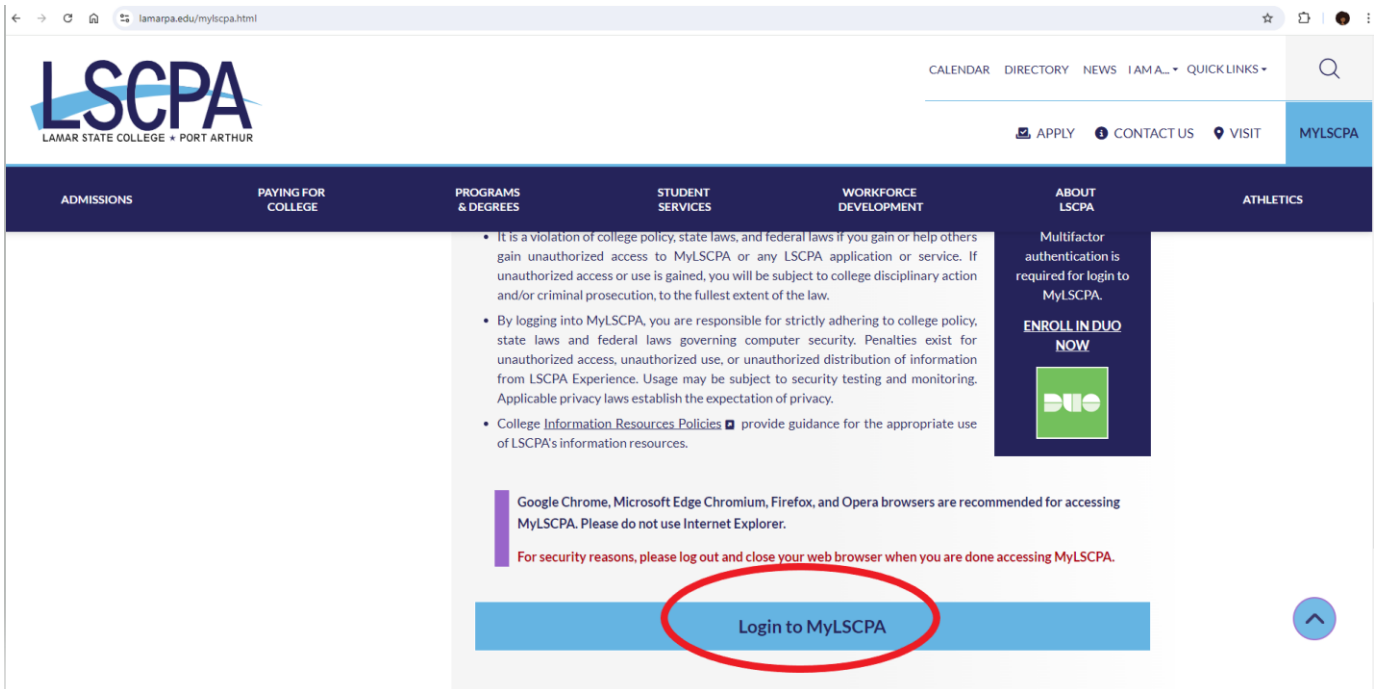


How Do I Pay Online?

1. Click “Login to MyLSCPA” to log in:



The screenshot shows the LSCPA website interface. The top navigation bar includes links for CALENDAR, DIRECTORY, NEWS, IAMA, and QUICK LINKS. The main navigation bar lists categories: ADMISSIONS, PAYING FOR COLLEGE, PROGRAMS & DEGREES, STUDENT SERVICES, WORKFORCE DEVELOPMENT, ABOUT LSCPA, and ATHLETICS. A central content area contains a security notice and a list of browser recommendations. A blue button labeled "Login to MyLSCPA" is circled in red. To the right, a sidebar promotes "ENROLL IN DUO NOW" with a Duo logo.

It is a violation of college policy, state laws, and federal laws if you gain or help others gain unauthorized access to MyLSCPA or any LSCPA application or service. If unauthorized access or use is gained, you will be subject to college disciplinary action and/or criminal prosecution, to the fullest extent of the law.

- By logging into MyLSCPA, you are responsible for strictly adhering to college policy, state laws and federal laws governing computer security. Penalties exist for unauthorized access, unauthorized use, or unauthorized distribution of information from LSCPA Experience. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectation of privacy.
- College [Information Resources Policies](#) provide guidance for the appropriate use of LSCPA's information resources.

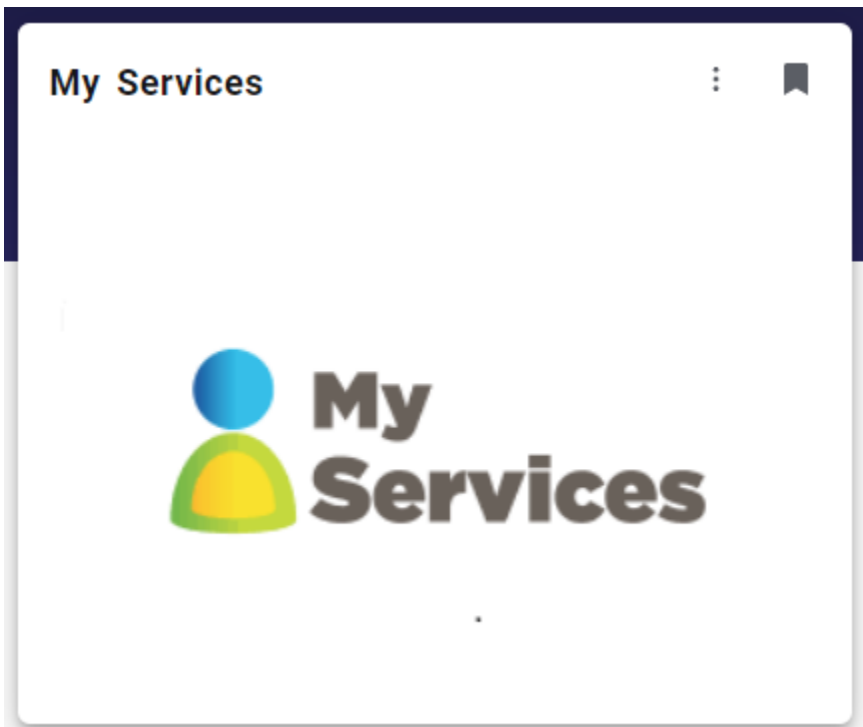
Google Chrome, Microsoft Edge Chromium, Firefox, and Opera browsers are recommended for accessing MyLSCPA. Please do not use Internet Explorer.

For security reasons, please log out and close your web browser when you are done accessing MyLSCPA.

ENROLL IN DUO NOW

Login to MyLSCPA

2. Click “My Services...”

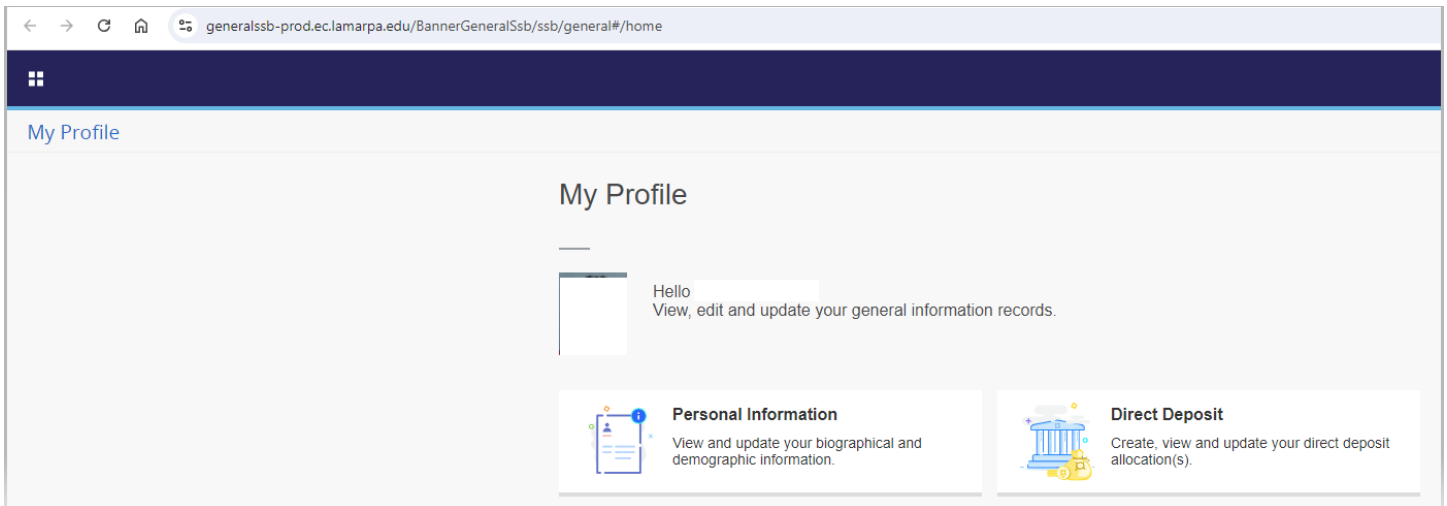


The screenshot shows the "My Services" page. The title "My Services" is at the top left. Below the title is a large logo for "My Services" featuring a stylized person icon with a blue head and a yellow-green body. The text "My Services" is displayed in a large, bold, sans-serif font.

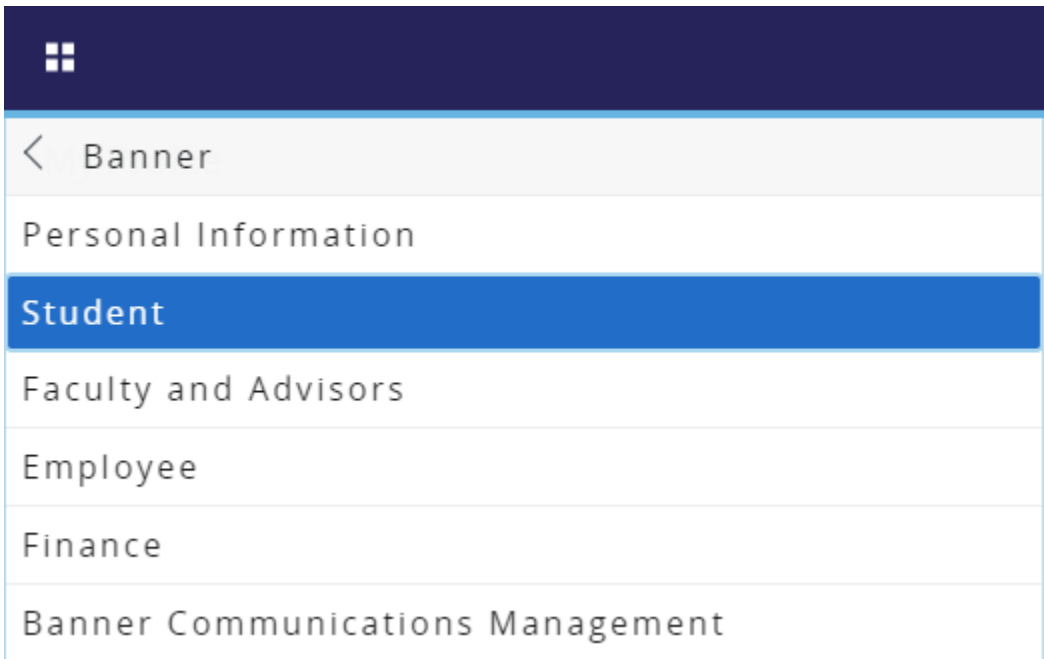
My Services

My Services

3. ... which leads to “My Profile”:



4. Click on the four squares, in top, left-hand corner, to reveal a series of drop-down options. Click, as shown, in Blue Areas:



5. “Student Services” page is revealed. Click “Student Payment Center,” which will lead to TouchNet Payment Gateway, in order to make payment. (TouchNet will appear as a pop-up window, so be sure that pop-up blocker is NOT enabled.)

Student Services

Hello

Additional services may be available based on your role at the institution by clicking the cube icon in the upper left corner of the browser or by pressing the (Alt+M) keys on your keyboard.

- [Attendance Tracking](#)
- [View Grades](#)
- [Student Profile](#)
- [Registration and Planning](#)
- [Personal Information](#)
- [Academic Transcript](#)
- [Clearinghouse Verification](#)

If you have any questions, please email the [Registrar](#).

- [Financial Aid Applicants](#)

If you have any questions, please email the [Financial Aid Office](#).

- [Account Summary](#)
- [Student Payment Center](#)
- [Account Detail by Term](#)
- [Tax Notification](#)
- [Account Information](#)
- [Statement and Payment History](#)

If you have any questions, please email the [Bursar](#).

6. Click “Make Payment”:

The screenshot shows a web browser window with the URL `secure.touchnet.com/C21841_tsa/web/welcome.jsp`. The page header includes the LSCPA logo and navigation links: [My Account](#), [My Profile](#), [Make Payment](#), [Payment Plans](#), [Refunds](#), and [Help](#). The main content area is divided into three columns:

- Announcement:** Contains a welcome message and instructions for first-time users, refund expectations, and on-line installment plans.
- Student Account:** Displays the account ID as 'xxxxx' and the current balance as '\$0.00'. Below this, there are two buttons: 'View Activity' and 'Make Payment', with the latter circled in red.
- My Profile Setup:** A vertical list of links for account management: [Authorized Users](#), [Personal Profile](#), [Payment Profile](#), [Consents and Agreements](#), and [Electronic Refunds](#).

At the bottom of the page, there is a section for 'Term Balances'.

7. Follow the directions under “Account Payment.” Choose the “Amount” and “Method” (credit or debit card). Finally, your payment will be confirmed (“Confirmation”) and a receipt (“Receipt”) will be produced for your records.

secure.touchnet.com/C21841_tsa/tapp?tapp-stoken=ZaqdDxYpYHj&Navigate=make_payment.jsp&OnError=welcome.jsp&PAY_NOW=Y&ACCT_ID=25960



My Account My Profile Make Payment Payment Plans Refunds Help

Account Payment



Amount



Method



Confirmation



Receipt