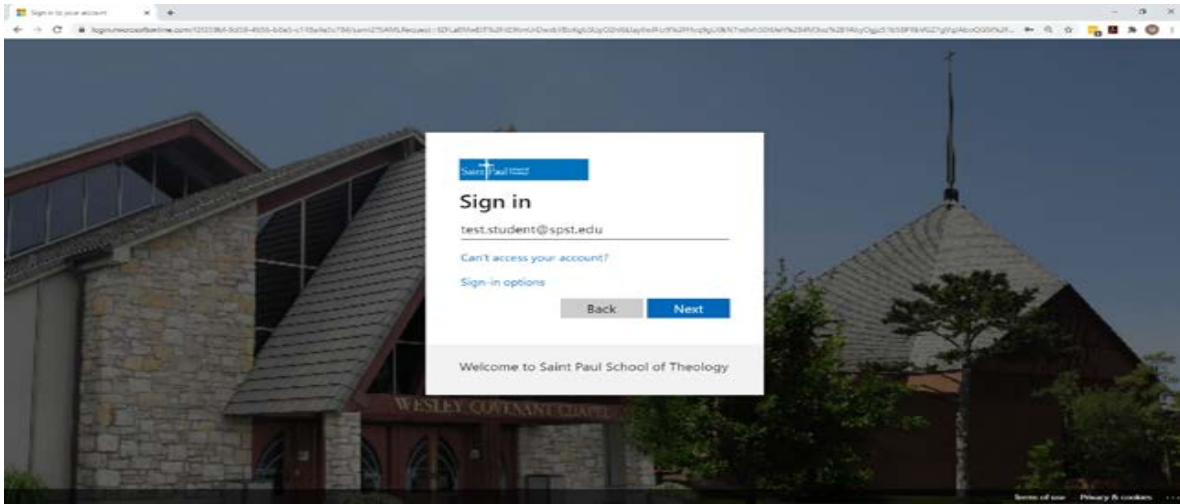


Populi Online PAYMENTS

- 1) Go to <https://spst.populiweb.com>
- 2) You will be directed to office365.com
- 3) Login with your full Saint Paul email address and password (i.e. firstname.lastname@spst.edu)



- 4) Click on "My Profile", (your profile, not mine)

A screenshot of a web browser showing the user profile page for Jennifer Smith on the Populi platform. The browser address bar shows "spst.populiweb.com/router/contacts/people/21288517/show". The page has a blue header with the Saint Paul School of Theology logo and navigation links: Home, My Profile, My Courses, Contacts, Academics, Campus Life, Communications, Advising, Admissions. The profile section includes a profile picture of Jennifer Smith, her name, and tabs for Activity Feed, Info, Faculty, Campus Life, Admissions, and Financial. Below the profile picture is a bio: "I respond best by email :-)", email "Jennifer.Smith@spst.edu", and contact information for Student Accounts. There is a section for "Add a note about Jennifer Smith" and "Add a to-do". A "Jennifer Smith's History" section shows a list of activities, with one entry: "Jun 22 5:01pm Email from Tammi Allensworth Subject: Summer Term Tuition".

5) Click on the FINANCIAL Tab

6) It defaults to the "Dashboard" tab. This shows unpaid invoices, unapplied, transactions. Notice box to the right that says "PAY NOW AMOUNT: \$0.00", and click on the "MAKE A PAYMENT BUTTON"

Jennifer Smith

Activity Feed Info Faculty Campus Life Admissions **Financial**

Record Payment

Dashboard By Term Financial Aid History

Print Statement

Add a fee

Unpaid Invoices
No unpaid invoices.

Unapplied Payments/Credits
No unapplied payments/credits available.

Recent Transactions
No enrollment history available.

Pay now amount: 0.00

Make a Payment

Someone else paying?

Summary

Pay Now	0.00
Total Balance	0.00


Add a payment plan

Add a default tuition schedule

IRS 1098-T Forms

1098-T forms disabled for this student Enable

You will see this window pop up, fill in all info, using either a credit card, debit card, or checking account. Notice at the bottom you can enter the amount you want to pay. Make sure you hit the button "**PAY NOW**" at the very bottom center or the payment will NOT go through. We use a payment portal named Stripe, as I may refer to that from time to time.



Pay Student Charges for Jennifer Smith

Student ID #

Someone else paying?

No payment is due at the moment, but you can still make a payment to be applied to future charges.

Amount Due	\$0.00
Pay Now	\$0.00
Total Balance	\$0.00

Payment Information

This payment is on behalf of an organization.

First Name

Last Name

Email

Phone

Billing Address

Street

City

Choose a state... ZIP

United States of America

Payment Method Electronic Check Credit Card

Bank Name

Routing Number

Account Number

Payment Amount

Paying via a CHECK:

If mailing a CHECK, please send it directly to our Bank at the following address, and make sure your name, semester/term & class is listed on the check: (i.e. Jane Doe, Sem FAL21 or John Doe, COS FAL21 122)

**Saint Paul School of Theology at Commerce Bank
GROUP 1
P. O. Box 843740
Kansas City, MO 64184-3740**

You may also view your account via the "By TERM" tab, as this will show the charges and classes for that term.

The screenshot shows a web interface for a student's financial aid account. At the top, there is a navigation bar with tabs for 'Activity Feed', 'Info', 'Faculty', 'Campus Life', 'Admissions', and 'Financial'. Below this, there is a 'Record Payment' section with sub-tabs for 'Dashboard', 'By Term', 'Financial Aid', and 'History'. A dropdown menu is set to '2020-2021: SUMMER 2021' with a 'Print Statement' link. The main content area is divided into two columns. The left column contains sections for 'Financial Aid' (No aid awarded this term), 'Charges' (No charges this term, with a 'recalculate' link and an 'add' button), 'Applied Payments' (No payments applied to invoices in this term), 'Applied Credits' (No credits applied to invoices in this term), and 'Enrollment History' (No enrollment history available). The right column contains a 'Summary' section with sub-sections for 'Amount Due', 'Charges/Credits' (Invoiced, Pending), 'Financial Aid' (Disbursed: To Student Account, Directly To Student, Scheduled), 'Applied Payments' (Customer Payments, Aid Payments), and three links: 'Add a tuition schedule', 'Set a refund policy', and 'Add a meal plan'.

You can also view your financial aid, via the Financial Aid tab. This shows Saint Paul Aid/Scholarships that our school has awarded you for the term, Federal Loans you have requested, and Outside/External Aid that you have provided info to our Financial Aid Director by the date she has indicated.

Another great tab full of info, is the **HISTORY** tab. Click on that, checkmark the box next to "Show Detail" and "Include Voided Transactions". Notice in the Detail column, this can show where the payment came from, such as an Outside/ External Aid. Have a look at this, if you are trying to confirm if an entity has sent Saint Paul a check for your behalf.

Test Student ACTIVE USER
Online 2 months ago

#20445

Activity Feed Info Student Campus Life Registration Admissions **Financial**

Record Payment

Dashboard By Term Financial Aid **History**

Show All Transaction Types Show detail Include Voided Transactions | Print | Export XLS | Export CSV

Transaction #	Posted	Type	Detail	Term	Status	Added By	Amount	Balance
3335	2/10/2021	Sales Invoice	Activity Fee KSC	2020-2021: SPRING 2021	Void	Tammi Allensworth	75.00	0.00
3334	2/10/2021	Sales Invoice	Miscellaneous Charge		Void	Tammi Allensworth	200.00	0.00
2955	1/11/2021	Sales Invoice	Miscellaneous Charge		Void	Tammi Allensworth	100.00	0.00
2950	1/8/2021	Customer Payment	Check Ref. ck#1234 - SPR21 - lb2345 Test Student		Void	Jennifer Smith	(-25.00)	0.00
2811	12/11/2020	Reversal	Customer Payment: Check Ref. Allergies Co paid ck0001 lb2040..... - Allergies		Posted	Tammi Allensworth	1.00	0.00
2810	12/11/2020	Reversal	Customer Payment: Credit/Debit Card Ref. Stripe ch_1H2KKYKoV3GiAudFgxPTKiKP		Posted	Tammi Allensworth	1.00	(-1.00)
2703	12/1/2020	Reversal	Sales Invoice: Confirmation Fee		Posted	Tammi Allensworth	(-150.00)	(-2.00)
2133	9/16/2020	Customer Payment	Check Ref. Allergies Co paid ck0001 lb2040..... - Allergies		Posted	Jennifer Smith	(-1.00)	148.00
1772	8/25/2020	Customer Payment	Check Ref. This is a test Test Student		Void	Tammi Allensworth	(-5.00)	149.00
1193	8/17/2020	Sales Invoice	Infrastructure Fee KSC	2020-2021: FALL 2020	Posted	Tammi Allensworth	300.00	149.00
1193	8/17/2020	Sales Invoice	Activity Fee KSC	2020-2021: FALL 2020	Posted	Tammi Allensworth	45.00	(-151.00)
1193	8/17/2020	Sales Invoice	Master's Program Kansas Campus 0.00-15.00 credits	2020-2021: FALL 2020	Posted	Tammi Allensworth	2,229.50	(-196.00)

id History

Show detail Include Voided Transactions | Print | Export XLS | Exp

You can also download this history into an excel spreadsheet.

	Detail	Term	Stat
Invoice	Activity Fee KSC	2020-2021:	Void

	A	B	C	D	E	F	G	H	I
	Transaction #	Posted	Type	Detail	Term	Status	Added By	Amount	Balance
1	3335	2/10/2021	Sales Invoice	Activity Fee KSC	2020-2021: SPRING 2021	Void	Tammi Allensworth	75.00	0.00
2	3334	2/10/2021	Sales Invoice	Miscellaneous Charge		Void	Tammi Allensworth	200.00	0.00
3	2955	1/11/2021	Sales Invoice	Miscellaneous Charge		Void	Tammi Allensworth	100.00	0.00
4	2950	1/8/2021	Customer Payment	Check Ref. ck#1234 - SPR21 - lb2345 Test Student		Void	Jennifer Smith	-25.00	0.00
5	2811	12/11/2020	Reversal			Posted	Tammi Allensworth	1.00	0.00
6	2810	12/11/2020	Reversal			Posted	Tammi Allensworth	1.00	-1.00
7	2703	12/1/2020	Reversal			Posted	Tammi Allensworth	-150.00	-2.00
8	2133	9/16/2020	Customer Payment	Check Ref. Allergies Co paid ck0001 lb2040..... - Allergies		Posted	Jennifer Smith	-1.00	148.00
9	1772	8/25/2020	Customer Payment	Check Ref. This is a test Test Student		Void	Tammi Allensworth	-5.00	149.00
10	1193	8/17/2020	Sales Invoice	Infrastructure Fee KSC	2020-2021: FALL 2020	Posted	Tammi Allensworth	300.00	149.00
11	1193	8/17/2020	Sales Invoice	Activity Fee KSC	2020-2021: FALL 2020	Posted	Tammi Allensworth	45.00	-151.00
12	1193	8/17/2020	Sales Invoice	Master's Program Kansas Campus 0.00-15.00 credits	2020-2021: FALL 2020	Posted	Tammi Allensworth	2,229.50	-196.00
13	1325	7/25/2020	Reversal			Posted	Tammi Allensworth	-2,574.50	-2,425.50
14	993	7/9/2020	Sales Invoice	Confirmation Fee	SUMMER 2020	Posted	Tammi Allensworth	150.00	149.00
15	278	7/7/2020	Customer Payment	Credit/Debit Card Ref. Stripe ch_1H2KKYKoV3GiAudFgxPTKiKP		Posted	Tammi Allensworth	-1.00	-1.00

To print a STATEMENT for yourself, or to send to an organization for them to pay, select the **By Term** tab, select the term you want (underneath the **By Term** tab), and to the very right, you will see "Print Statement", and click on that

Test Student
 #20445

Activity Feed Info Student Campus Life Registration Admissions **Financial**

Record Payment

Dashboard **By Term** Financial Aid History

Show 2020-2021: SPRING 2021 | Print Statement

Print Statement X

Layout PDF (Built-in layout) ▾

Print

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Saint Paul School of Theology
 Term Statement as of July 8, 2021
 13720 Roe Ave.
 Building C, Leawood, KS 66224
 Phone: 913-253-5051

Student, Test
 13720 Roe Blvd
 Building C
 Leawood, KS 66224
 US

Student ID #20445

SUMMARY: SPRING 2021 2020-2021

Term Charges	0.00
Financial Aid	0.00
Payment Received	0.00
Amount Due	0.00

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