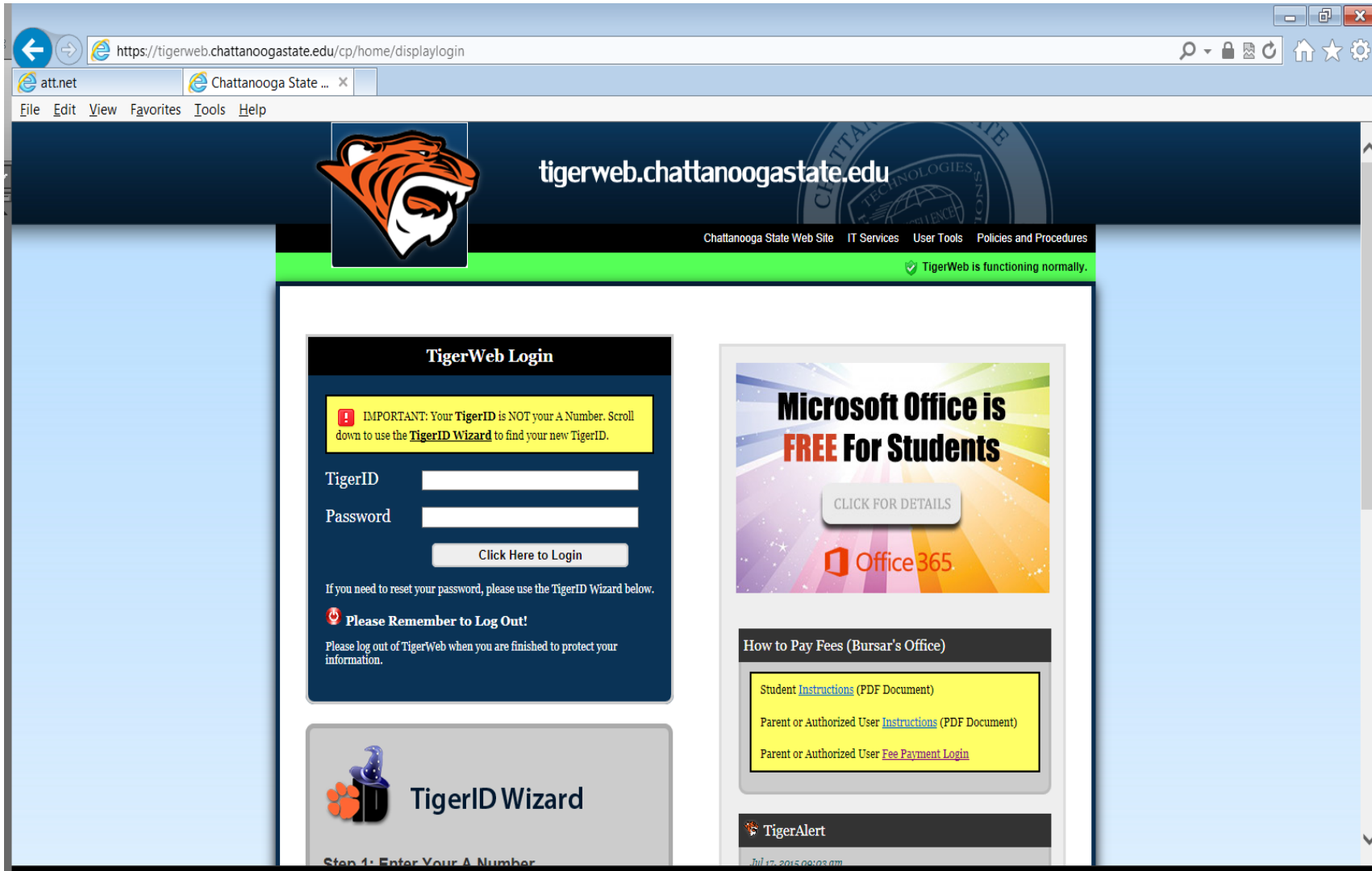


Instructions for students making a payment:

1. Log into Tigerweb



The screenshot shows a web browser window with the URL <https://tigerweb.chattanoogastate.edu/cp/home/displaylogin>. The browser's address bar also shows "att.net" and "Chattanooga State ...". The website header features the tiger logo and the text "tigerweb.chattanoogastate.edu". Below the header, there are navigation links: "Chattanooga State Web Site", "IT Services", "User Tools", and "Policies and Procedures". A green status bar indicates "TigerWeb is functioning normally." The main content area is divided into several sections:

- TigerWeb Login:** A dark blue box containing a yellow warning box with the text: "IMPORTANT: Your TigerID is NOT your A Number. Scroll down to use the [TigerID Wizard](#) to find your new TigerID." Below this are input fields for "TigerID" and "Password", and a "Click Here to Login" button. A note states: "If you need to reset your password, please use the TigerID Wizard below." A red warning icon is followed by the text: "Please Remember to Log Out! Please log out of TigerWeb when you are finished to protect your information."
- Microsoft Office is FREE For Students:** A colorful banner with the text "Microsoft Office is FREE For Students" and a "CLICK FOR DETAILS" button. The Office 365 logo is visible at the bottom.
- How to Pay Fees (Bursar's Office):** A section with a yellow background containing links: "Student [Instructions](#) (PDF Document)", "Parent or Authorized User [Instructions](#) (PDF Document)", and "Parent or Authorized User [Fee Payment Login](#)".
- TigerID Wizard:** A grey box with a wizard icon and the text "TigerID Wizard". Below it, the text "Step 1: Enter Your A Number" is partially visible.
- TigerAlert:** A dark grey box with the text "TigerAlert" and a date "Jul 17, 2015 09:02 am".

2. In Bursar's Office box, click "PAY MY FEES:"

The screenshot shows a web browser window with the URL http://tigerweb.chattanoogastate.edu/render.userLayoutRootNode.uP?uP_root=root. The browser has a single tab titled "SunGard Higher Ed...". The page content is organized into several sections:

- TigerWeb Self-Service:** Includes links for registration status, grades, financial aid, and tuition/fees, along with a "TigerWeb Guide" link.
- Registration Tools:** Lists options for registration status, looking up classes, adding or dropping classes, and changing class options.
- Financial Aid:** Provides news for current students, a calendar of events, and links to apply for scholarships and check financial aid status. It also lists various aid forms and requests for the 2015-2016 semester.
- Welcome:** A simple "Welcome, blsamec" message.
- Emergency Alert Notification System:** Prompts users to register their account today and provides a "Tiger Alerts" icon and instructions on setting a mobile phone number.
- Bursar's Office:** Features a prominent red announcement: "2015 Fall Semester - Last day to pay (excludes Financial Aid students) is Monday, August 10, 2015 @ 5:30 P.M. EDT." Below this, a blue "PAY MY FEES" link is highlighted. Other links include "Tuition/Fees", "Payment Options", "Payment Deadline Dates", "Fee Waiver and Fee Discount Information", "Refund Policies and Deadline Drop Dates", and "Tax Information". It also mentions a "Chattanooga State Debit Card for Financial Aid Refunds" with a URL <http://www.acceluraid.com/chattanooga> and an image of the debit card. A "Financial Aid Refund Opt In/Opt Out Requirement Instructions" link is also present.
- Refer-a-Friend:** Promotes a referral program with a cartoon tiger holding a sign that says "Refer-A-Friend!". It states that users could win a \$50 gift card and lists current and referred winners.
- Digication:** Welcomes users to their e-Portfolio, describing it as a place to demonstrate learning and work ethic. It includes a logo with the text "W.E. Succeed" and a link to enter Digication.
- New Student Email:** Informs new students that they will receive an email account and provides instructions on how to access it, specifically mentioning the "blue paw" icon.

3. Click "Continue" button to be directed to the Secure Payment Site

The screenshot shows a web browser window with the address bar displaying the URL: https://blss8.chattanoogaastate.edu/pls/PROD/bzsktppg.p_authenticate?url_in=https://tn-4731b.chattanoogaastate.edu/C20043_tsa/web/welcome.jsp. The browser has two tabs: 'SunGard Higher Educa...' and 'Direct to the Secure...'. The page content includes a navigation menu with 'Personal Information', 'Student', and 'Financial Aid' tabs. Below the menu is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main heading is 'Direct to the Secure Payment Site'. A red message box contains the text: 'Please click the "Continue" button to be directed to our Secure Payment Site.' Below this are two bullet points: 'Financial Aid Students' and 'Non Financial Aid Students'. At the bottom left is a 'Continue' button. A black arrow points from the 'Continue' button in the instruction above to the 'Continue' button on the page.

Personal Information Student Financial Aid

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Direct to the Secure Payment Site

Please click the "Continue" button to be directed to our Secure Payment Site.

- Financial Aid Students:** If you do not have enough financial aid to cover your entire tuition and fees, you will be responsible for paying the remaining balance from your own resources. To check your financial aid status, please [CLICK HERE](#). To be directed to our Secure Payment Site to make payment in full or enroll in the deferred fee payment plan, **click CONTINUE below**.
- Non Financial Aid Students:** You will be directed to our Secure Payment Site to make payment in full or to enroll in the deferred fee payment plan. NOTE: *Enrollment in the deferred fee payment plan requires a minimum 50% initial payment plus a \$25.00 enrollment fee.* For details, [RIGHT-CLICK HERE and select "Open in New Window"](#). To be directed to our Secure Payment Site, **click CONTINUE below**.

Continue

4. Click "Make a Payment" to make your payment in full

The screenshot shows the 'My Account' page on the Chattanooga State website. The page is titled 'Chattanooga State' and has a navigation menu with 'My Account', 'Payments', 'Payment Plans', 'eStatements', and 'eRefunds'. Below the navigation menu, there are several sections: 'Account Alerts', 'Announcements', 'My Account', 'Statements', and 'Term Balances'. The 'My Account' section is highlighted and contains the following information:

Current Account Status	
Balance:	\$2,136.50
Estimated Financial Aid:	\$3,838.00
Balance Including Estimated Aid:	-\$1,701.50

Below the table are two buttons: 'Make a Payment' and 'View Account Activity'. The 'Make a Payment' button is highlighted with a red arrow.

The 'Announcements' section contains the following text:

"LAST DAY TO PAY"
Fall 2015 semester students must pay fees in person or online no later than **Monday, August 10th at 5:30pm EST.**

The 'Statements' section contains the following information:

eBill Statement	
A new bill for Student Accounts was delivered on 5/1/15.	
Account Type:	Student Accounts
Statement Date:	5/1/15
Bill Amount:	\$334.00

The 'Term Balances' section contains the following information:

Term Balances	
Fall Credit 2015	-\$1,701.50

The page footer contains the following text: 'U Commerce 6.5.1 BillPayment 6.5.0 ©1997 - 2015 TouchNet Information Systems, Inc. All rights reserved. | TouchNet Privacy Policy' and the TouchNet logo.

5. Click "Payment Plans" to enroll in the deferred fee payment plan

The screenshot shows the 'My Account' page on the Chattanooga State website. The page is titled 'Chattanooga State' and has a navigation menu with 'My Account', 'Payments', 'Payment Plans', 'eStatements', and 'eRefunds'. Below the navigation menu, there are several sections: 'Account Alerts', 'Announcements', 'My Account', 'Statements', and 'Term Balances'. The 'Payment Plans' tab in the navigation menu is highlighted with a red arrow.

The 'My Account' section is highlighted and contains the following information:

Current Account Status	
Balance:	\$2,136.50
Estimated Financial Aid:	\$3,838.00
Balance Including Estimated Aid:	-\$1,701.50

Below the table are two buttons: 'Make a Payment' and 'View Account Activity'. The 'Make a Payment' button is highlighted with a red arrow.

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