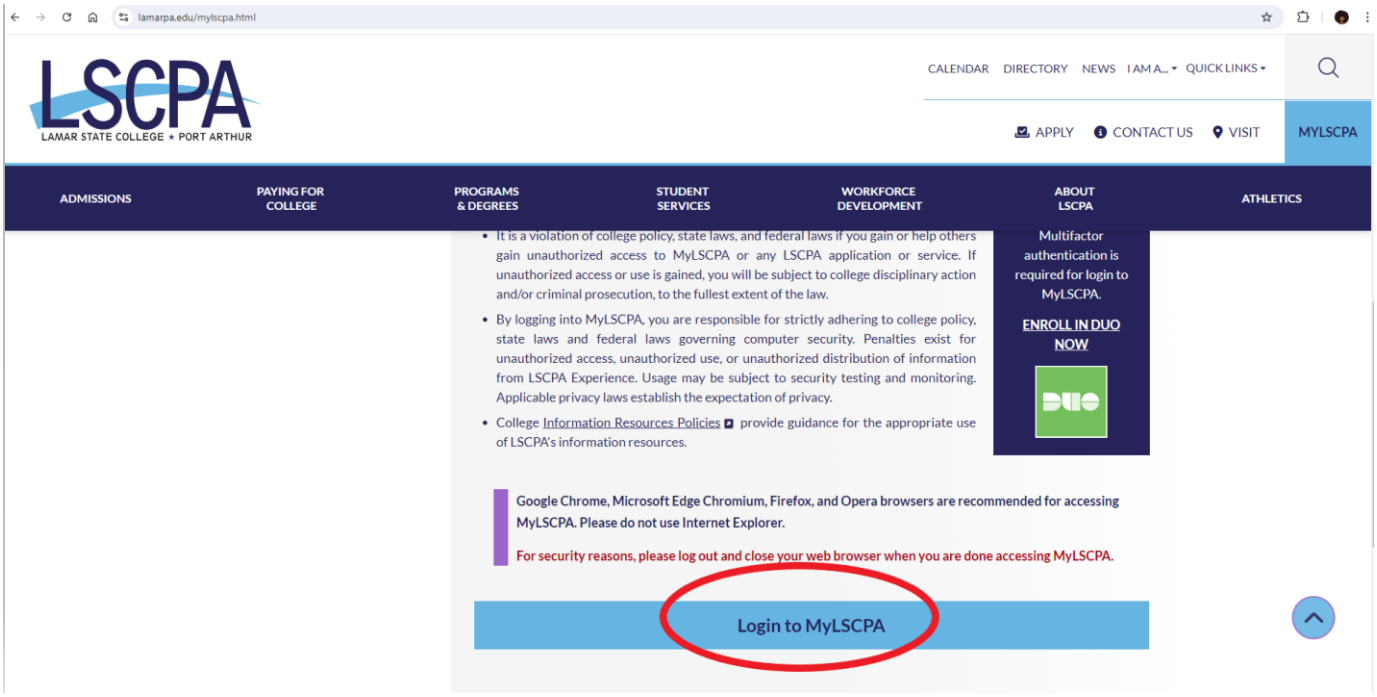
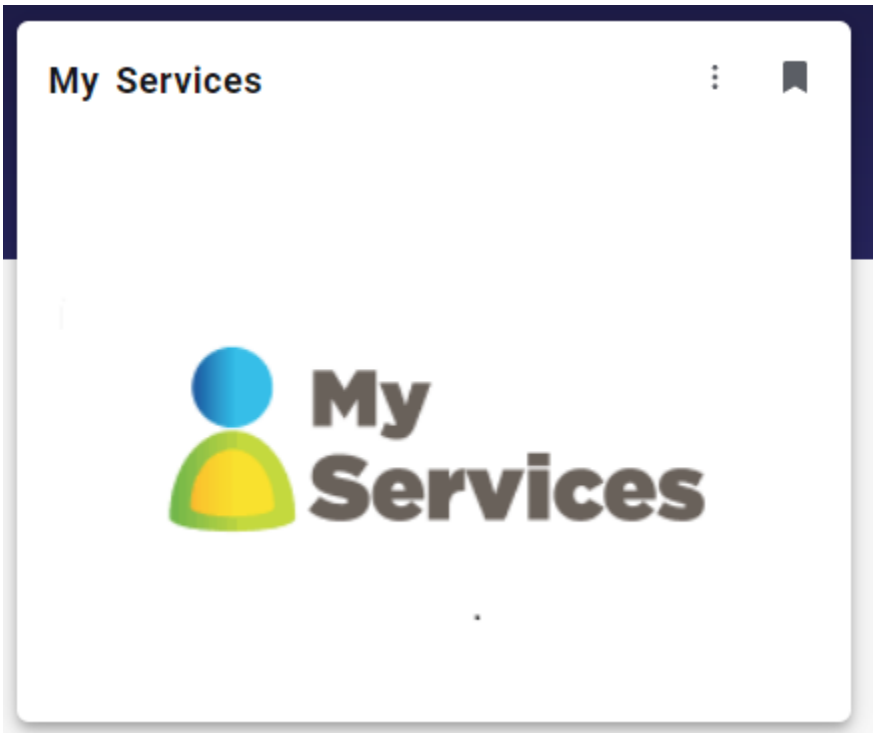
How Do I Pay Online?

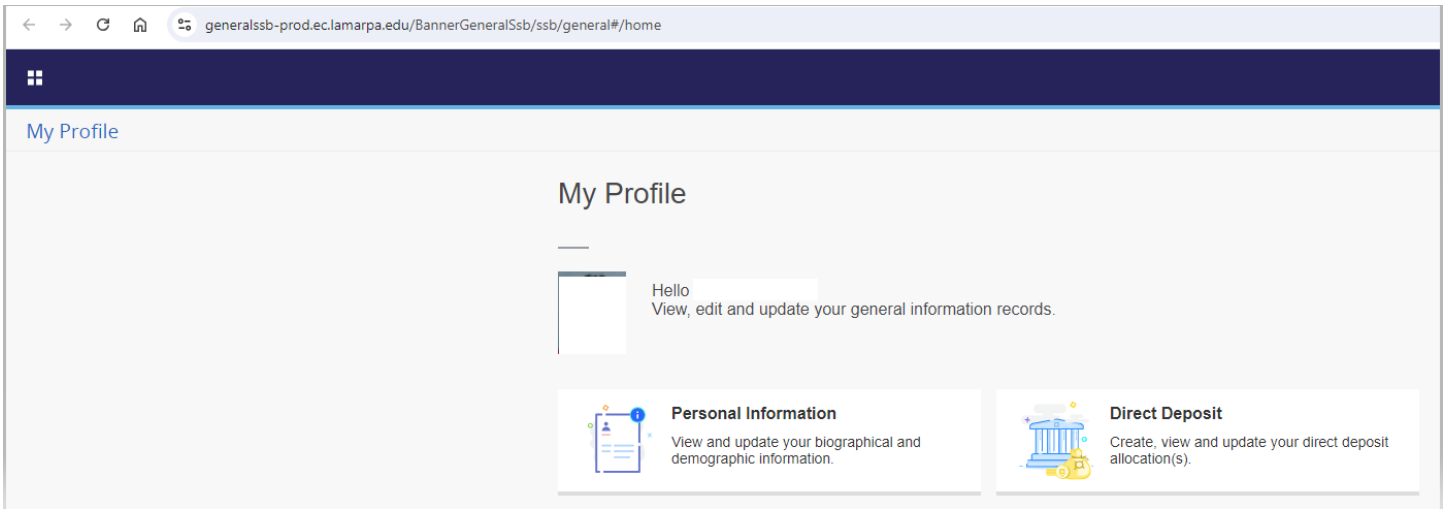
1. **Click “Login to MyLSCPA” to log in:**



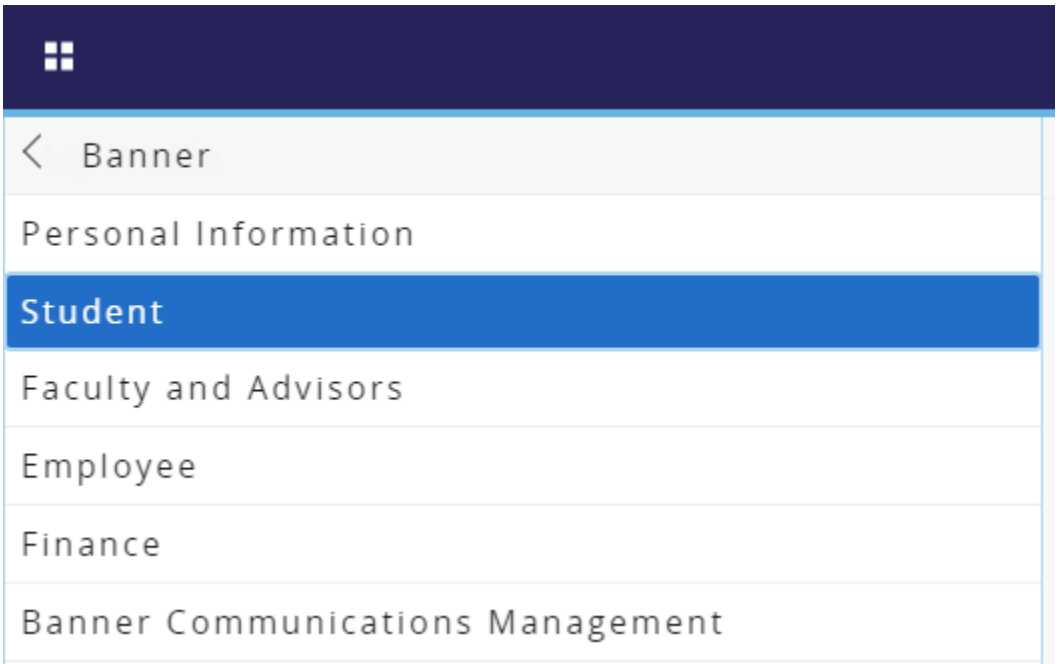
2. **Click “My Services…”**



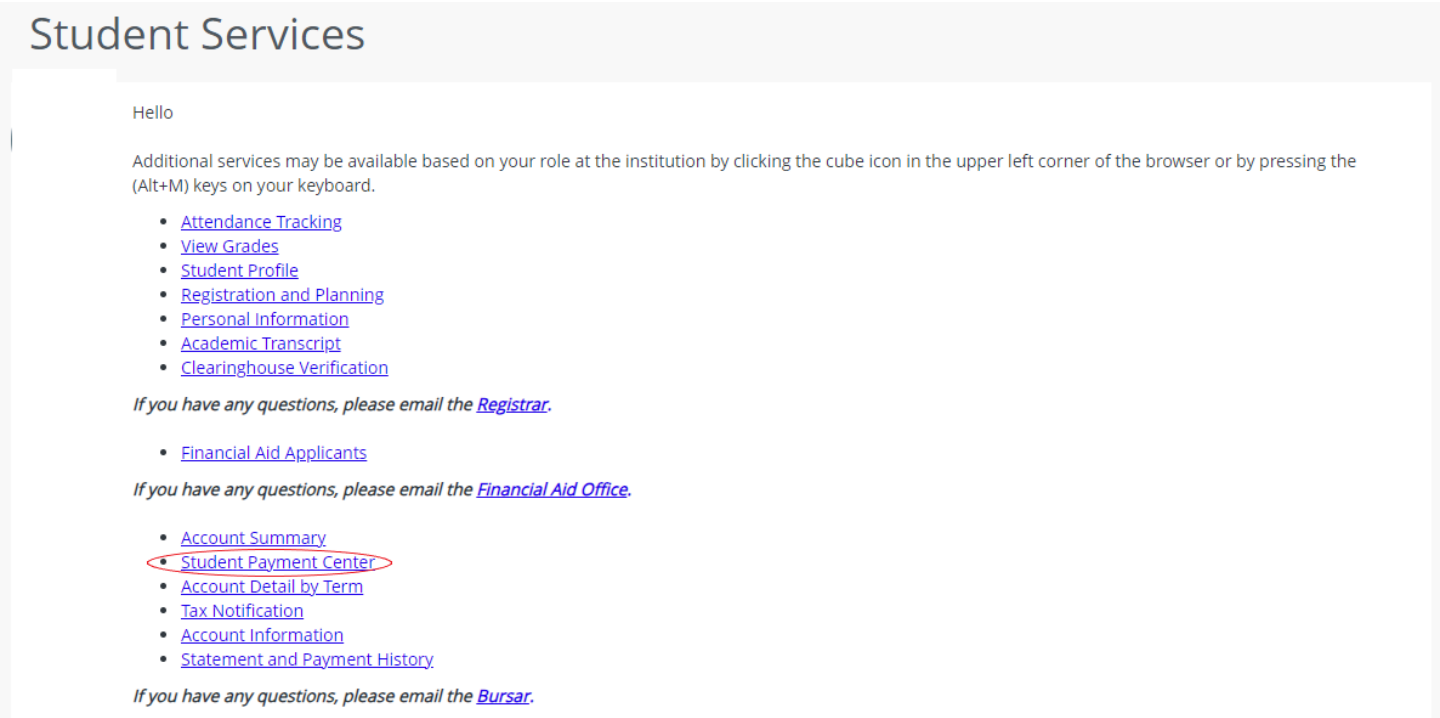
3. … which leads to “My Profile”:



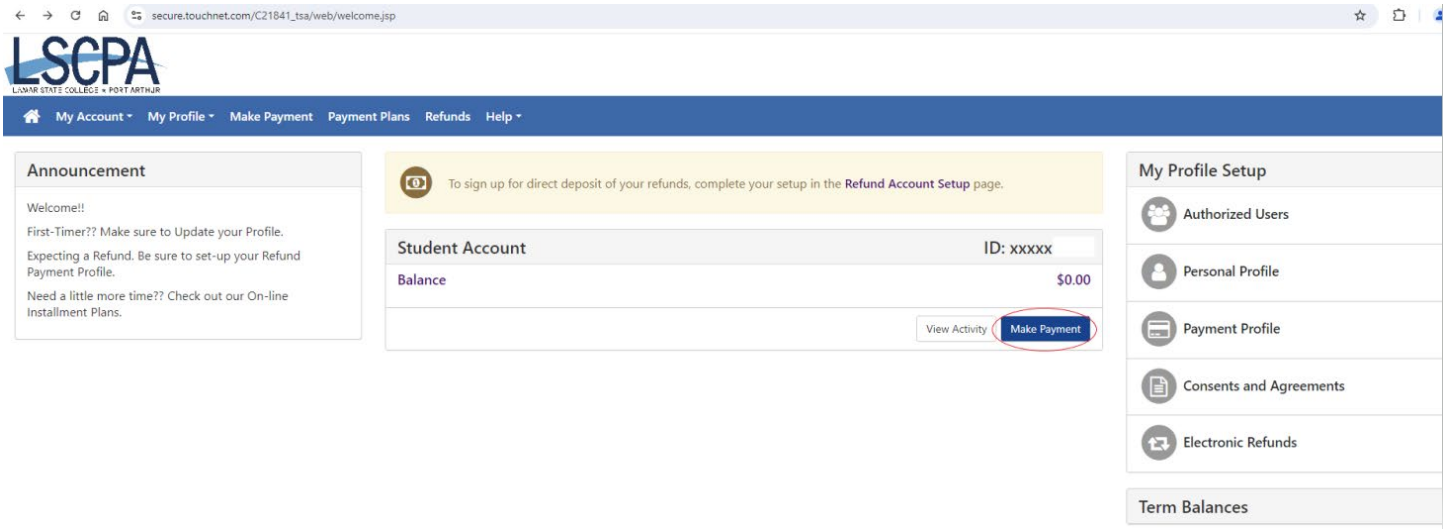
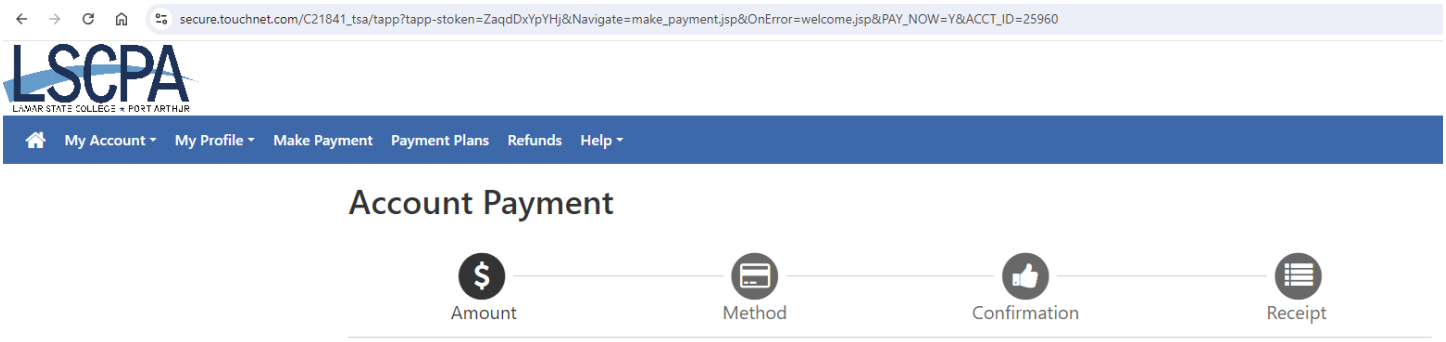
4. Click on the four squares, in top, left-hand corner, to reveal a series of drop-down options. Click, as shown, in Blue Areas:



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.)**



6. **Click "Make Payment":**



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.**