

How to Submit a Payment Online

Step 1: Log into the ACORN student portal (<https://acorn.charteroak.edu/ics>)

Step 2: Select the “My Finances Tab” from the navigation bar at the top

Step 3: Click the “My Account Balance” link to enter the secure payment portal

Step 4: From the “Your Account” box, scroll down and you will see your total current balance due. Users may either click the “Click here to make a payment” to continue to submit their payment or click “Click here to view Account Activity” to view their transaction history over the last 45 days.

the payment plan will have the finance charge applied to their outstanding balance, net of pending financial aid.

Current Balance	\$906.00
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[Click here to make a payment](#) (Zero or credit balances are not displayed)

[Click here to view Account Activity](#)

(Account transaction activity for the most recent 120 day period will be displayed. This does not reflect the balance on your

Step 5: After clicking the “Click here to make a payment link” click the “Current Balance Due (Click here to add to basket)*” link.

Charter Oak State College Payment System

Please pay the following charges which are currently posted to your account.

<u>Current Balance Due (Click here to add to basket) *</u>	\$906.00
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Be aware that your account will be placed on hold if payment is not made in full or payment arrangements made.

Step 6: The “Payment Amount” box will appear blank. Charter Oak State College offers students the opportunity to pay in excess of their current balance to accommodate those individuals that wish to make a deposit for future tuition or fees expenses. If you wish to pay only the amount due, enter it in the “Payment Amount” box. The system will only accept the exact amount due or an amount in excess, it will not allow students to short-pay a current balance due.

[HOME](#)

Current Balance Due (Click here to add to basket)

Payment Amount:

Payment is due in full at this time. Failure to pay in full will result in your account being placed on hold.

To pay for this item, click the button below.

Step 7: From this screen students have the opportunity either edit the payment amount or delete it. To proceed with payment click the “Checkout” button.

Current Balance Due (Click here to add to basket) *	Edit	Delete	\$906.00
Total Amount			\$906.00

Step 8: Select your method of payment, either electronic check or credit card, then click the “Continue Checkout” button.

Select Method of Payment:

If you wish to set-up a payment plan for this balance, please select the 'Your Account' option above and select the active payment plan under the section titled 'Charter Oak payment plan option'.

Otherwise, select to pay by credit card or electronic check below.

Enter new credit card information.

Enter new electronic check information.

Step 9: Enter the details of your selected payment method. If you wish save your payment information for future use, enter a name for the card or checking account in the lower left-hand box.