

# HOW TO MAKE YOUR PAYMENT

Paying tuition with PayMyTuition is safe, fast, and convenient. Follow the simple steps below to complete your payment:

1

## ACCESS THE PAYMYTUITION PORTAL

Log into <https://saintleo.okta.com> and select the "Elion Self Service" app. Select "Student Finance" from the left navigation panel and click on "Make a Payment." Select "Click to submit your payment today!" from the **International Students** section to be redirected to the **PayMyTuition** payment portal.

2

## SELECT PAYMENT METHOD

Review the payment options provided and select your preferred payment method. Payment options include bank transfers, debit/credit cards in your home currency, eWallet payments and other local options.

3

## ENTER YOUR DETAILS

Enter some basic information including your student number. We will include this information with your payment for easy identification of your payment by the Saint Leo University team.

4

## MAKE YOUR PAYMENT

Follow the instructions provided to send your funds to **PayMyTuition** via your selected payment method.

5

## TRACK & CONFIRM

Track your payment by logging into your **PayMyTuition Dashboard** at any time. Receive SMS texts, email status updates, and confirmations of when your payment has been delivered.



Paymytuition  
POWERED BY MTFX

U.S. & Canada toll free: 1.855.663.6839

U.S. Local: + 201.209.1939

Canada Local: + 905.305.9053

Email: [support@paymytuition.com](mailto:support@paymytuition.com)

Web: [www.paymytuition.com](http://www.paymytuition.com)



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