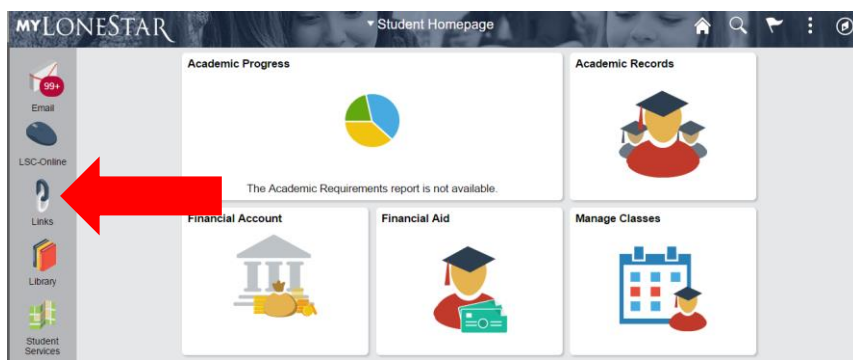


## How to Find Instructions For Payment

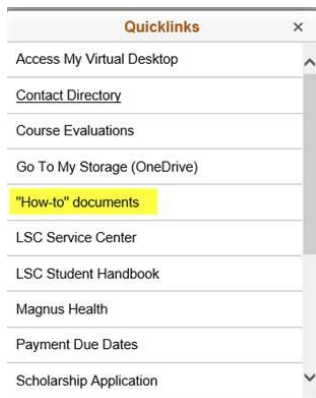
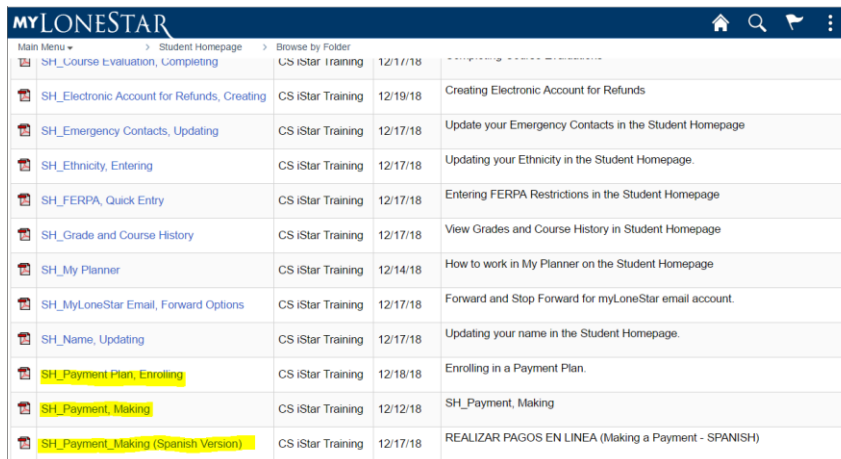
1. Log into MyLoneStar Portal. Click on student tile



2. Click on "Links" in the left bar of the Student Home Page.



3. Select "How To" documents, then select the file associated with your payment needs.

Document Title	Category	Date	Description
SH_Course Evaluation, Completing	CS IStar Training	12/17/18	
SH_Electronic Account for Refunds, Creating	CS IStar Training	12/19/18	Creating Electronic Account for Refunds
SH_Emergency Contacts, Updating	CS IStar Training	12/17/18	Update your Emergency Contacts in the Student Homepage
SH_Ethnicity, Entering	CS IStar Training	12/17/18	Updating your Ethnicity in the Student Homepage.
SH_FERPA, Quick Entry	CS IStar Training	12/17/18	Entering FERPA Restrictions in the Student Homepage
SH_Grade and Course History	CS IStar Training	12/17/18	View Grades and Course History in Student Homepage
SH_My Planner	CS IStar Training	12/14/18	How to work in My Planner on the Student Homepage
SH_MyLoneStar Email, Forward Options	CS IStar Training	12/17/18	Forward and Stop Forward for myLoneStar email account.
SH_Name, Updating	CS IStar Training	12/17/18	Updating your name in the Student Homepage.
SH_Payment Plan, Enrolling	CS IStar Training	12/18/18	Enrolling in a Payment Plan.
SH_Payment, Making	CS IStar Training	12/12/18	SH_Payment, Making
SH_Payment_Making (Spanish Version)	CS IStar Training	12/17/18	REALIZAR PAGOS EN LINEA (Making a Payment - SPANISH)

### Business Office Information

To contact someone regarding payment:

**University Park**  
*Our Campus is currently closed.*  
 upbusinessoffice@lonestar.edu  
 (use myLoneStar email and include student ID number)

**Hours of Operation**  
 Monday – Thursday, 8 am – 5 pm  
 Friday, 8 am – 4:30 pm  
 Saturday, CLOSED

Please note summer hours may be different.

Most common issues with payments can be corrected by clearing the cookies on your browser.

We recommend paying early to avoid problems after hours when we are not available to assist. Please allow 24-48 hours for a response.

Payment plans are available for spring and fall semesters only.

Online payments are through eCheck or credit/debit card.