Rent Payments
MSU has launched a new Student Information System (SIS) that will also be used for billing and payment of housing charges, including monthly rent at University owned apartments.

Accessing Your Account

2. Click the Login button and enter your MSU email address and password when prompted, followed by your Two-Factor credential.

3. Verify you are in the Guests menu noted at the top center of the screen, or selecting it from the drop down menu that appears when clicking on it. Click the Guest Accounts tile.
4. From the Guest Accounts page, click the “Go To My Account” button to go to the online billing statement and payment website.

5. From the Overview screen, you can view your account balance and if a balance is due, you can select the “Make a Payment” button from the bottom of the screen to complete your payment.

6. Menu options:

   - **My Account**: Shows information about your account, including your saved payment methods and email address. You can also sign up for direct deposit of refunds and SMS notifications from this screen.
   - **Overview**: Shows a snapshot of your account balance
   - **Activity details**: Contains transactions that have occurred on your account since the last billing statement
   - **Payment plans**: Unavailable for renters
   - **Make a Payment**: Along with the payment button on the Overview screen, allows you to complete an account payment.
   - **Transactions**: Shows transaction history and receipts
   - **Statements**: Shows billing statements

**Making a Payment**

1. Click the “Make a Payment” button from the bottom of the Overview screen, or click the Make a Payment menu option.
2. Select the amount you would like to pay. Please note: the Amount box will contain the account balance total. If you wish to pay less than the amount listed, click on the X box to remove the default amount and enter the amount you wish to pay. Once you’ve selected your payment amount, select the “Continue” button at the bottom of the screen.

3. Enter the name and phone number of the person making the payment:
4. Select your payment method. If you have a saved payment method, it will be listed separately. Enter the information requested based on the payment method selected (card number, bank account information, etc), read and agree to the terms and conditions, and click continue.

5. Review the payment summary and click the Pay $xxx.xx button to complete your payment.