How to Submit Ember Payments

Introduction

This document lists the steps for submitting payments through the **Ember Payment Portal**.

Making Payments

1. After selecting courses, click the **Pay for My Courses** button to access the payment portal. If you have any trouble accessing the **Payment Portal**, please contact **Ember@Liberty.edu**.

2. In the **Ember Payment Portal**, you will see a list of your students who have a balance. If a student does not have a balance, they will not appear on this list.

3. Select the student whose balance you would like to pay.

4. Review the **Ember Courses** and **Ember Charges** sections.

5. Click **See Details** to view a summary of the account. *This summary is based on purchases for the current academic year*.

6. Click **Add a Credit Card.**

7. Enter your card information and then click **Add Payment Method**.

8. If you decide you would like to use a different credit card, click **Add a Credit Card** and fill out the form with the new credit card information. Once you click **Add Payment Method,** the new credit card will replace the previously entered card.

9. Select **Ember Terms of Service** to review the Ember terms and conditions in a new tab.

10. Check the **I agree to the Ember Terms of Service** check box.

11. If you need to restart the payment process, click the **Start Over** button.

12. After agreeing to the terms and conditions, click the **Submit a Payment** button.

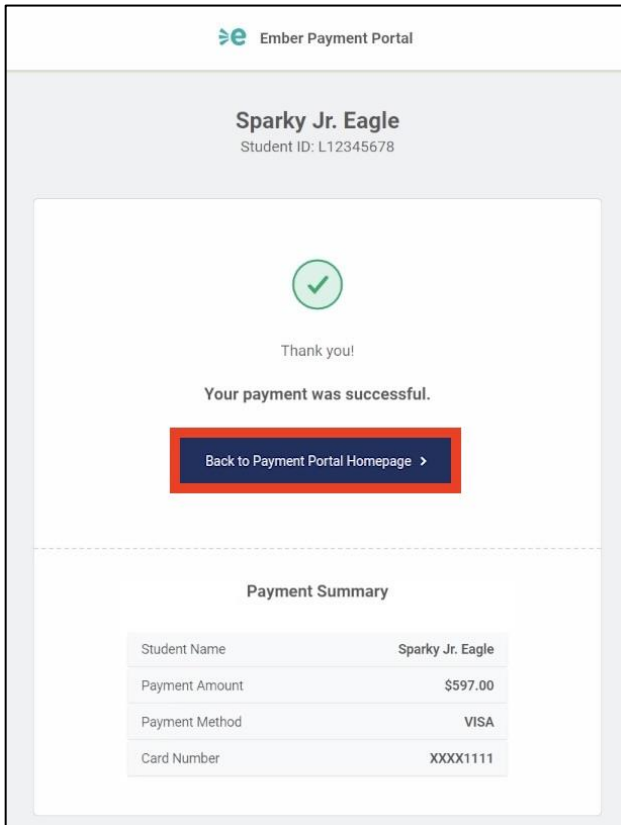13. The payment confirmation page will open, confirming that your payment was successful.
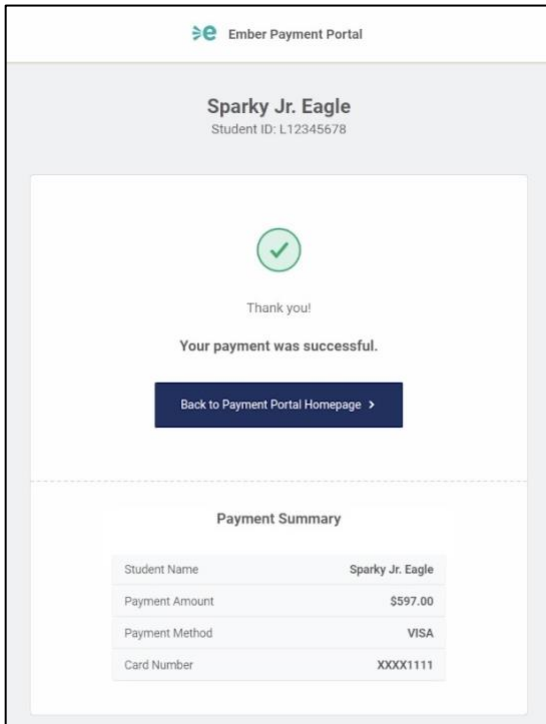
14. The payment summary will show a receipt for your purchase. A copy of this receipt will also be emailed to your primary email address on file.
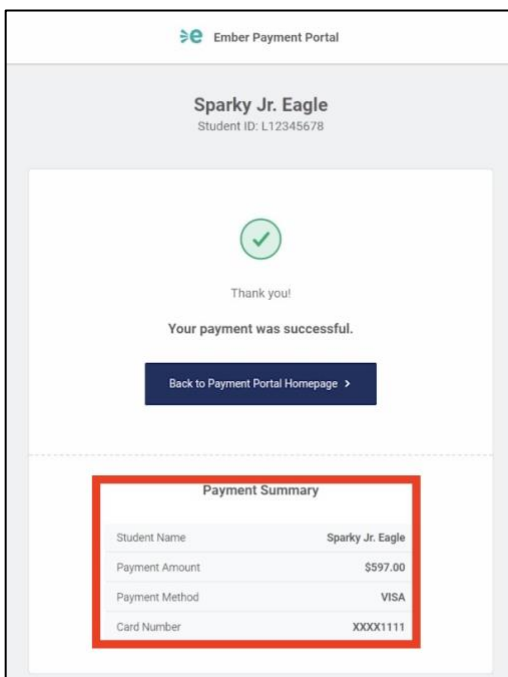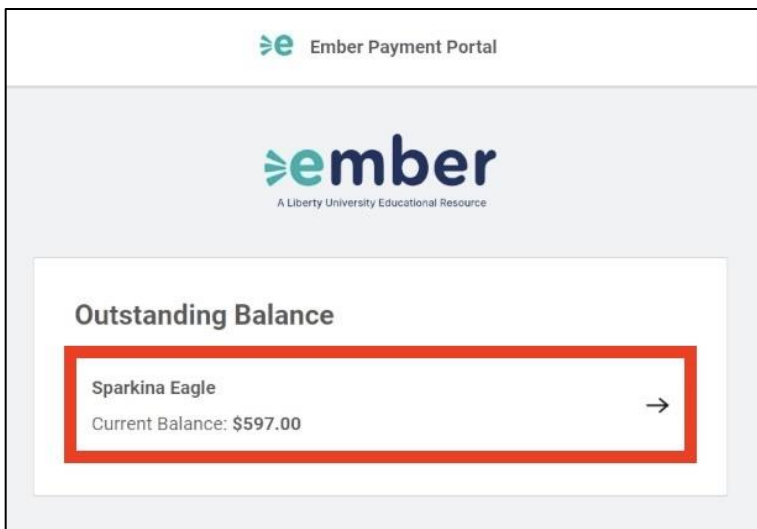
15. Click **Back to Payment Portal Homepage** if you need to pay for another student.

16. Click on their name and repeat the payment process.

17. If you do not need to make another payment, the Ember Payment Portal homepage will show you are up to date on your account and provide links to Ember course selection and Canvas. *It is recommended to bookmark/save the link to Canvason in your browser*.
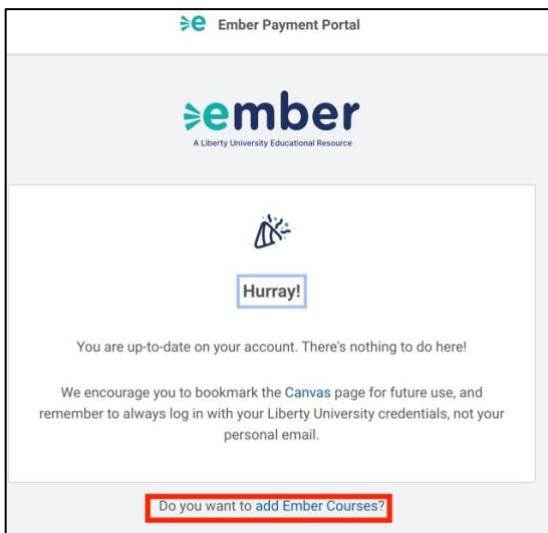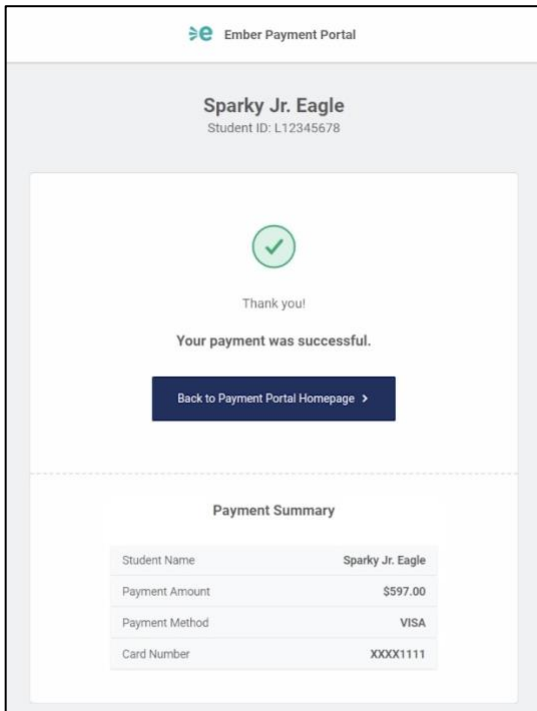
Need Assistance?

If you have any questions or need further assistance, please reach out to Ember@Liberty.edu.