Online Payment Instructions

Log on to: www.andrews.edu/go/mystatement

Click on **Make Payment**

Select **payment date**, **current account balance**, and enter **payment amount**. Click **Continue**.
If you do not currently have a balance on your account, click **OK**.

![Payment Screen with OK button highlighted](image1)

Select a payment **Method**, then click **Continue**.

*Reminder: credit card payments will incur a transaction fee.*

![Payment Method Selection](image2)
Enter your bank account/credit card information. Enter a payment method Name. Then click Continue.
Review information entered. Click on I agree box. The click Continue.
Review all **payment information**. To confirm payment, click **Schedule Payment**.
If making a future-dated payment, your payment will be listed under Scheduled Payments.