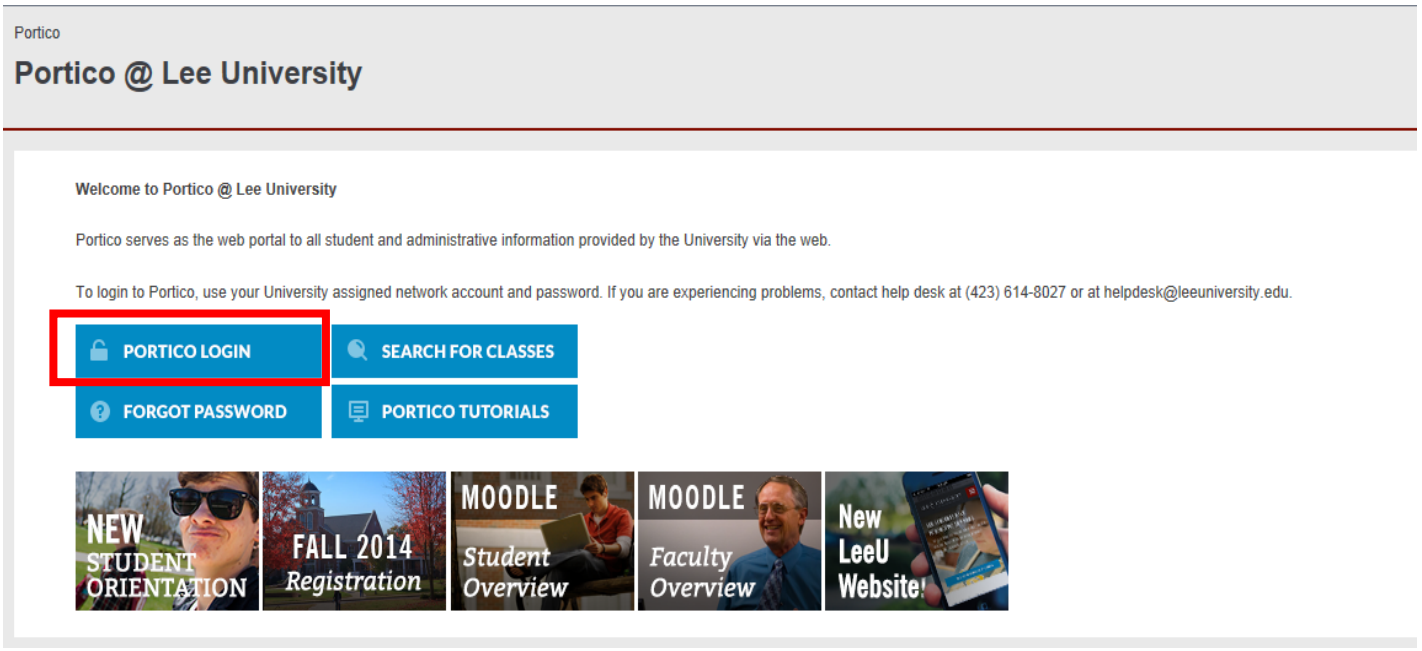
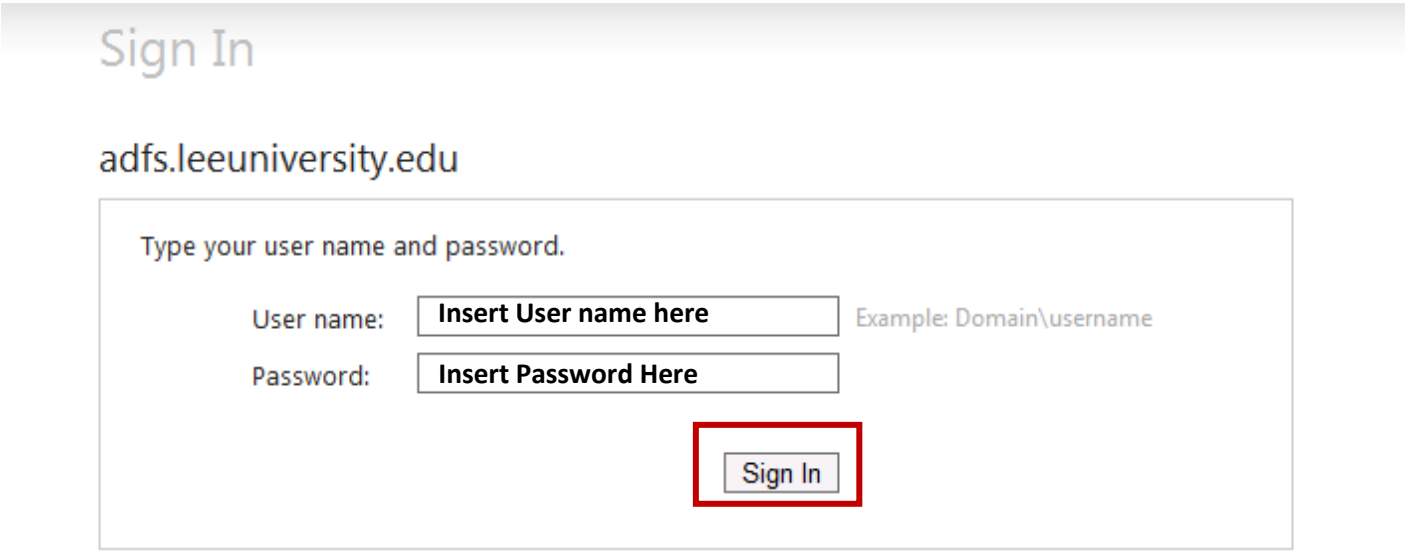
How to View My Account Statement in Portico

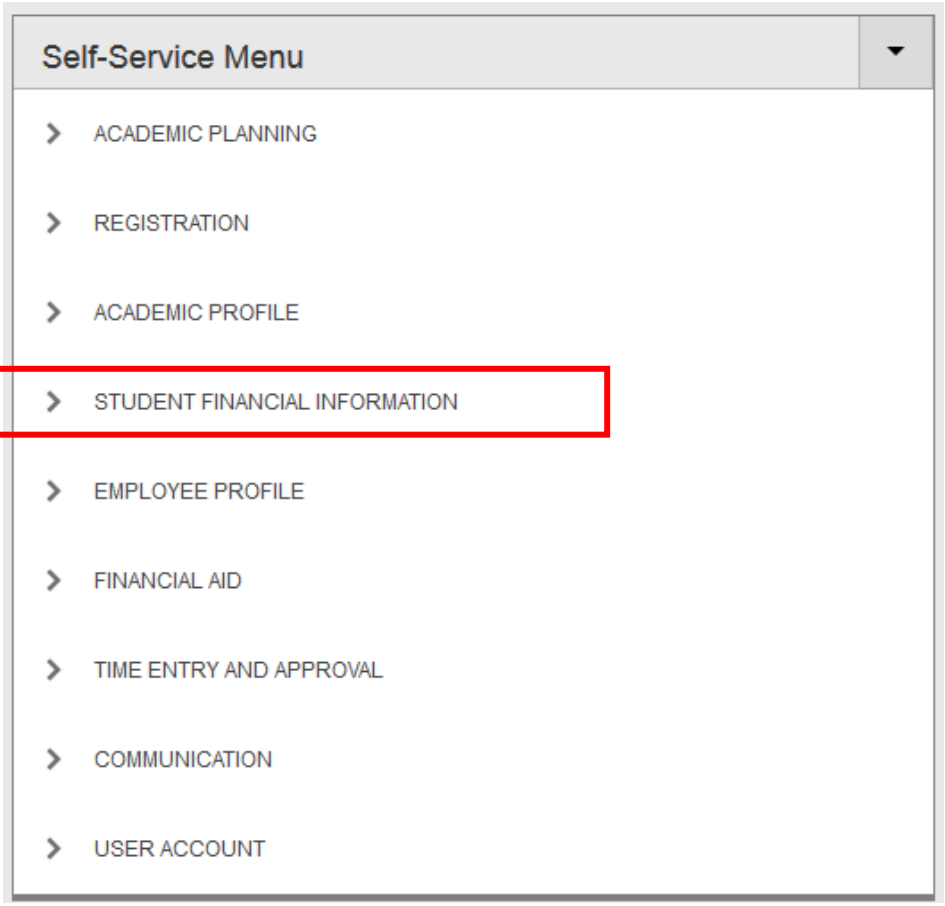
A. Go to http://portico.leeuniversity.edu, click on Portico Login



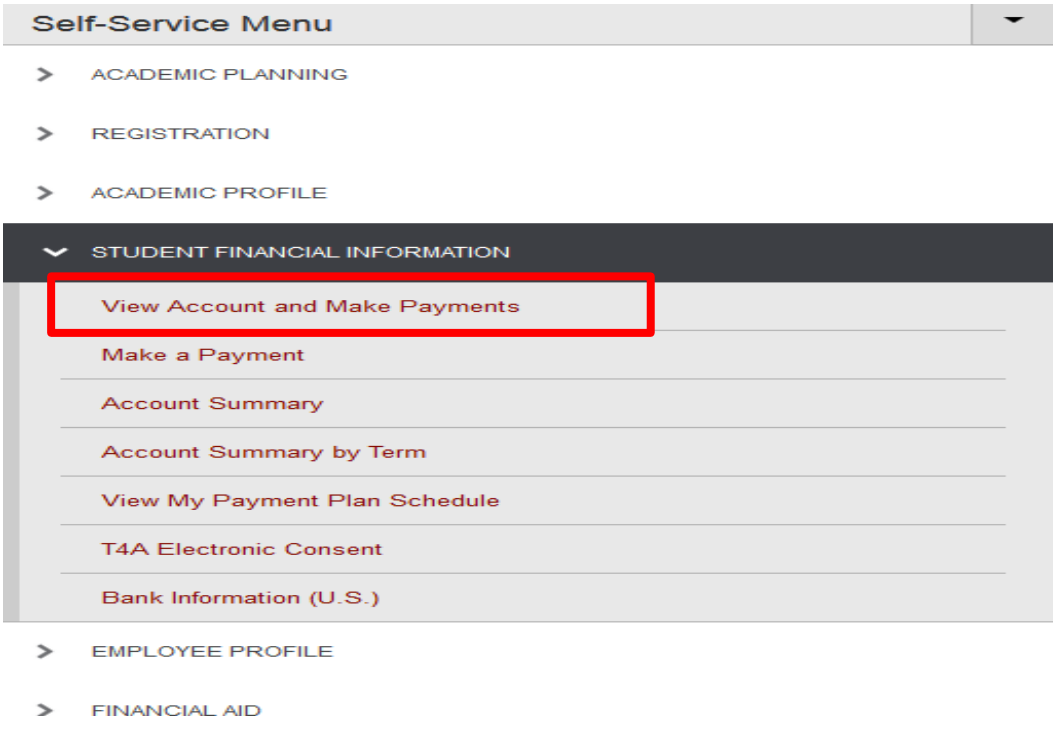
B. When "Connect to portico.leeuniversity.edu" box pops up, insert User name and Password, click Sign In.



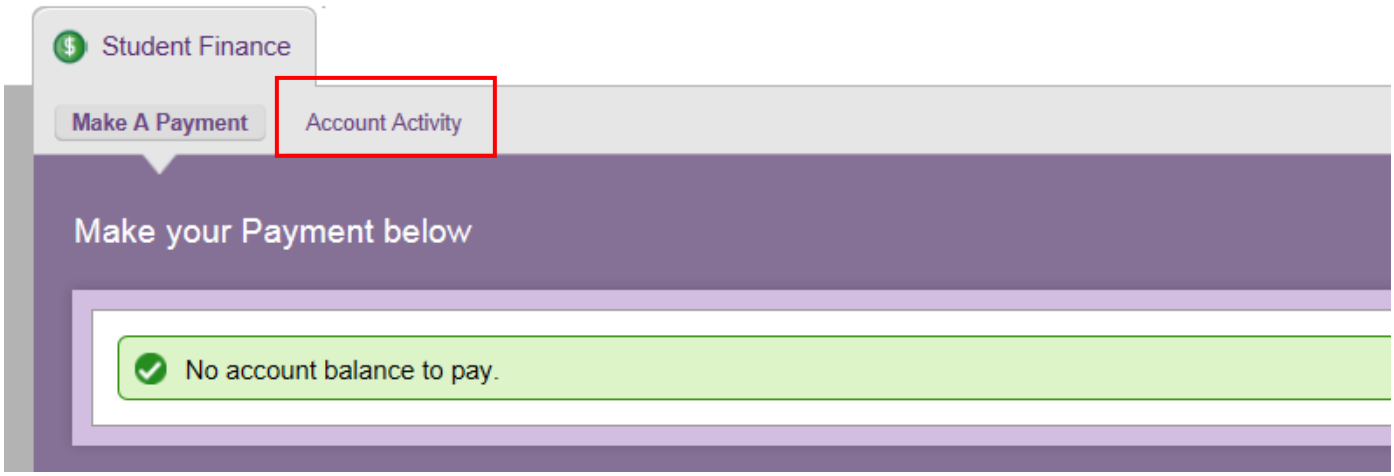
C. In bottom right hand corner of screen, go to ***Self-Service Menu*** tab, click ***Student Financial Information***:



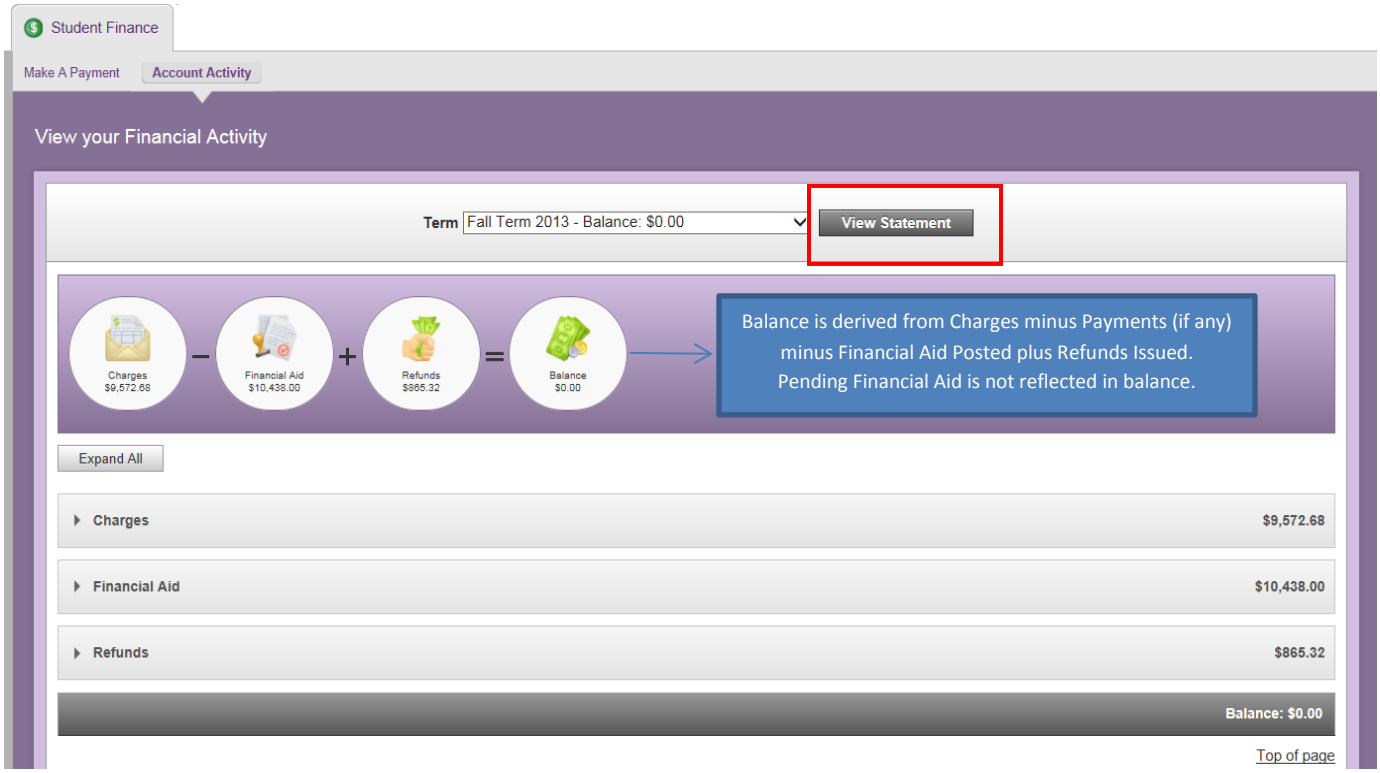
a. To view your account information (such as charges, payments, and/or financial aid), click ***View Account and Make Payments***



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

Student Statement

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

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

	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**

Course Schedule

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

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

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

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Student Statement - Page 2

Date Generated: 10/8/2013

Name	
Student ID	

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-599-01	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-599-01	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
000695467	10/2/2013	Graduation Fee	-$130.00
000694740	10/1/2013	Graduation Application Fee	$130.00

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.

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Student Statement - Page 3

Date Generated: 10/8/2013

Name	
Student ID	

4 cont'd from prev page

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**

1 Financial Aid

McDaniel Scholarship				Comment:		A
Awarded	Term	Disbursed	To Be Disbursed	Other Terms	Loan Fee	Not Yet Disbursed
$295.00	Fall Term 2013	$295.00				

Fed Direct Unsubsidized Loan		B		Comment:		
Awarded	Term	Disbursed	To Be Disbursed	Other Terms	Loan Fee	Not Yet Disbursed
$10,143.00	Fall Term 2013	$10,143.00				

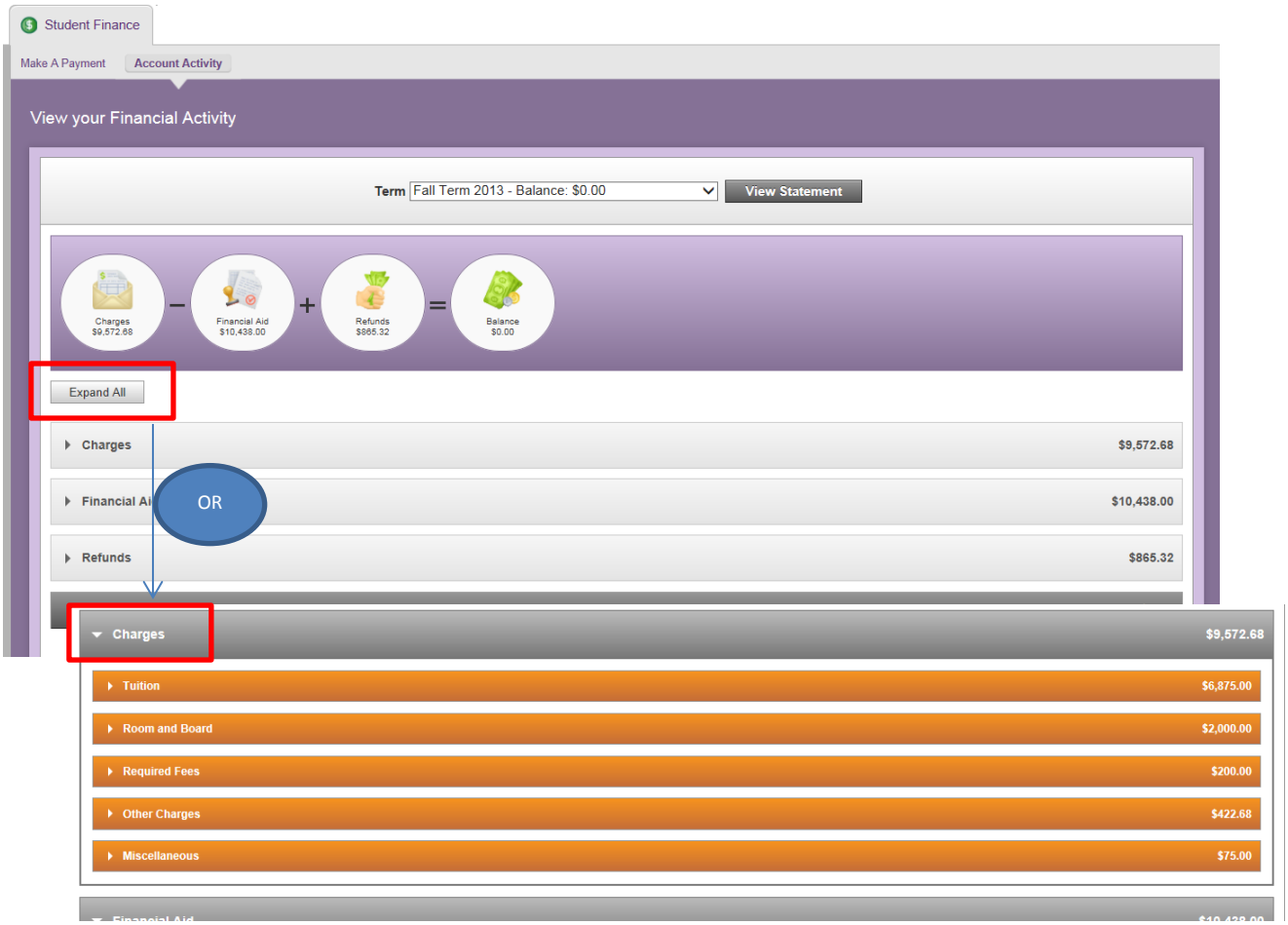
Total			
	$10,438.00	**$0.00**	

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**

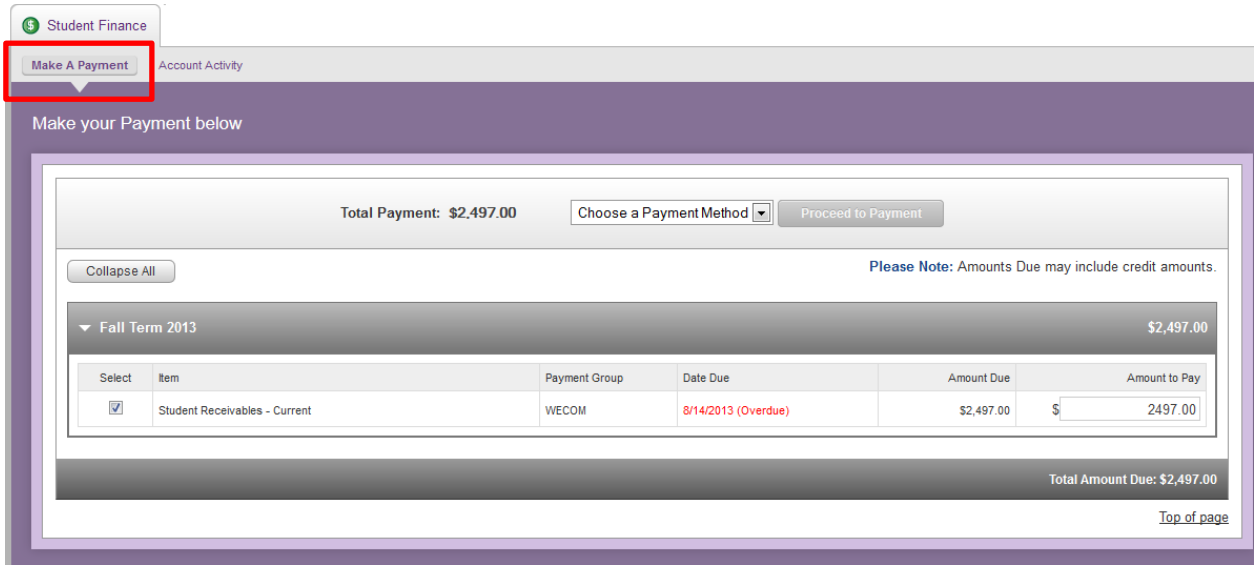
3 Balance — Balance reflected on this statement does NOT include Financial Aid not yet disbursed. → **$0.00**

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:



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***



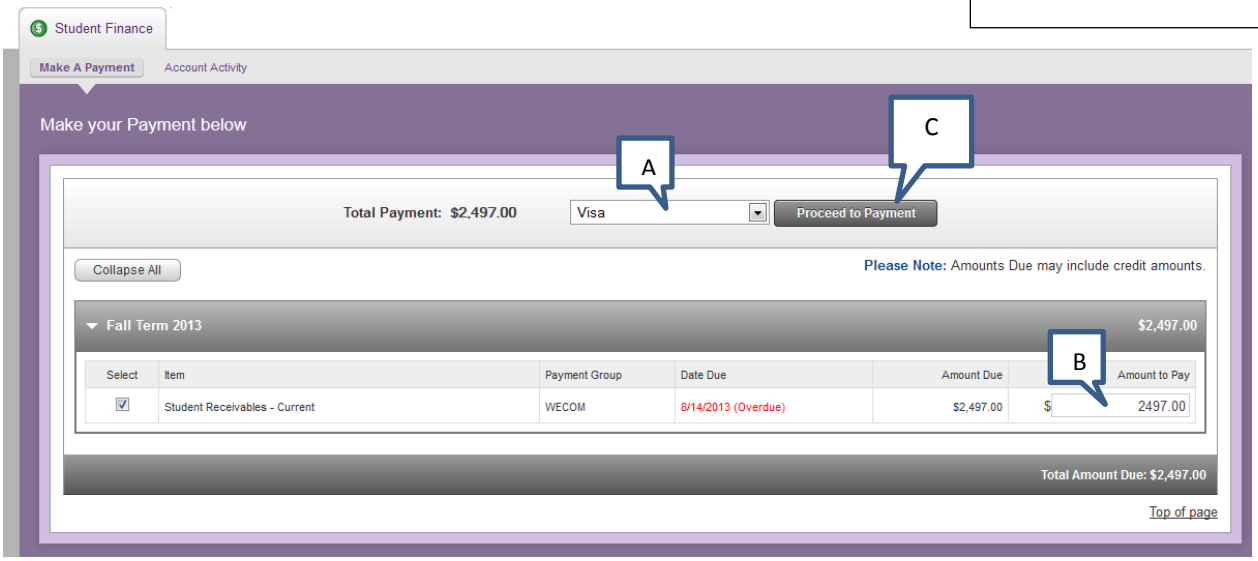
b. Follow these steps:

i. Choose *Payment method* from the drop down box (A)

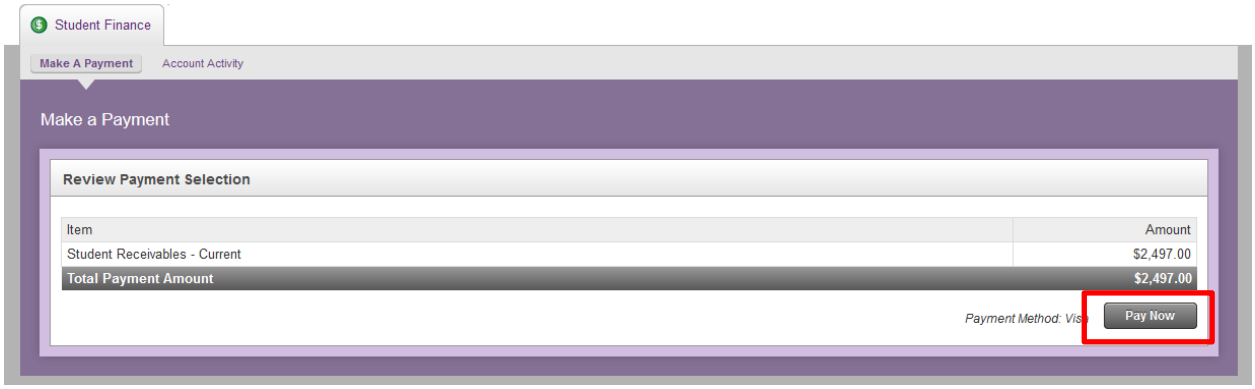
ii. Enter the *amount* you want to pay (B)

iii. Click *Proceed to Payment* (C)

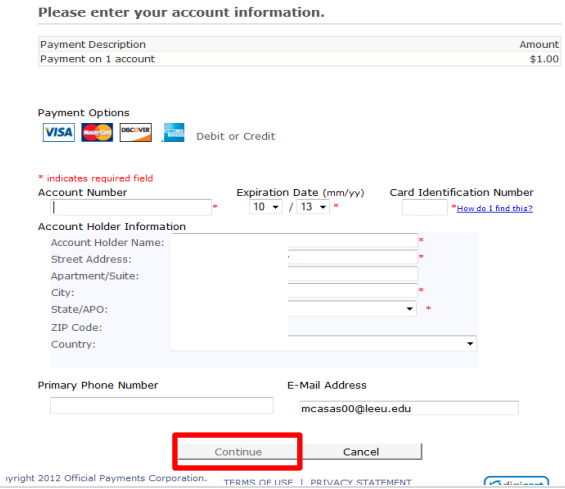
> *Available payment methods are: American Express, Discover, Electronic Check, Mastercard, and Visa. Lee does not charge a processing fee or convenience fee for payment online.*



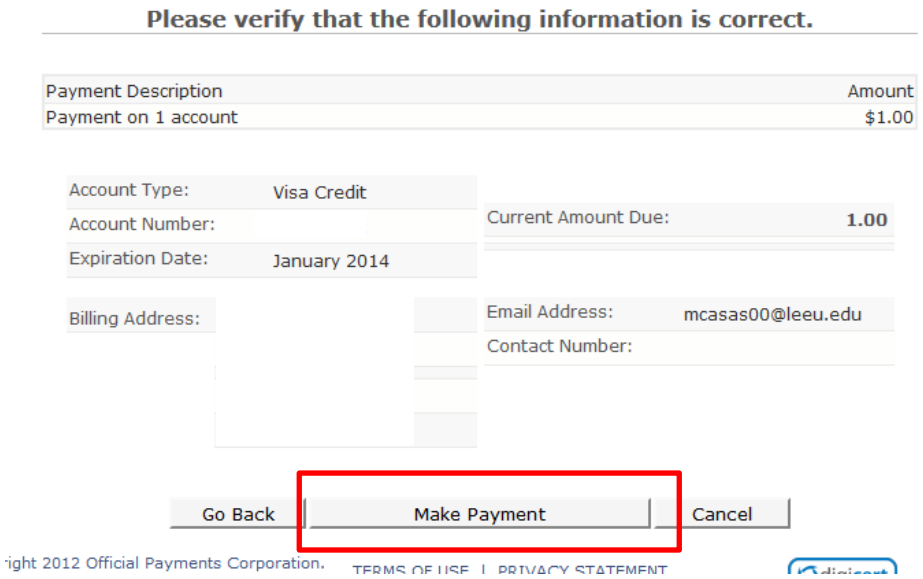
c. Click on *Pay Now*:



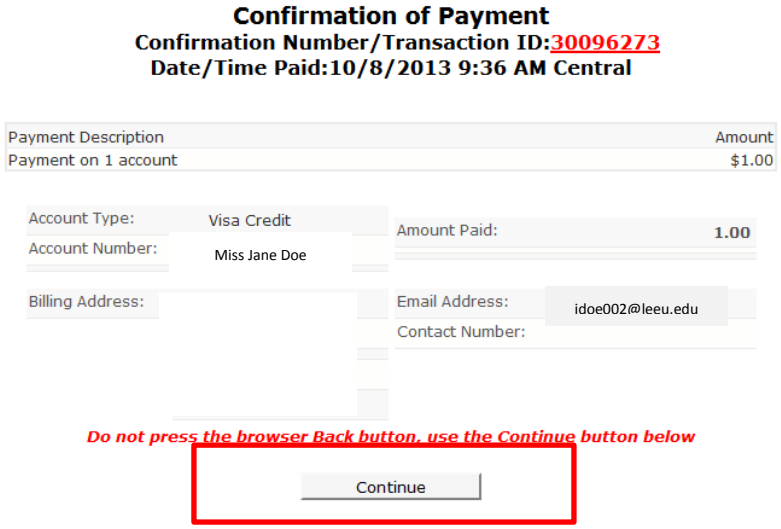
d. You will be asked to enter your payment method information and verify your account holder information: The zip code must match the billing zip code of the credit card. Click *Continue*



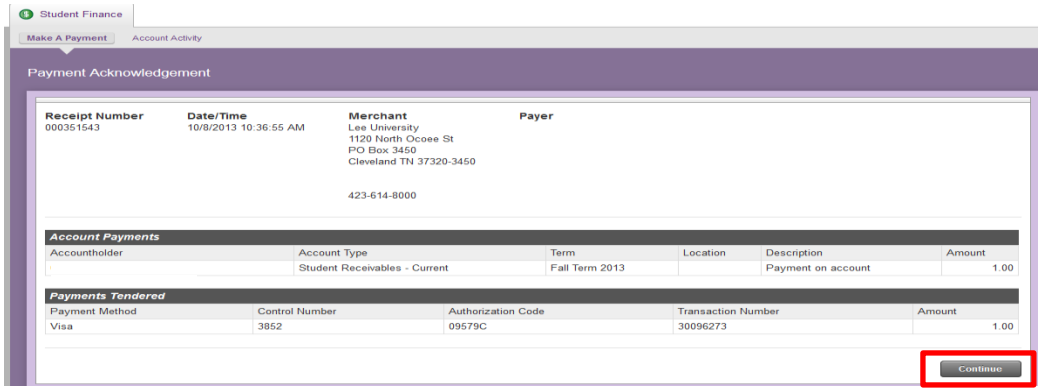
e. The next screen asks you to verify the payment information and amount is correct. Click *Make Payment*



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



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.



Still have questions? Please contact us at sfs@leeuniversity.edu