How to use more than 1 Payment Method on an Online Order



1. Click the drop-down menu and select Payment Plan.

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Apps 🕲			Cther bookmarks
CENTRAL	PAYMENTI	NFO	
STORES	- SUMMARY OF CHARG	ES	
SHOP	Subtotal Shipping	\$264.91 \$0.00 (GRAYSLAKE Pickup-LancerZone NOW/Curbside 8/18-8/27)	
STORE INFO	Tax	\$18.55	
FACULTY	Order Total	\$283.46 select your payment method(s)	
ACCOUNT	Remaining Balance	\$283.46	
CONTACT INFO	PAYMENT METHOD		
FAQS	Please select your p	referred method of payment and then complete the requested information:	
CUSTOMER	Please Select		~
SERVICE	Please Select CREDIT CARD CLC GIFT CARD DCFS DIS DORS FAP IDE JTP Payment Plan PIC SPL WTW		
	* Address		

2. Type in student ID # and hit apply to my order.

Payment Plan Please enter Student ID:	
Amount:	283.46
	apply to my order
<u>cancel</u>	

3. There are not enough funds in my account.

Please enter Stud ID:	lent		
Amount:	283.46		
		apply to my o	rder

4. Delete the amount and put in the available funds, and hit apply to my order. This will pop up:

MARY OF CHARG	ES			
Subtotal	\$264.91			
Shipping	\$0.00 (GRAYSLAKE	Pickup	LancerZone NOW/Curbs	ide 8/18-8/27)
Tax	\$18.55			
Order Total	\$283.46			
yment Plan	-\$100.00 ()	remove	
Remaining Balance	\$183.46			

Seeing as there is still a remaining balance, another form of payment must be used to complete the purchase.

Again, use the drop-down menu and select credit card and put in the card information, and click apply to order.

5. If there is another form of financial aid (FAP or 3rd Party), you will use the drop-down menu and select the correct account.

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INCLUSIVE ACCESS	Textbook Options » Shipping Info » Payment Info » Review Your Order » Receipt	
CENTRAL	PAYMENT INFO	
STORES	SUMMARY OF CHARGES	
SHOP	Subtotal \$264.91	
STORE INFO	- Please Select CREDIT CARD	٦
FACULTY	CLC GIFT CARD DCFS DIS	
ACCOUNT	DORS FAP	
CONTACT INFO	JTP	-
FAQS	PIC SPL	
	WTW Please Select	~
SERVICE	BILLING ADDRESS	
	Please ensure that the billing address you enter below matches the billing address for your credit card. Incorrect information may result in a delay or possibly even the cancellation of your order if you are paying by credit card.	
	My billing address is the same as my shipping address.	
	* First Name	

6. Type in student ID # and click apply to order.

- Please Select		~
AP		
Student ID Num	per:	
Amount	102.44	
inounc.	183.40	
	apply to my order	

7. There are still not enough funds to cover, so we will change the amount to what is available to cover and hit apply to order.

PAYMENT INFO

Subtotal	\$264.91				
Shinning	\$0.00 (GR)	VSLA	KE Pic	kuu	n-LancerZone NOW/Curbside 8/18-8/27)
Ter	elo CC				
lax	\$18.55				
Order Total	\$283.46				
Payment Plan	-\$100.00	()		remove
FAP	-\$50.00	()	remove
FAP Remaining	-\$50.00	()	remove

8. I still have a remaining balance, so another form of payment must be used to complete the order. Do the steps again if there is another financial aid account to use or complete the transaction with a credit card.