**Before paying, please note:** If you need to change information on the first page of your registration, when you use the **original** registration link, log in and then click “View my registration” to return to your existing account. (Do NOT fill out the form again or you will create a second registration and will be charged a second registration fee.)

**To make a payment, follow these instructions:**

1. Return to your e-mail invoice. To help you find it, search for “Thank you for registering.” which is in the subject header of the email.
2. Click the “Edit Order” link.
3. Sign in with your username and password as a **previously registered user**.
4. If your order is final and all you need to do is pay, scroll down and enter your credit card information, or send your check ONLY (no materials) to the address listed. If your order needs to be edited, for example, adding tuition or housing, see step 5 below.

**If you can’t find your invoice, follow these instructions:**

1. Log in to the registration page by clicking on the registration link on your program’s “How to Apply” page and log in using your original information.
2. **DO NOT** scroll down and click “next”; instead, click the “View my Registrations” link at the top of the page.
3. Click the “Edit” link for the account you wish to edit or make a payment on.
4. If your account is properly charged and you are ready to pay in full, scroll down and enter your payment information. If you need to change order details, go to step 5.
5. If you need to edit your order details including adding or deleting unpaid tuition or housing charges, Click the “Edit” link next to your name, edit any fields you need to and finally click ‘Next” at the bottom of the page pay your balance due either with a credit card or a check. If you choose to pay with a check, send your check ONLY (no materials) to the address listed.
6. If you are paying the balance on a partially-paid order, you will ONLY be charged the balance due. You will NOT be charged again for any payments already made.

If you need further assistance, please contact the Registrar at 1-800-933-9330 Monday-Friday between the hours of 8-12 or 1-5pm.