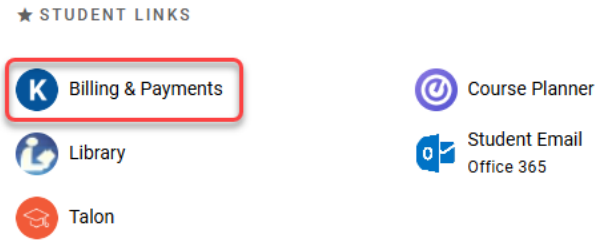
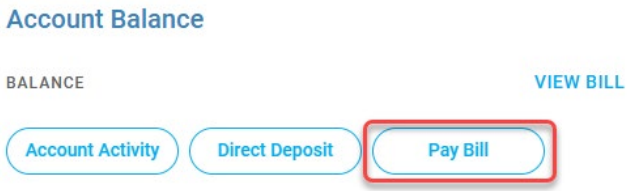
How to Make a Payment in MyHub

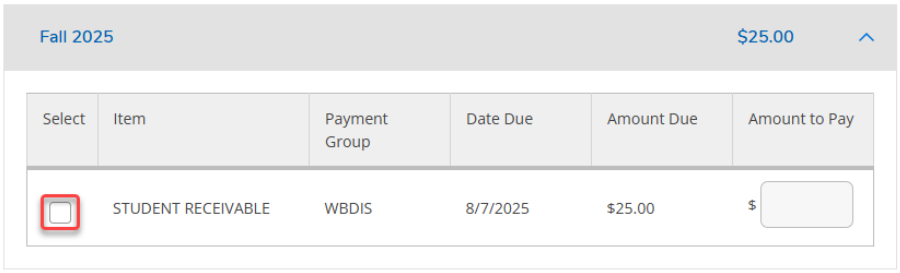
1. Log in to MyHub at https://hub.kirkwood.edu.
2. Select **Billing & Payments.**



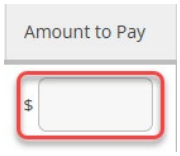
3. Under **Account Balance**, select **Pay Bill**.



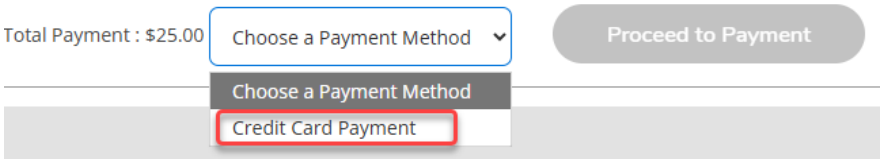
4. Select the term you would like to pay.



5. If making a partial payment, enter the amount you would like to pay in the **Amount to Pay** field.



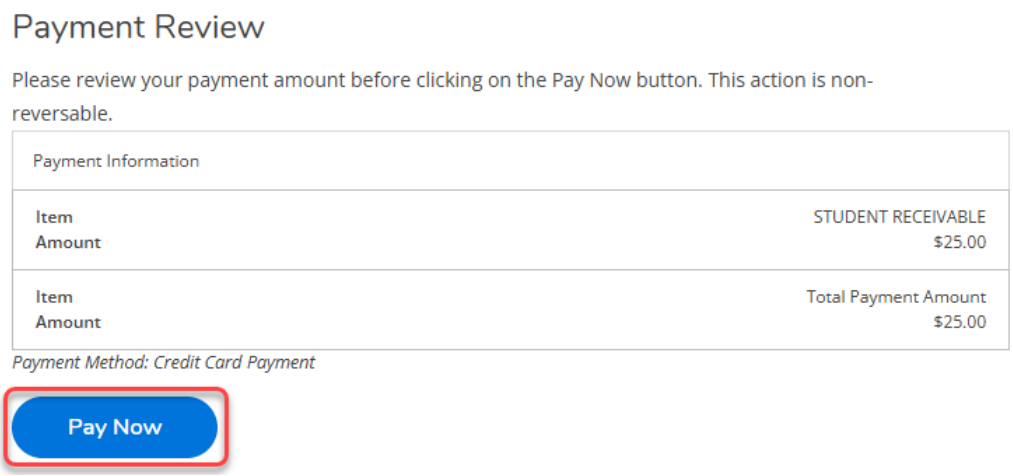
6. Under **Choose a Payment Method**, select **Credit Card Payment**.



7. Select **Proceed to Payment.**



8. Review your payment amount and select **Pay Now**.



9. A secure payment page will open in a new browser window where you can enter your card information.

If Your Payment is Successful

A confirmation page showing your payment details will appear. You can also view payment receipts in MyHub by going to **Billing & Payments** > **Account Activity**. Select the appropriate term, then choose the **Payments** tab to view your receipts.

If Your Payment is Unsuccessful

A message will appear stating that your payment has been canceled. You may need to attempt the payment again or contact your card issuer to determine why the payment could not be processed.

