Purchase Miscellaneous Items

If a student disputes a valid credit card payment to the University, they will be put on restriction from all future credit card transactions.

Mastercard, VISA, American Express and Discover credit cards are accepted for payment of registration fees and/or fines.
All Webpay transactions are **SSL secured**

Follow these steps to purchase miscellaneous item via the Student's LEONet Account:

1. Go to the following website  www.selu.edu  
2. Click on LEONet at the bottom of the page  
3. Click on LEONet—STUDENTS  
4. Login using your W# and password  
5. Click on “Self Service”  
6. Click on “Campus Finances”  
7. Click on “Purchase Miscellaneous Items”  
8. Enter “Quantity” of item(s) purchasing  
9. Click “Calculate Total”  
10. Click “NEXT”  
11. Verify amount and total of the items selected to purchase  
12. Click “NEXT” if correct or Click “PREVIOUS” if you wish to make changes

**DO NOT HIT THE "BACK" BUTTON WHILE "PROCESSING" OR AFTER TRANSACTION.**

13. Follow the instructions to input the Credit Card information.  
   Enter the information EXACTLY as it appears on your credit card.  
14. Ensure the Credit Card Billing information is the same as your credit card billing address.  You must enter the telephone number that is on file with your credit card company.  
15. Enter “Email Address”  
16. Click Next  
17. Check the information for accuracy, then click "submit".

**DO NOT CLICK MORE THAN ONCE.** Doing so could result in duplicate charges to your credit card. Credits for duplicate payments are not processed immediately.

18. **PRINT** and review the Confirmation Page to ensure the payment has been **accepted**. This is your receipt, for future verification. Please bring receipt for services.  
19. Click "Sign Out"