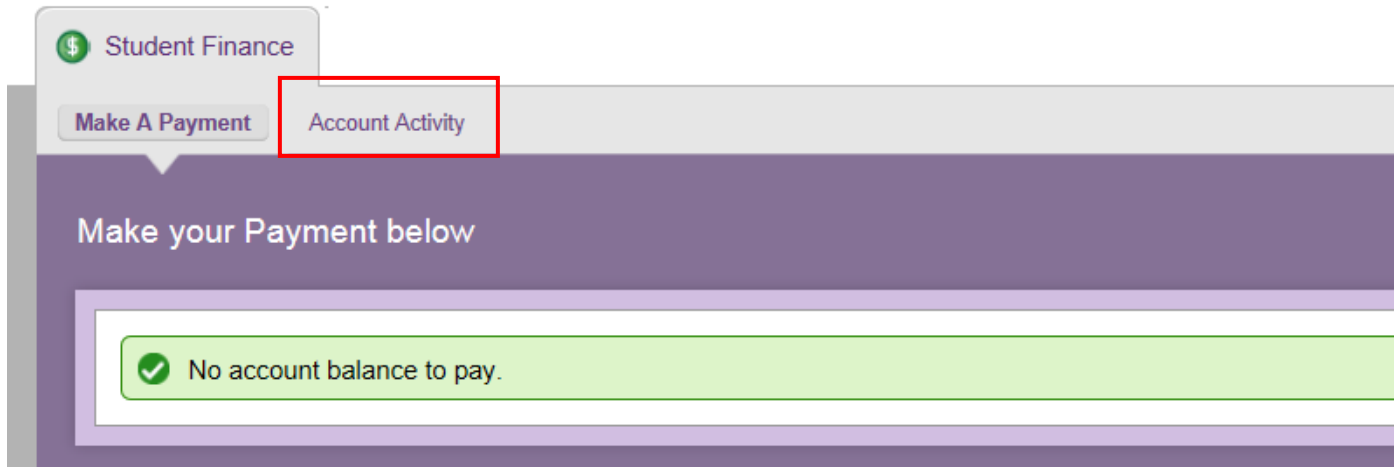
C. In bottom right hand corner of screen, go to *Self-Service Menu* tab, click *Student Financial Information*:



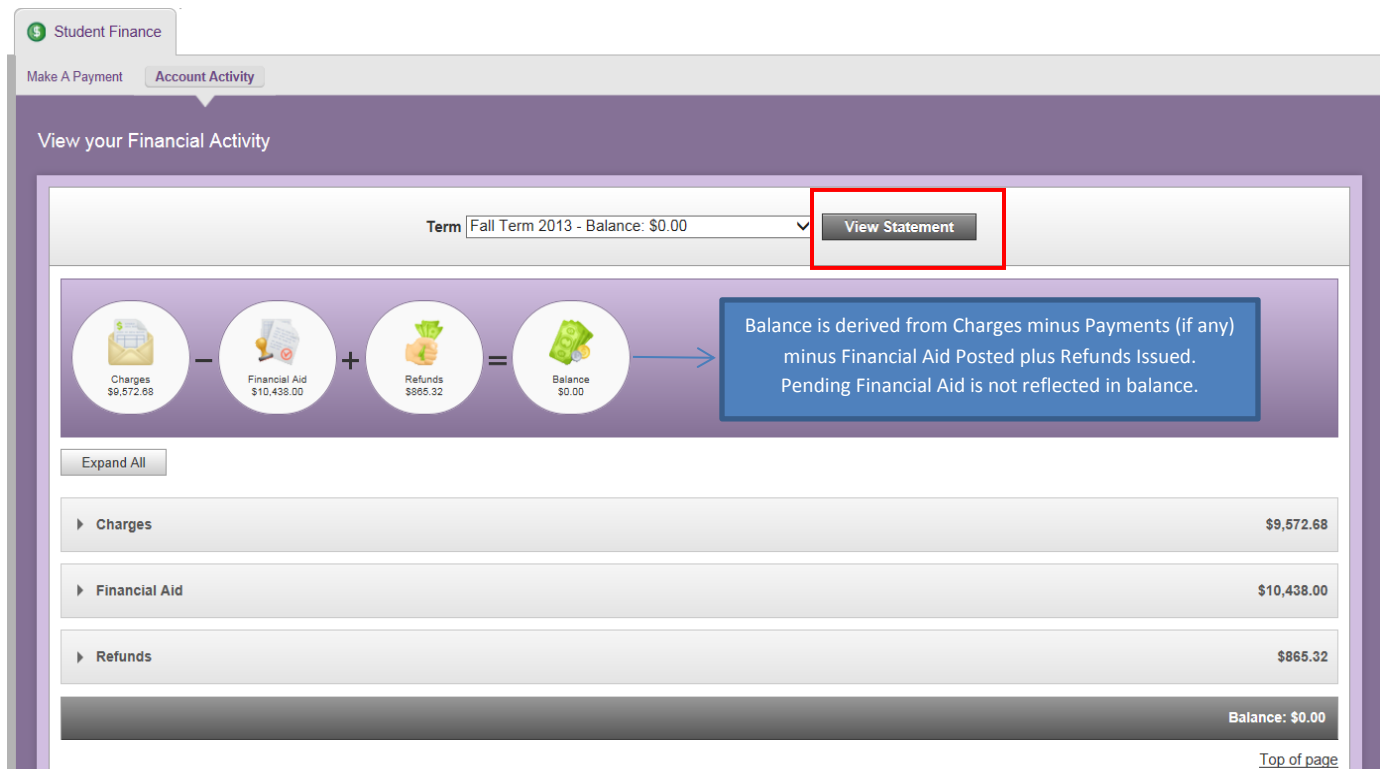
a. To view your account information (such as charges, payments, and/or financial aid),
click *View Account and Make Payments*



a. Click on *Account Activity*



b. The *Account Activity* defaults to the current term. To change terms, click on the term drop down box and click on the term you want to view, then Click on *View Statement*



c. Your statement will pop up in a separate window.



Lee University
 1120 North Ocoee St
 PO Box 3450
 Cleveland, TN 37320-3450

Miss Jane Doe
 11 Creek Way
 Hendersonville, TN 37075

Name	
Student ID	
Total Balance	\$0.00
Current Amount Due	\$0.00
Payment Due Date	
Amount Enclosed	

Please return this portion of the statement to the institution, along with your payment.

Date Generated: 10/8/2013

Account Activity Summary - Fall Term 2013

Charges ←	
Tuition by Total	\$6,875.00
Fees	\$200.00
Room & Board	\$2,000.00
Miscellaneous Charges	\$497.68
+ Total Charges	\$9,572.68
- Financial Aid	\$10,438.00
+ Refunds	\$865.32
= Balance	\$0.00
Total Balance	\$0.00

This area shows a summary of all charges by category, payments, financial aid, payments (if applicable), refunds issued and credits on the account. It also shows the actual current balance due on the account

This area shows the details of each class you are registered for in the current term.

Course Schedule

Section	Course Title	Credits	CEUs	Days	Times	Classroom	Start/End Dates
COUN-521-01	Community Interventions	3.00		Tu	6:00-8:50 PM	HUM 202	8/21/2013-12/10/2013
COUN-522-01	Non-Profit Design/Evaluation	3.00		TuTh	4:00-5:15 PM	HUM 101	8/21/2013-12/10/2013
COUN-560-01	Anthropology of Childhood	3.00		W	5:00-7:50 PM	HUM 203	8/21/2013-12/10/2013

Name _____
Student ID _____

This area shows the detail of the charges by Tuition (1), Fees (2), Room and Board (3), and Miscellaneous Charges (4).

Course Schedule

Section	Course Title	Credits	CEUs	Days	Times	Classroom	Start/End Dates
COUN-561-01	Counsel, Children & Adolescent	3.00		TuTh	2:35-3:50 PM	HUM 202	8/21/2013-12/10/2013
COUN-569-01	Thesis/Portfolio Seminar	1.00		TBD	TBD	NRN NRN	8/21/2013-12/10/2013

Account Activity Details - Fall Term 2013

1

Tuition by Total

Section	Course Title	Billing Credits	CEUs	Status
COUN-521-01	Community interventions	3.00		New
COUN-522-01	Non-Profit Design/Evaluation	3.00		New
COUN-560-01	Anthropology of Childhood	3.00		New
COUN-561-01	Counsel, Children & Adolescent	3.00		New
COUN-569-01	Thesis/Portfolio Seminar	1.00		New
Total				\$6,875.00

2

Fees

Description	Amount
Graduate Student Activity Fee	\$50.00
Graduate Student Publications	\$50.00
Graduate Health Fee	\$75.00
Graduate Registration Fee	\$25.00
Total	\$200.00

3

Room & Board

Description	Date	Building	Amount
Apartments & Bow/Obn	7/10/2013	Keeble Hall	\$2,000.00
Total			\$2,000.00

4

Miscellaneous Charges

Invoice	Date	Description	Amount
000661806	7/10/2013	Registration - 2013/FA	\$75.00
00066467	10/2/2013	Graduation Fee	-\$130.00
000664740	10/1/2013	Graduation Application Fee	\$130.00

4 cont'd from prev page

Name _____
Student ID _____

Miscellaneous Charges

Invoice	Date	Description	Amount
000689010	8/28/2013	FLNK-Rcpt: 7991289 1 289	\$191.11
000688839	8/28/2013	Parking Permit Fee	\$40.00
000688215	8/28/2013	FLNK-Rcpt: 90272289 2 289	\$91.57
000688049	8/28/2013	Graduation Application Fee	\$100.00
Total			\$497.68

The final page of the statement shows Financial Aid (1), Refunds issued to you (2), and Balance (3). If you have Financial Aid which has not actually paid to your account, it will be listed under the "Not Yet Disbursed" (A) column. All aid which has actually paid and is reflecting in your balance is listed in the "Disbursed" (B) column.

1

Financial Aid

McDaniel Scholarship		Comment:				
Awarded	Term	Disbursed	To Be Disbursed	Other Terms	Loan Fee	Not Yet Disbursed
\$295.00	Fall Term 2013	\$295.00				
Fed Direct Unsubsidized Loan		Comment:				
Awarded	Term	Disbursed	To Be Disbursed	Other Terms	Loan Fee	Not Yet Disbursed
\$10,143.00	Fall Term 2013	\$10,143.00				
Total		\$10,438.00	\$0.00			

2

Refunds

Voucher	Date	Description	Amount	Pay Method
V0159350	9/3/2013	Fin Aid Refund	\$570.32	E-Check
V0162646	10/2/2013	Fin Aid Refund	\$295.00	E-Check
Total			\$865.32	

3

Balance

Balance reflected on this statement does NOT include Financial Aid not yet disbursed.

\$0.00

- d. To see the detail of Charges or Anticipated Financial Aid without viewing your statement, click the **Expand All** button. To see the detail of only one category, click on that category:

View your Financial Activity

Term: Fall Term 2013 - Balance: \$0.00 [View Statement](#)

Charges \$9,572.68 - Financial Aid \$10,438.00 + Refunds \$865.32 = Balance \$0.00

[Expand All](#)

OR

Charges \$9,572.68

Financial Aid \$10,438.00

Refunds \$865.32

Charges \$9,572.68

- Tuition \$6,875.00
- Room and Board \$2,000.00
- Required Fees \$200.00
- Other Charges \$422.68
- Miscellaneous \$75.00

Financial Aid \$10,438.00

2. If you have a balance on your account, you can make a payment using Portico.

- a. To make a payment to your account, click on **Make A Payment**

Student Finance

[Make A Payment](#) [Account Activity](#)

Make your Payment below

Total Payment: \$2,497.00 [Choose a Payment Method](#) [Proceed to Payment](#)

[Collapse All](#) **Please Note:** Amounts Due may include credit amounts.

▼ Fall Term 2013 \$2,497.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivables - Current	WECOM	8/14/2013 (Overdue)	\$2,497.00	\$ 2497.00

Total Amount Due: \$2,497.00

[Top of page](#)

- b. Follow these steps:
- i. Choose *Payment method* from the drop down box (A)
 - ii. Enter the *amount* you want to pay (B)
 - iii. Click *Proceed to Payment* (C)

Available payment methods are: American Express, Discover, Electronic Check, Mastercard, and Visa. Lee does not charge a processing fee or convenience fee for payment online.

Student Finance

Make A Payment Account Activity

Make your Payment below

Total Payment: \$2,497.00 Visa Proceed to Payment

Collapse All Please Note: Amounts Due may include credit amounts.

Fall Term 2013 \$2,497.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivables - Current	WECOM	8/14/2013 (Overdue)	\$2,497.00	\$ 2,497.00

Total Amount Due: \$2,497.00 [Top of page](#)

- c. Click on *Pay Now*:

Student Finance

Make A Payment Account Activity

Make a Payment

Review Payment Selection

Item	Amount
Student Receivables - Current	\$2,497.00
Total Payment Amount	\$2,497.00

Payment Method: Visa **Pay Now**

- d. You will be asked to enter your payment method information and verify your account holder information: The zip code must match the billing zip code of the credit card. Click *Continue*

Please enter your account information.

Payment Description: Payment on 1 account Amount: \$1.00

Payment Options: VISA, MasterCard, Discover, American Express, Debit or Credit

* indicates required field

Account Number: [] Expiration Date (mm/yy): 10 / 13 Card Identification Number: [] [How do I find this?](#)

Account Holder Information:

Account Holder Name: []

Street Address: []

Apartment/Suite: []

City: []

State/APO: []

ZIP Code: []

Country: []

Primary Phone Number: [] E-Mail Address: mcasas00@leeu.edu

Continue Cancel

- e. The next screen asks you to verify the payment information and amount is correct.
Click *Make Payment*

Please verify that the following information is correct.

Payment Description	Amount
Payment on 1 account	\$1.00

Account Type:	Visa Credit	Current Amount Due:	1.00
Account Number:			
Expiration Date:	January 2014		
Billing Address:		Email Address:	mcasas00@leeu.edu
		Contact Number:	

© 2012 Official Payments Corporation. [TERMS OF USE](#) | [PRIVACY STATEMENT](#)

- f. If the payment is successful, you will receive a confirmation number. Keep this number for your records. Click *Continue*

Confirmation of Payment
Confirmation Number/Transaction ID:30096273
Date/Time Paid:10/8/2013 9:36 AM Central

Payment Description	Amount
Payment on 1 account	\$1.00

Account Type:	Visa Credit	Amount Paid:	1.00
Account Number:	Miss Jane Doe		
Billing Address:		Email Address:	idoe002@leeu.edu
		Contact Number:	

Do not press the browser Back button, use the Continue button below

- g. You will be directed to a final confirmation screen, click *Continue* to go back to the main screen. The payment will be reflected in your balance on the main screen.

Student Finance

Make A Payment Account Activity

Payment Acknowledgement

Receipt Number	Date/Time	Merchant	Payer
000351543	10/8/2013 10:36:55 AM	Lee University 1120 North Ocoee St PO Box 3450 Cleveland TN 37320-3450 423-614-8000	

Account Payments						
Accountholder	Account Type	Term	Location	Description	Amount	
	Student Receivables - Current	Fall Term 2013		Payment on account	1.00	

Payments Tendered					
Payment Method	Control Number	Authorization Code	Transaction Number	Amount	
Visa	3852	09579C	30096273	1.00	

