

LSCPA Payment & Installments

Start by navigating to your MyLamarPA account login at <http://My.LamarPA.edu/>.

Once you are at the web site, follow these steps to log into the system:

- Enter your username & password. If you do not know your account information, follow the directions by clicking the "Find your User Name and Password" link located below the "Username" and "Password" fields. If you need assistance, call the IT Helpdesk at (409) 984-6150.
- Once logged on, select the **"My Services"** tab.
- Select **"Student"** link.
- Click **"Student Payment Center"** link. This link will transition you to the LSCPA Payment Services Center/Touchnet. The Payment center includes Payments, E-Bills, Installment Plans, and Payment Profiles.

STUDENT ACCOUNT MENU

The **"Account Summary with Payment Option"** option provides the ability to view "Balance Due" and "Current Account Activity" by Term.

- **"Current Account Status"** is the Total Amount Due. Could include Multiple Terms.
- Click **"View Current Activity"** to view 12 months of billing history.
- Click **"PAY"** to make a payment. Select a payment method of ACH or Credit Card. If payment method is not defined, see previous steps under "Update Payment Profile". Fill in Dollar Amount and Continue. **Be sure to print the "Payment Confirmation" appearing next as this will be your only available receipt.**

The screenshot shows a web browser window displaying the Lamar State College Port Arthur student account management interface. The page features a blue header with the college logo and name, and a navigation menu with links for Home, eBills, Payments, Payment Plans, Refunds, Authorized Users, and My Profiles. The main content area is titled "Welcome Sandra C. Ludwig!" and includes a "Quick View" section with buttons for Current Account Status, eBills, Recent Payments and Credits, Enroll in a Payment Plan, and Refunds. Below this, the "Current Account Status" section displays the current account balance as \$0.00 and provides links to view current activity and make a payment. The page also includes an "Announcements" section with messages for first-timers, refund expectations, and installment plans. The TouchNet logo is visible in the bottom right corner.

| Current Account Status | |
|------------------------|---------------------------------------|
| Balance: | \$0.00 |
| | View Current Activity |
| | Make a Payment |

The **"Set-Up Installment Plans"** menu item provides every Student immediate access to set-up an Installment Plan.

- You must enter the Term and Installment plan in which you wish to apply.
- A \$20.00 set up fee will be charged.
The system will calculate the amount due at this time which is equal to 50% of your tuition and fees. This is due immediately in order to set-up the installment plan.
- The system will calculate 2 equal payments with fixed due dates at the time of sign-up.
The system will also send you Email reminders several days before your installment is due.



The **"View E-Bills"** menu item provides the functionality to view the last Six E-bills that were processed. Use the pull down menu to pick the E-Bill you would like to view. You will receive an Email every time a new E-Bill is generated.