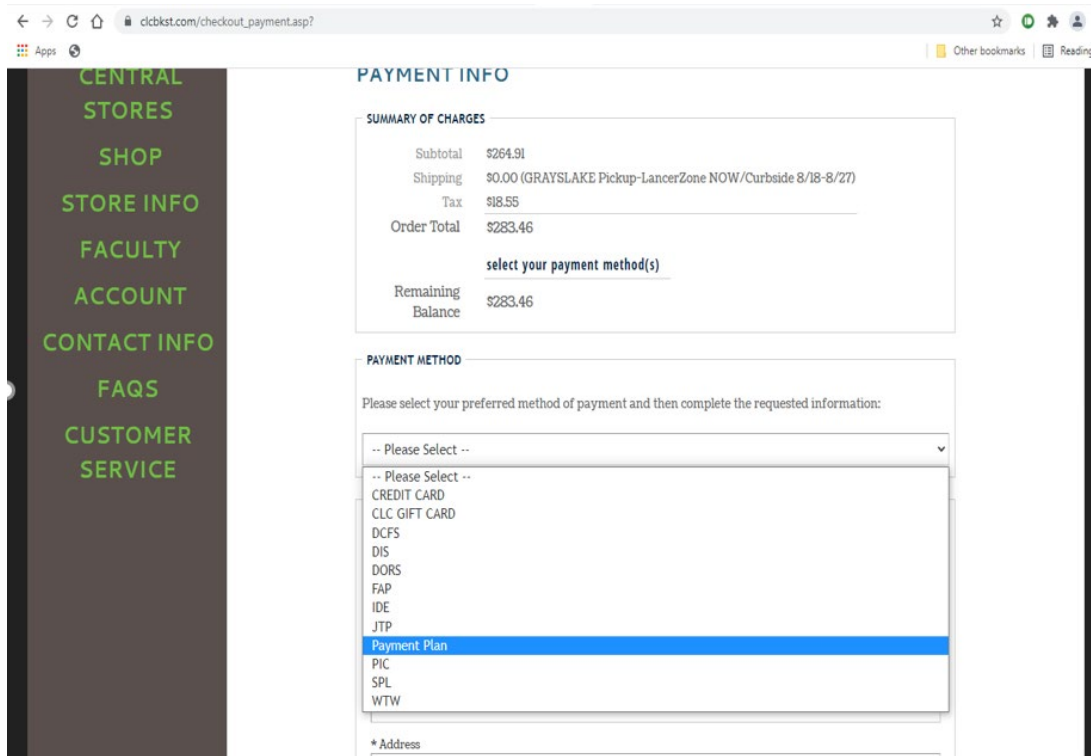
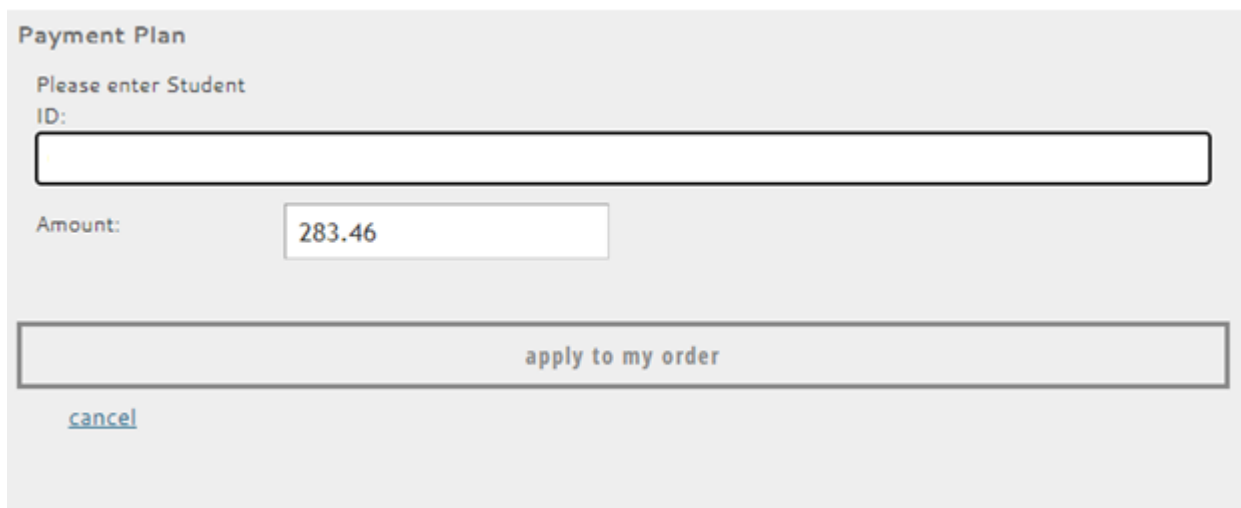


How to use more than 1 Payment Method on an Online Order

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



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



3. There are not enough funds in my account.

Payment Plan

Please enter Student ID:

Amount:

[cancel](#)

[apply to my order](#)

ⓘ There are insufficient funds for the Payment Plan account " ". The available balance is \$100.00.

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

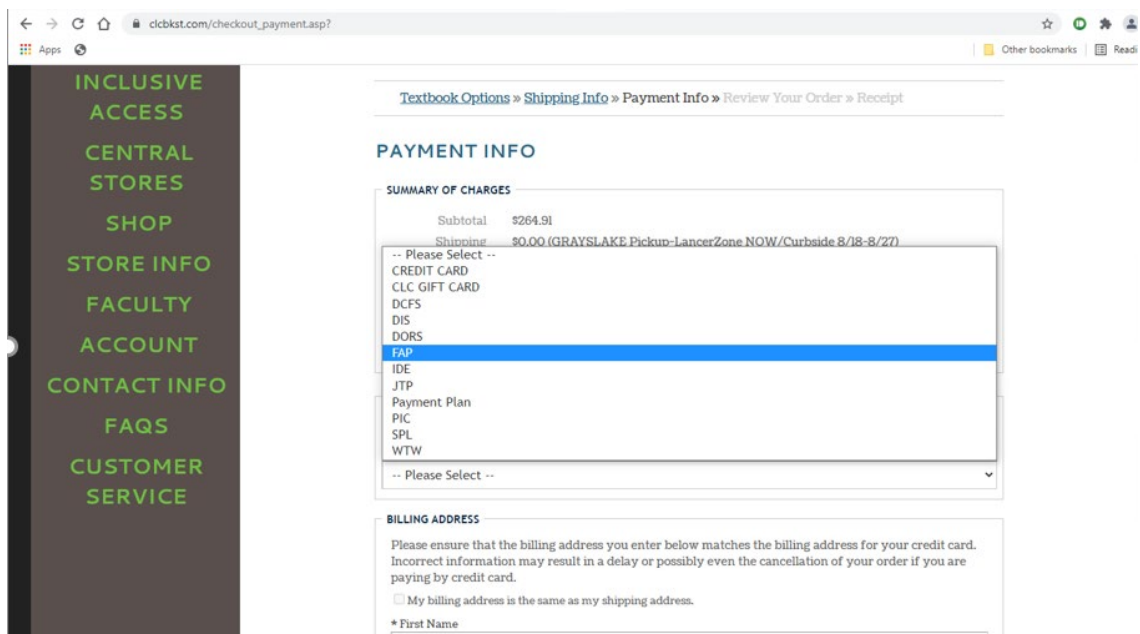
PAYMENT INFO

SUMMARY OF CHARGES	
Subtotal	\$264.91
Shipping	\$0.00 (GRAYSLAKE Pickup-LancerZone NOW/Curbside 8/18-8/27)
Tax	\$18.55
Order Total	\$283.46
Payment Plan	-<u>\$100.00</u> () 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.



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

PAYMENT METHOD

Please select your preferred method of payment and then complete the requested information:

-- Please Select --

FAP

Student ID Number:

Amount:

[cancel](#)

! There are insufficient funds for the FAP account " ". The available balance is \$50.00.

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

SUMMARY OF CHARGES			
Subtotal	\$264.91		
Shipping	\$0.00 (GRAYSLAKE Pickup-LancerZone NOW/Curbside 8/18-8/27)		
Tax	\$18.55		
Order Total	\$283.46		
<i>Payment Plan</i>	<i>-\$100.00</i>	()	remove
FAP	-\$50.00	()	remove
Remaining	\$133.46		

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.