

Pre-College Online Payment Instructions

Step 1: Locate the link to pay online at the bottom of your invoice. Click that link.

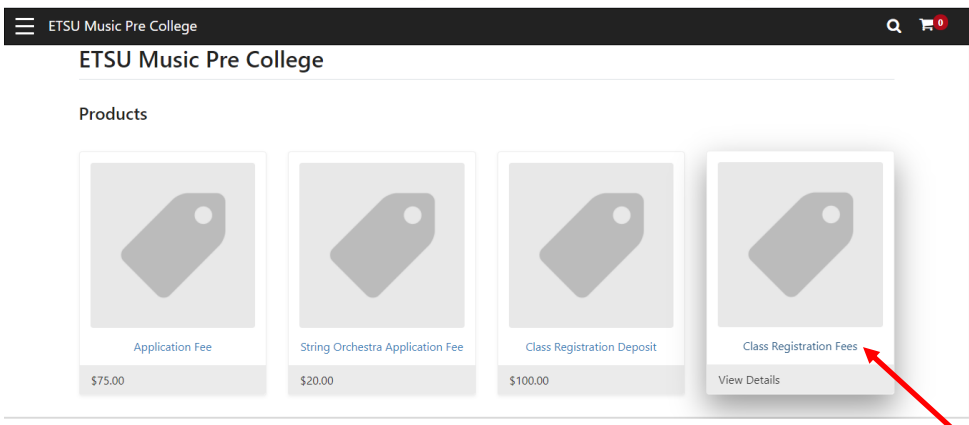
Notes / Terms

Payment can be made one of two methods:

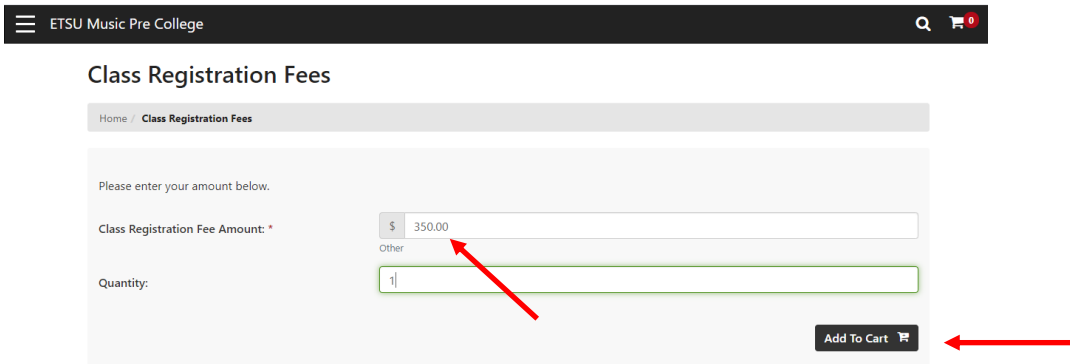
Credit/Debit cards can be processed online through the ETSU epay system. You can access this from our website www.etsu.edu/cas/music/precollege under current students or Click Here: <http://bit.ly/2bObh10>

Checks: Please bring your payment to the ETSU music office during Pre-College hours or mail to the ETSU Pre-College PO Box 70661 | Johnson City, TN 37614.

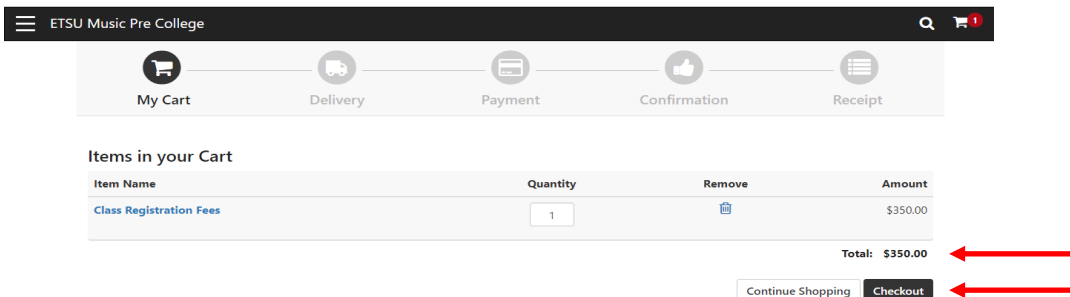
Step 2: Select **Class Registration Fees**—this is for any/all payments, whether you are paying an Application Fee, a Deposit, or the remainder of your Tuition. Always select **Class Registration Fees** as shown below:



Step 3: Enter the total amount you wish to pay in the **Class Registration Fee Amount** box. This is true whether you are paying just a \$50.00 Application fee, a \$100 Deposit, or your full Tuition of \$400, \$600, etc.—whatever is on your invoice or has been set up per a payment plan. Simply enter the total amount you wish to pay, leave the **Quantity** at **1** and click **Add to Cart** as shown below:



Step 4: Review your Cart. Make sure the total amount you would like to pay is showing on the screen as shown in the example below. (The example below shows \$350.00. Yours would show the amount you entered on the previous screen.) If this amount is correct, click **Checkout**.



Step 5: Enter your e-mail address as it shows on the top left side of your invoice. Also enter your phone number, and select your mobile carrier from the drop-down menu. Then click **Continue**.

The screenshot shows the 'Contact Information' form. At the top, there is a navigation bar with 'My Cart', 'Delivery', 'Payment', 'Confirmation', and 'Receipt' icons. Below the navigation bar, the form has three input fields: 'Email: *' with the value 'precollege@etsu.edu', 'Mobile Phone: *' with the value '423-930-6684', and 'Mobile Carrier: *' with a dropdown menu showing 'Sprint'. A red asterisk icon indicates required information. At the bottom, there are three buttons: 'Back', 'Continue Shopping', and 'Continue'. Red arrows point to the 'Continue' button and the three input fields.

Step 6: Enter all of your payment information as required on this screen. Leave the field already marked Credit Card as is. Then continue filling in all of your information as shown on the screen:

The screenshot shows the 'Payment Method' and 'Billing Address' forms. The 'Payment Method' section has a dropdown menu set to 'Credit Card'. Below it, there are logos for 'Available Payment Methods' including Discover, American Express, iCard, VISA, and Mastercard. The 'Credit Card' section has three input fields: 'Credit Card Number: *', 'Expiration Date: *' (with dropdowns for '10' and '2020'), and 'Security Code: *'. A 'View example' link is below the security code field. The 'Billing Address' section has six input fields: 'Name: *', 'Address Line 1: *', 'Address Line 2: *', 'Country: *' (with a dropdown for 'United States'), 'City: *', and 'State/Province: *' (with a dropdown for 'Tennessee'). A 'Postal Code: *' field is at the bottom. At the bottom of the form, there are three buttons: 'Back', 'Continue Shopping', and 'Continue'. Red arrows point to the 'Continue' button and the 'Credit Card' dropdown, 'Credit Card Number', 'Expiration Date', 'Security Code', and 'Name' fields.

After clicking **Continue**, you should receive confirmation on the next screen that your payment has processed. You will receive a digital receipt via e-mail from Pre-College within 24-48 hours after your payment has been received.

If you have any additional questions, please feel free to contact us at precollege@etsu.edu and we would be happy to assist you.