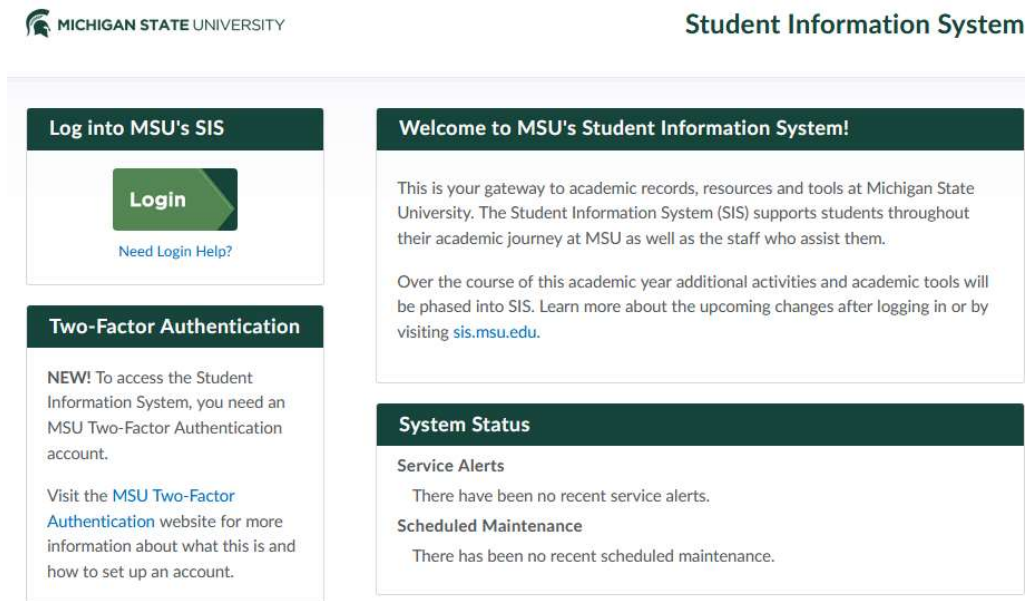


Rent Payments

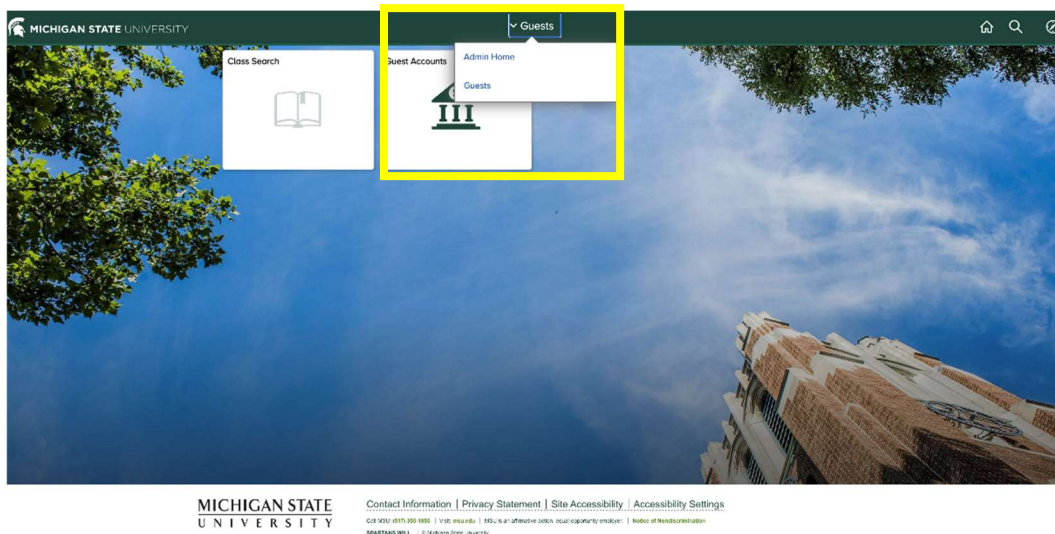
MSU has launched a new Student Information System (SIS) that will also be used for billing and payment of housing charges, including monthly rent at University owned apartments.

Accessing Your Account

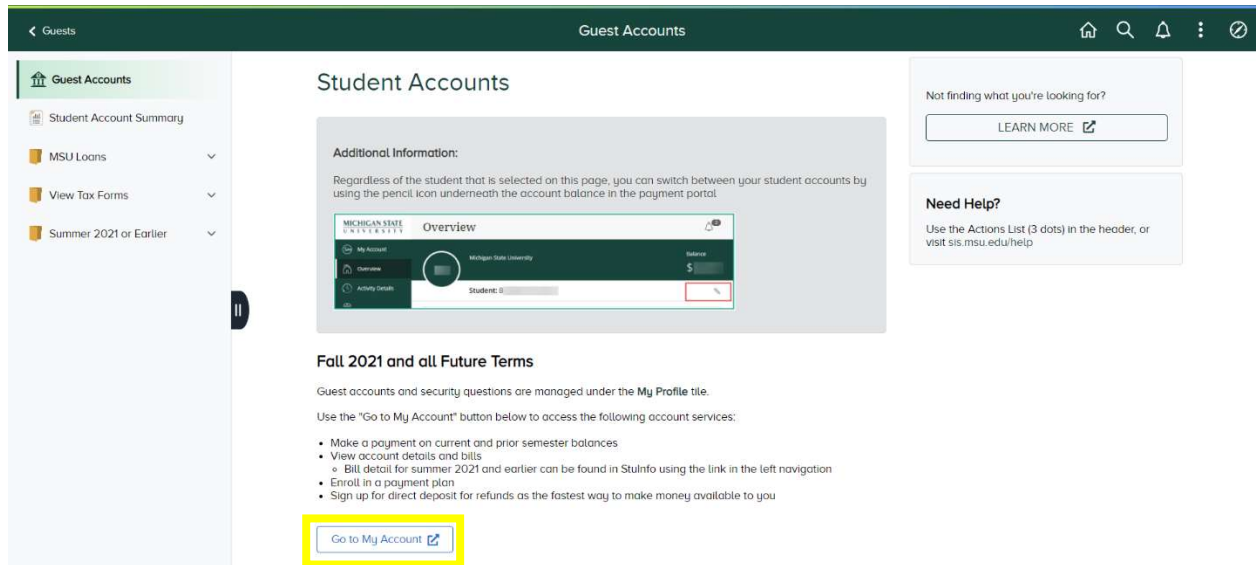
1. Go to the SIS website <https://student.msu.edu>.











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.



- From the Guest Accounts page, click the “Go To My Account” button to go to the online billing statement and payment website.



- 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.
- Menu options:

 My Account	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	Overview: Shows a snapshot of your account balance
 Activity Details	Activity details: Contains transactions that have occurred on your account since the last billing statement
 Payment Plans	Payment plans: Unavailable for renters
 Make a Payment	Make a Payment: Along with the payment button on the Overview screen, allows you to complete an account payment.
 Transactions	Transactions: Shows transaction history and receipts
 Statements	Statements: Shows billing statements
 Sign Out	

Making a Payment

- 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.

The screenshot shows the 'Make a Payment' screen. At the top, there is a dark green header with a hamburger menu icon and the text 'Make a Payment'. Below this is a dark grey bar with the text 'Pay amount' and four dots, the first of which is blue. Underneath, a black bar displays '2 items \$871.10 | Remaining due \$0'. The main content area is light grey and contains the text 'How much would you like to pay?'. Below this is a white box with a green border. Inside the box, the text 'Fall 2021' is at the top. Below it is the label 'Amount' followed by a text input field containing '\$871.00' and a small 'X' icon to its right. Below the input field is the text 'Maximum \$871'. At the bottom of the box is a rounded button labeled 'Balance \$871'.

3. Enter the name and phone number of the person making the payment:

The screenshot shows the 'Make a Payment' screen at the 'Additional information' step. The top dark green header and the dark grey bar with 'Pay amount' and four dots (the second dot is blue) are the same as in the previous screenshot. The black bar now displays '< Pay amount' and 'Additional information'. The main content area is light grey and contains the text 'Enter billing information'. Below this are two form fields. The first is labeled '* Payer Full Name' and has a text input field below it. Below the input field is the text 'Minimum 1 character | Maximum 50 characters'. The second is labeled '* Payer Phone Number' and has a text input field below it. Below the input field is the text 'Minimum 10 characters | Maximum 50 characters'.

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.

☰

Make a Payment

< Additional information

Payment method

• • •

How would you like to pay?

Payment amount

\$871

* Payment method

New credit or debit card
Convenience fee may apply

New bank account

New 529 Savings Plan
If your plan is not supported, contact the plan for disbursement options.

International payment

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

☰

Make a Payment

Summary

[Change](#)

Fall 2021

Balance

\$871.00

Total

\$871.00

Payment details

[Change](#)

Account holder name

Sparty

Account type

Checking

Routing transit number

071000039

Bank account number

.....3456

Bank

BANK OF AMERICA, N.A., RICHMOND, VA

Additional information

[Change](#)

Payer Full Name

Rent Test

Payer Phone Number

517-355-1855

Secure encrypted payment

Cancel

Pay \$871