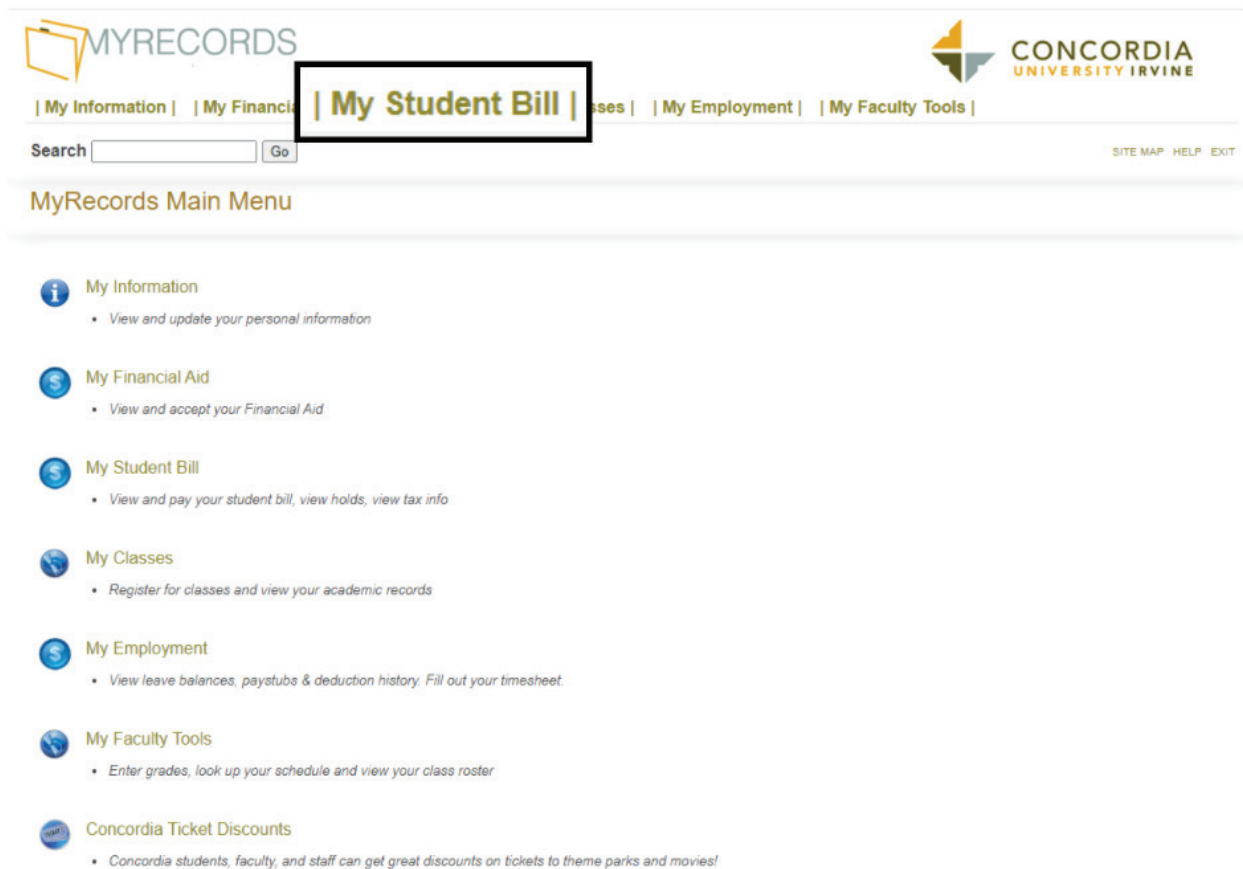



**NOW THAT YOU'RE AN EAGLE**, the Bursar's Office is here to assist you with payment information, refunds, financial holds, and alternative payment options. Follow the steps below to complete payment information.

## 1 Access MyRecords.

Login using your activated **student credentials**.

## 2 Click the "My Student Bill" Tab.










**MYRECORDS**  **CONCORDIA**  
UNIVERSITY IRVINE

| My Information | | My Financial Aid | **| My Student Bill |** | My Classes | | My Employment | | My Faculty Tools |

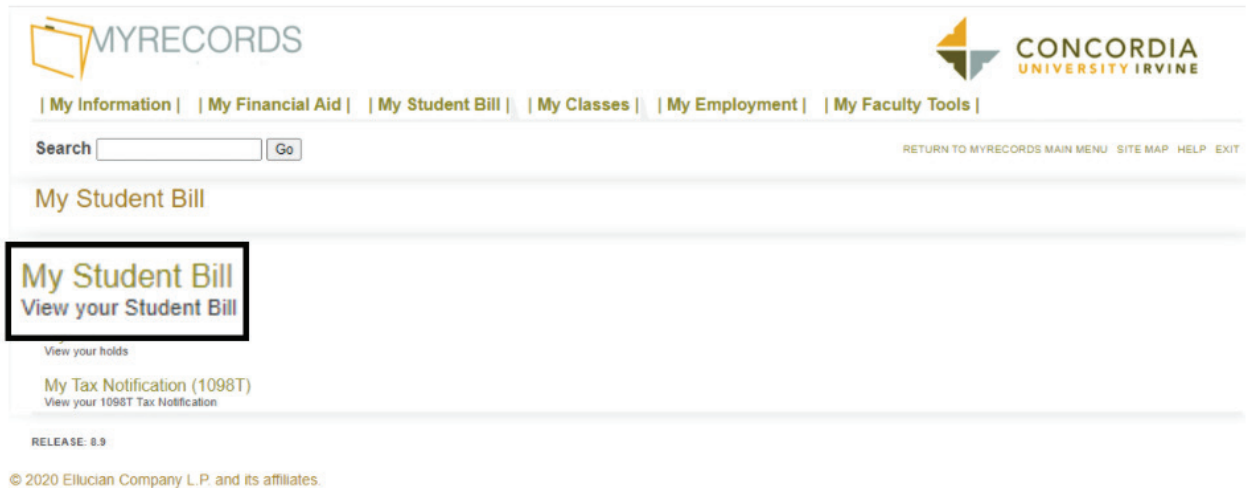
Search  Go SITE MAP HELP EXIT

### MyRecords Main Menu

-  **My Information**
  - View and update your personal information
-  **My Financial Aid**
  - View and accept your Financial Aid
-  **My Student Bill**
  - View and pay your student bill, view holds, view tax info
-  **My Classes**
  - Register for classes and view your academic records
-  **My Employment**
  - View leave balances, paystubs & deduction history. Fill out your timesheet.
-  **My Faculty Tools**
  - Enter grades, look up your schedule and view your class roster
-  **Concordia Ticket Discounts**
  - Concordia students, faculty, and staff can get great discounts on tickets to theme parks and movies!

*Continued >*

### 3 Click “My Student Bill.”



MYRECORDS

CONCORDIA UNIVERSITY IRVINE

| My Information | | My Financial Aid | | My Student Bill | | My Classes | | My Employment | | My Faculty Tools |

Search  Go

RETURN TO MYRECORDS MAIN MENU SITE MAP HELP EXIT

My Student Bill

**My Student Bill**  
View your Student Bill

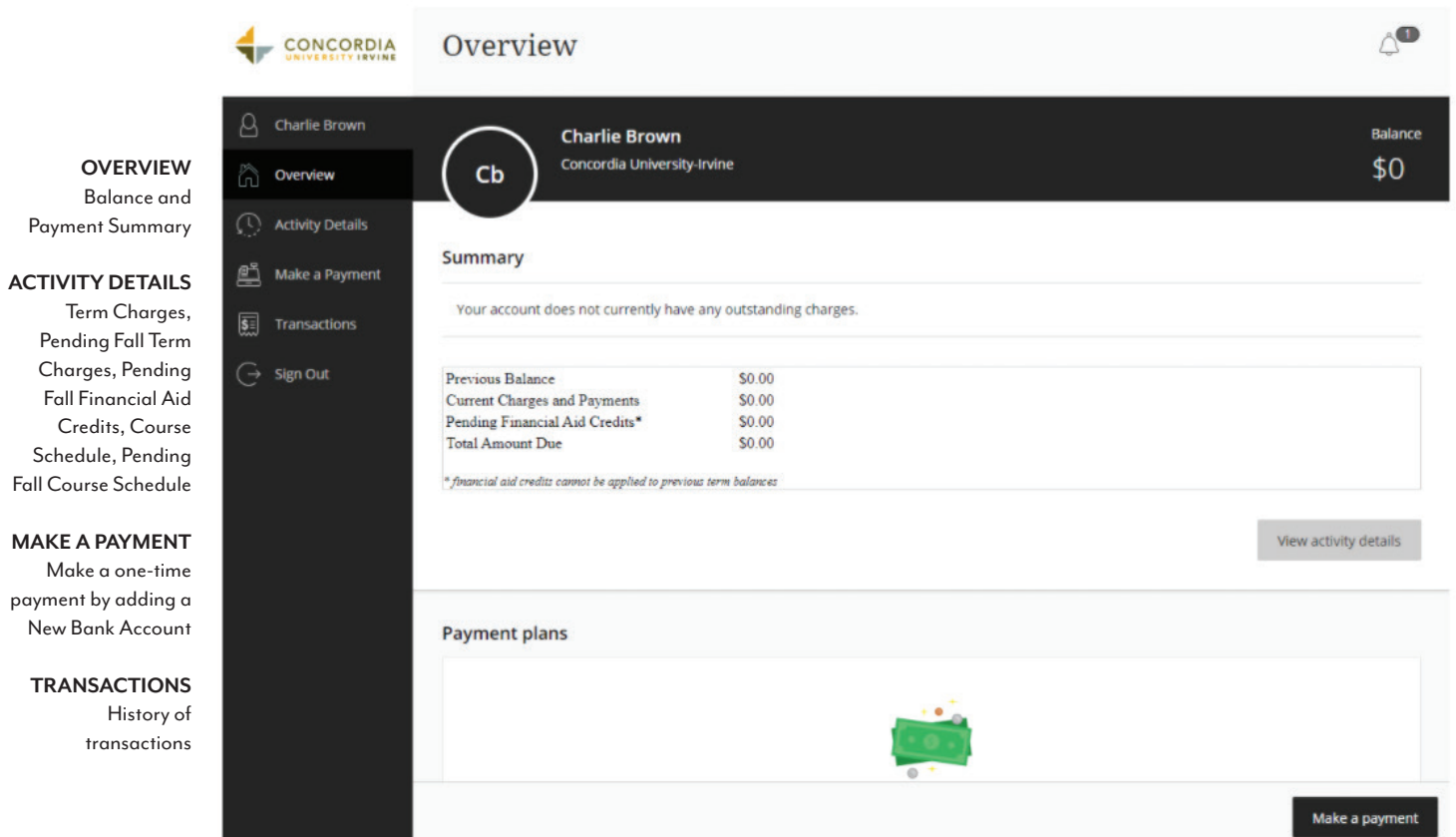
View your holds

My Tax Notification (1098T)  
View your 1098T Tax Notification

RELEASE: 8.9

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### 4 An Overall Summary of your Financial Aid will appear.



CONCORDIA UNIVERSITY IRVINE

Overview

Charlie Brown

Charlie Brown  
Concordia University-Irvine

Balance  
\$0

**OVERVIEW**  
Balance and Payment Summary

**ACTIVITY DETAILS**  
Term Charges, Pending Fall Term Charges, Pending Fall Financial Aid Credits, Course Schedule, Pending Fall Course Schedule

**MAKE A PAYMENT**  
Make a one-time payment by adding a New Bank Account

**TRANSACTIONS**  
History of transactions

Summary

Your account does not currently have any outstanding charges.

Previous Balance	\$0.00
Current Charges and Payments	\$0.00
Pending Financial Aid Credits*	\$0.00
Total Amount Due	\$0.00

\*financial aid credits cannot be applied to previous term balances

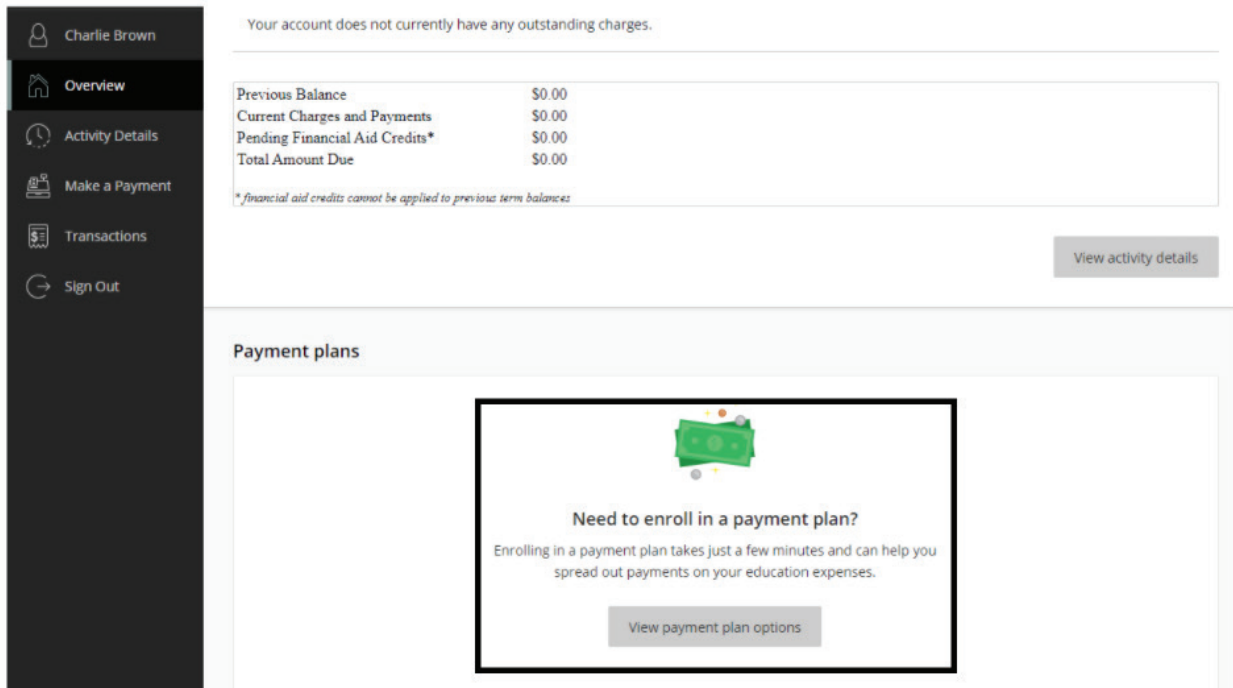
View activity details

Payment plans

Make a payment

Continued >

**5** To enroll in a payment plan, click “View payment plan options.”



The screenshot shows a user interface for a student account. On the left is a dark sidebar with navigation options: Charlie Brown, Overview, Activity Details, Make a Payment, Transactions, and Sign Out. The main content area displays account information and a 'Payment plans' section. The account information shows a balance of \$0.00 for all categories. The 'Payment plans' section features a callout box with a green dollar bill icon, the text 'Need to enroll in a payment plan?', and a 'View payment plan options' button.


Your account does not currently have any outstanding charges.

Previous Balance	\$0.00
Current Charges and Payments	\$0.00
Pending Financial Aid Credits*	\$0.00
Total Amount Due	\$0.00

\* financial aid credits cannot be applied to previous term balances

[View activity details](#)

### Payment plans



**Need to enroll in a payment plan?**

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[View payment plan options](#)

**6** Select the option of choice and click “Enroll in Plan” to follow the steps to enter Bank Information.

**7** To add an individual to access your account, click “Send a payer invitation.” Then add the individuals information and click send invitation.