

# UNDERSTANDING THE ONLINE BILLING PROCESS



When logged into CU hub, go to "Student Finance," then click on "Continue to Payment Center"  
cuhub.clarke.edu

The screenshot shows the Clarke University online billing interface. At the top is the Clarke University logo and a 'Logout' link. Below is a navigation bar with 'My Account', 'Make Payment', 'Payment Plans', and 'Help'. The main content area is divided into three columns. The left column contains an 'Announcement' box with a welcome message. The middle column features a 'Student Account' section with a balance of \$1,843.00, a 'View Activity' button, and a 'Make Payment' button. Below this is a 'Statements' section with a 'View Statements' button. The right column contains a 'My Profile Setup' section with links for 'Authorized Users', 'Personal Profile', 'Payment Profile', and 'Security Settings'. Numbered callouts (1-7) are placed over the interface to highlight key features: 1 points to the balance amount, 2 to the 'Make Payment' button, 3 to the 'View Activity' button, 4 to the 'Payment Plans' navigation item, 5 to the 'Statements' section, 6 to the 'Authorized Users' link, and 7 to the 'Payment Profile' link.

## 1 BALANCE

Current account balance. Only includes activity posted to your account and does not include pending financial aid.

## 2 MAKE A PAYMENT

Make a one-time or scheduled payment.

## 3 VIEW ACCOUNT ACTIVITY

View account activity to see all detailed items in your CU account balance.

## 4 PAYMENT PLANS

Enroll in a Payment Plan. Payment Plans are required every semester by the first day of classes.

## 5 E-STATEMENTS

View semester invoices and monthly billing statements.

## 6 AUTHORIZED USERS

Add an authorized user (parent, guardian, grandparent, etc.)

## 7 PAYMENT PROFILE

Store a checking account, savings account, or credit card number.