

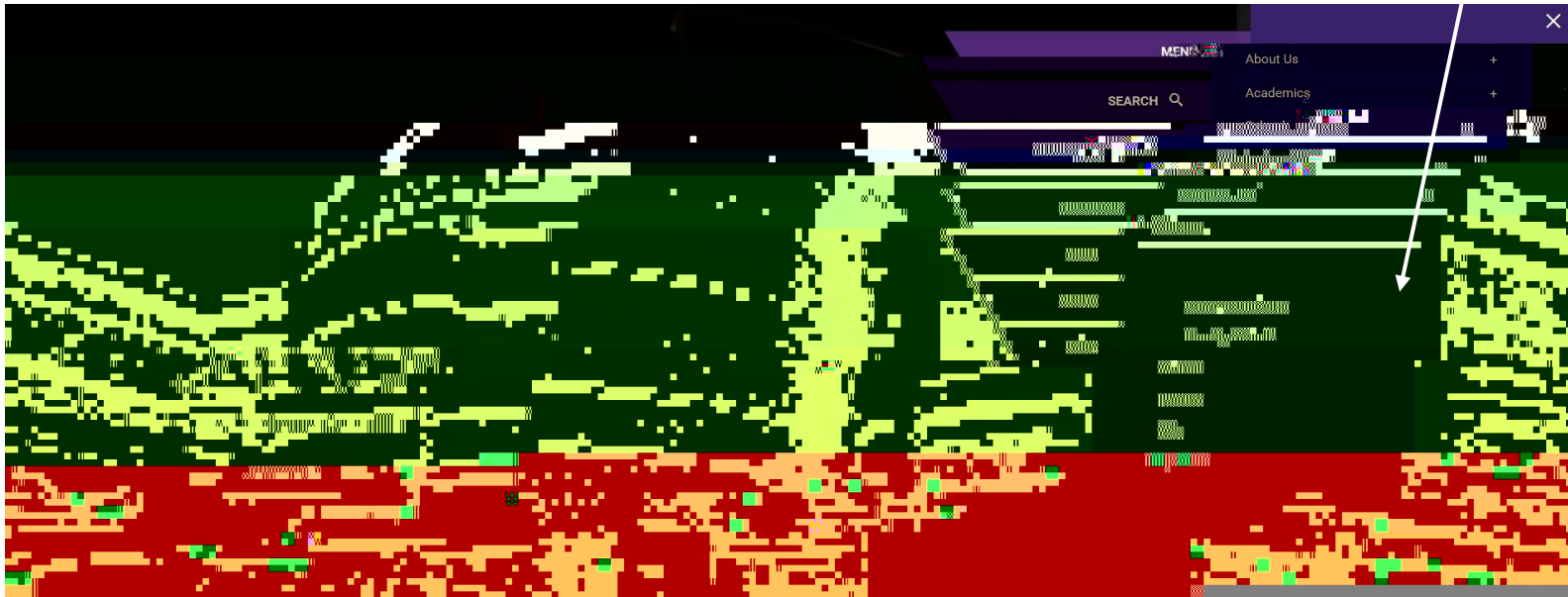
Middle Georgia State University

Student Tuition/Fees Online Payment Guide

The following is a guide for online payments with steps 1-10.

- 1.** Navigate to the Middle Georgia State

2. On the right hand-side, under 'Menu' click on **Current Students**



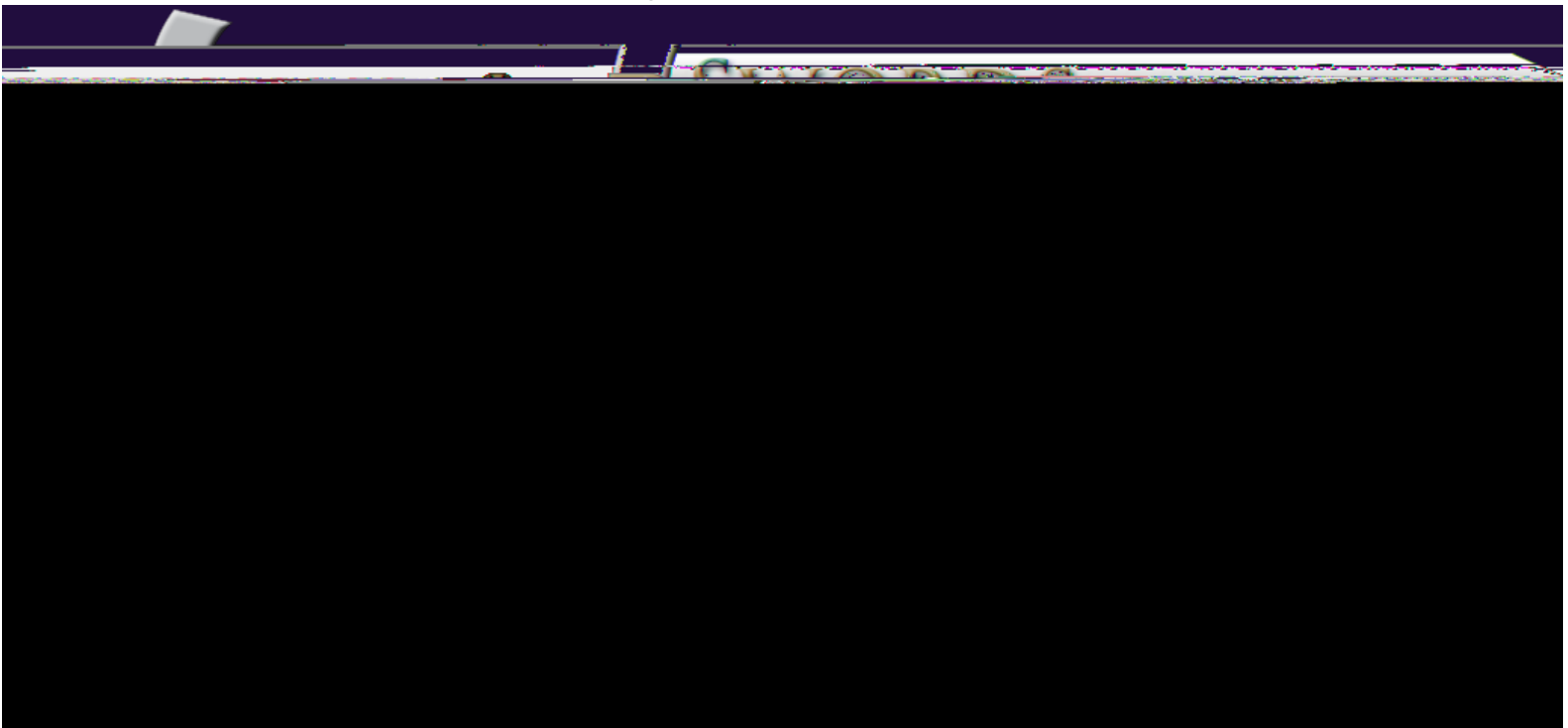
3. Towards the bottom left, click on **BANNER/SWORDS...**



4. Proceed to log in to SWORDS by clicking on 'SWORDS Login'

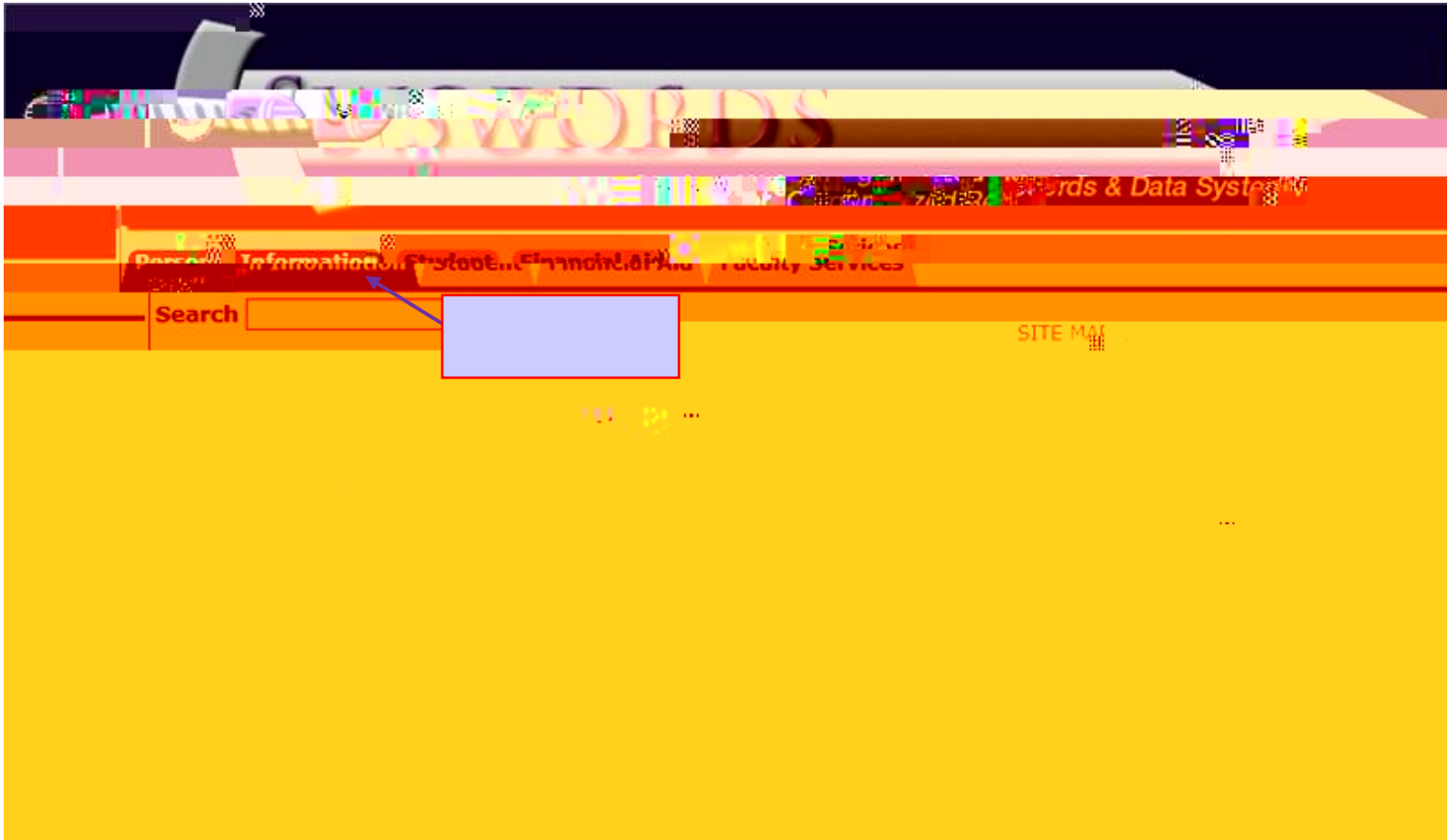


5. Follow instruction available to login

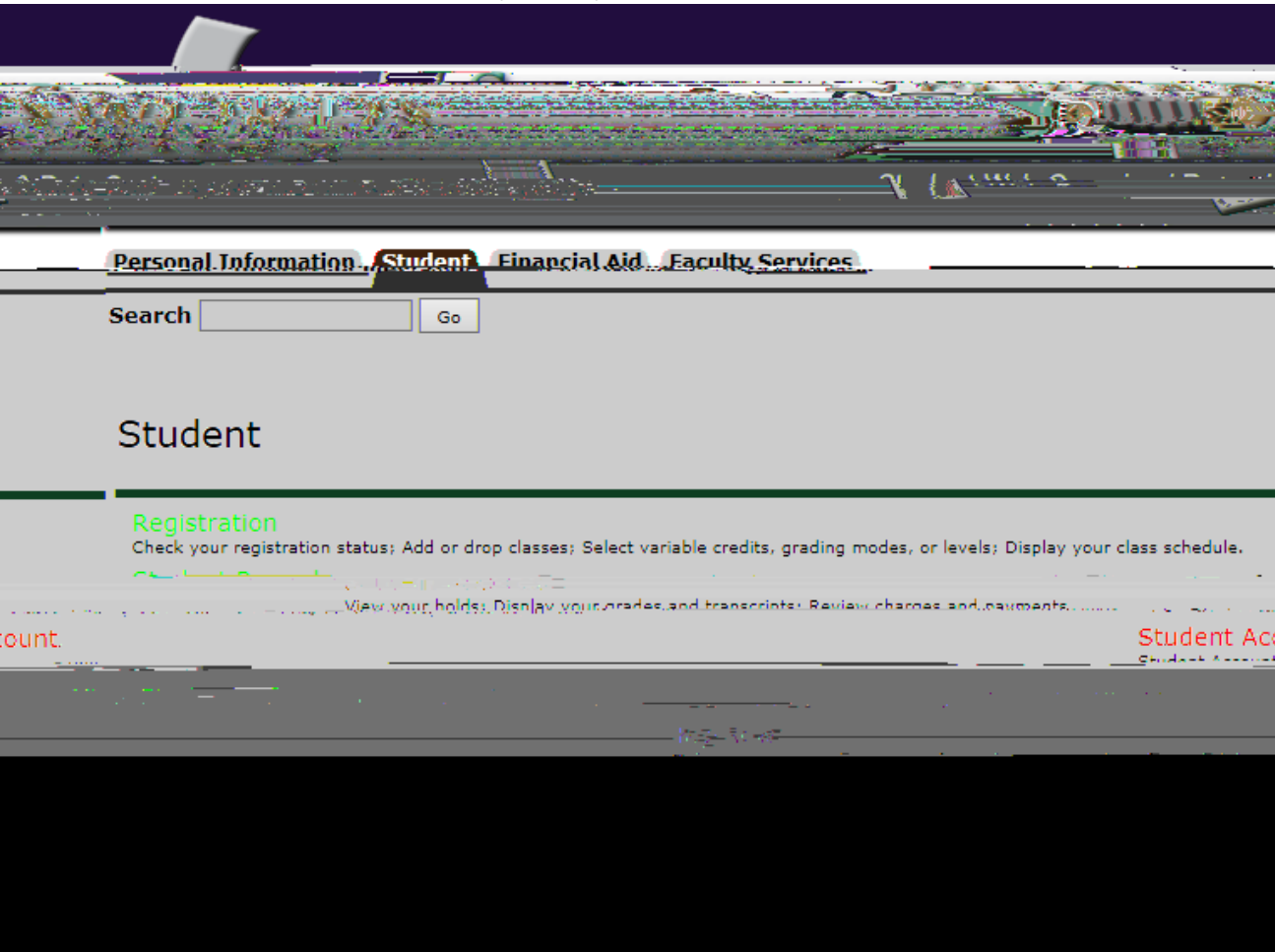


6. Welcome to SWORDS!

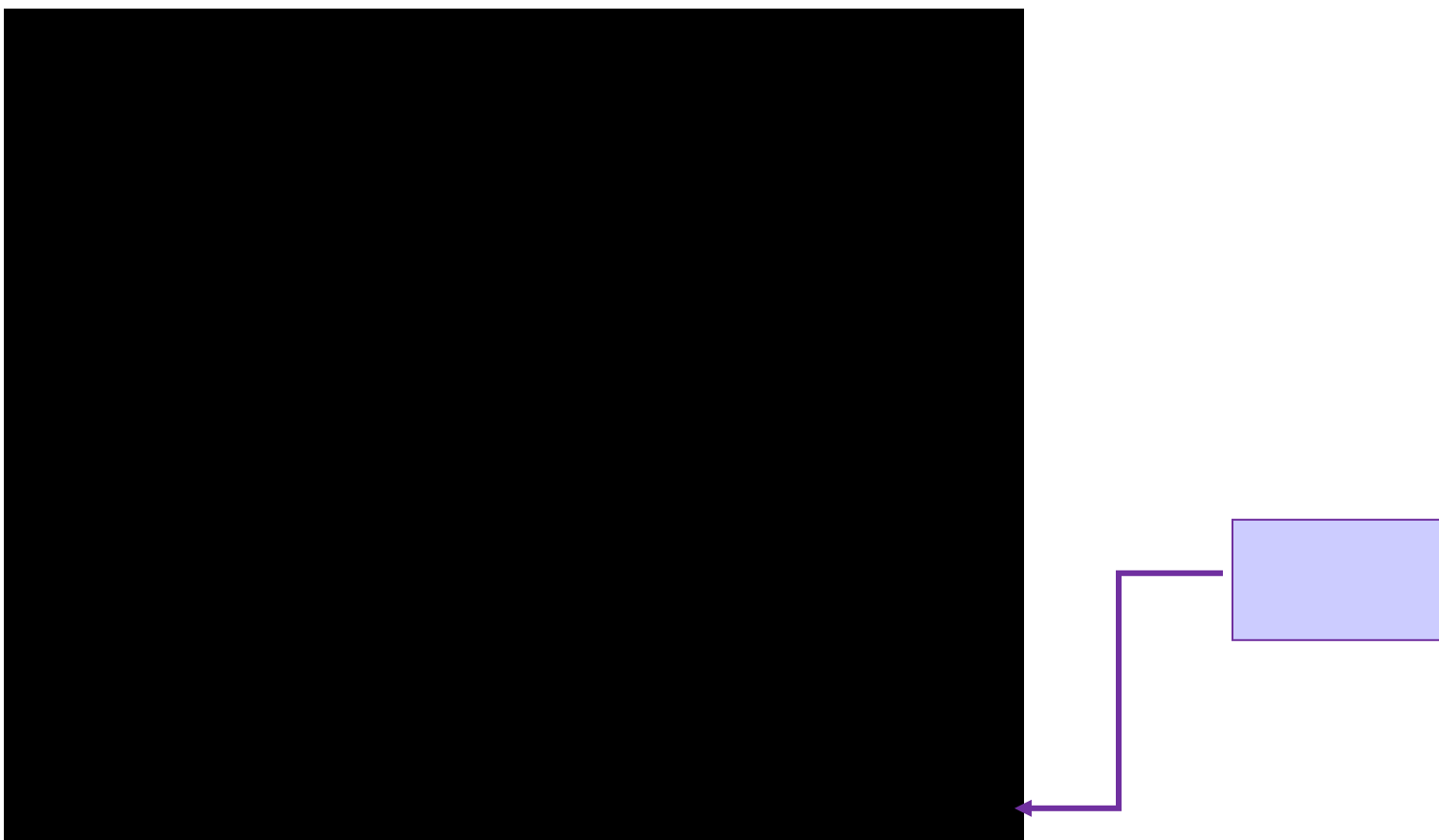
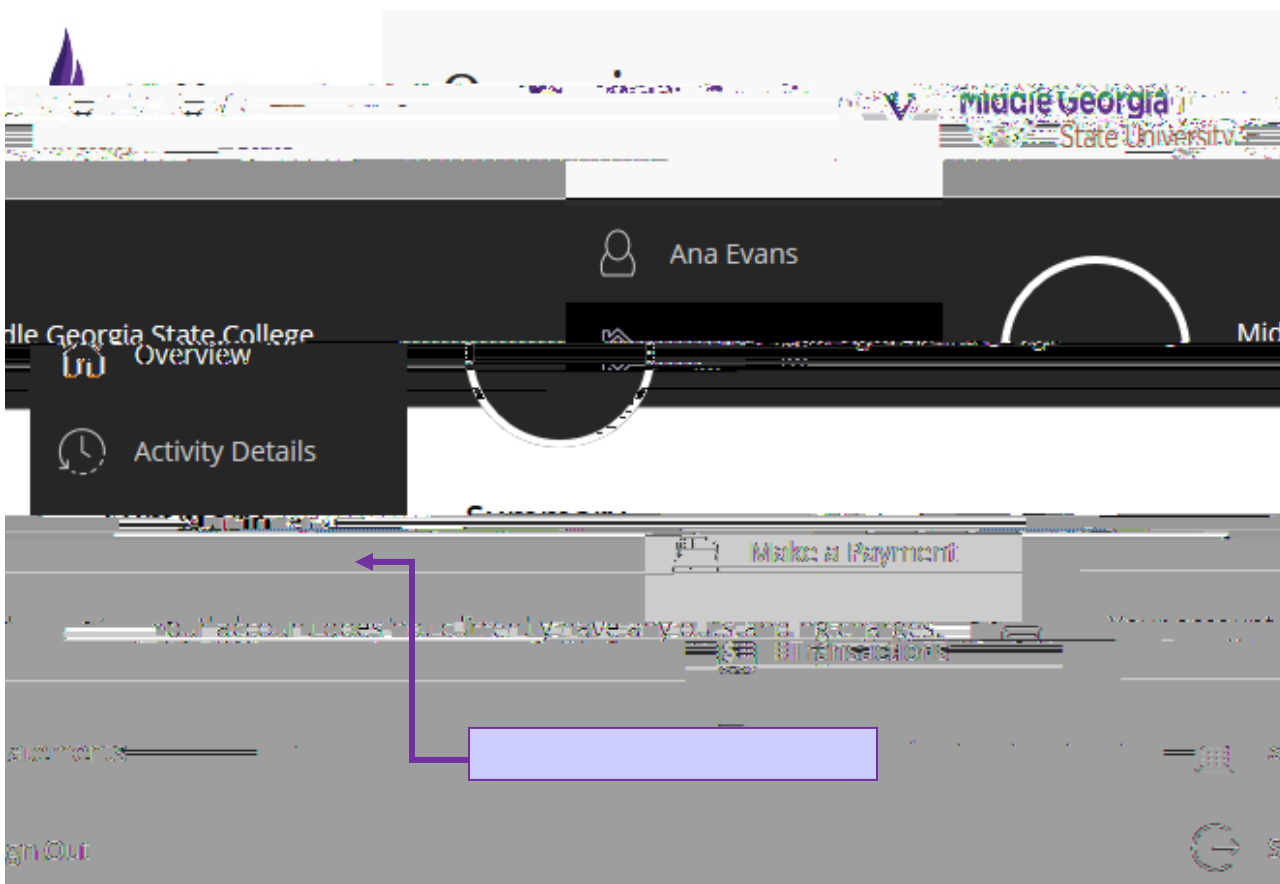
Where do I go? Click on the 'Student' tab.



7. Look for the link that says "Pay Now"



8. You should be at the ePayment page, follow steps (1-6) above if needed to return to this page.



9. Charges Summary, select what you wish to pay.

Make sure only items you wish to pay are added. Review it when clicking

How would you like to pay?

Payment amount

\$10

Select

NEWSPARK ACCOUNT

NEW CREDIT CARD

NEW CREDIT CARD

Click Continue after selecting a method and follow the prompts.

You will receive an email confirmation of your payment.