

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.

The screenshot shows the Ember Payment Portal interface. On the left, under 'Selected Courses', there is a list of courses: 7th Grade Language Arts, Civics, Life Science, 7th Grade Math, 7th Grade Bible, 4th Grade History & Geography, and 4th Grade Language Arts. A red box highlights the '\$ Pay for My Courses' button. On the right, there are filters for 'Level' (set to 'All') and 'Subject Code' (set to 'LAN - LUOA Language Arts'). Below these filters, a list of subject sections is shown: LAN 0100, LAN 0200, LAN 0300, and LAN 0400.

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.

The screenshot shows the 'Outstanding Balance' section of the Ember Payment Portal. It lists two students with their current balances:

Outstanding Balance	
Sparky Jr. Eagle	→
Current Balance: \$597.00	
Sparkina Eagle	→
Current Balance: \$597.00	

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

ember
A Liberty University Educational Resource

Outstanding Balance

Sparky Jr. Eagle Current Balance: \$597.00	→
Sparkina Eagle Current Balance: \$597.00	→

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

Sparky Jr. Eagle
Student ID: L12345678

Ember Courses

- 3rd Grade Bible (BIB 0300)
- College Planning & Preparation (APP 2000)
- Online Academy Success (APP 0750)

Ember Charges

Total	\$597.00
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[See Details](#)

My Payment Method

Add a payment method to be used for this one time payment [Add a Credit Card](#)

[← Start Over](#) [Submit a Payment >](#)

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

Sparky Jr. Eagle
Student ID: L12345678

Ember Courses

3rd Grade Bible (BIB 0300)

College Planning & Preparation (APP 2000)

Online Academy Success (APP 0750)

Ember Charges

Total \$597.00

See Details

My Payment Method

Add a payment method to be used for this one time payment
Add a Credit Card

← Start Over

Submit a Payment >

Ember Payment Portal

Sparky Jr. Eagle
Student ID: L12345678

Ember Courses

Summary of Account

Charges:	Amount
LUOA Ember Curriculum	\$1,592.00
Total	\$1,592.00

Credits:	Amount
Web Payment- Mastercard	-\$995.00
Total	-\$995.00
Total Balance Due:	\$597.00

← Start Over

Submit a Payment >

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

Sparky Jr. Eagle
Student ID: L12345678

Ember Courses

3rd Grade Bible (BIB 0300)

College Planning & Preparation (APP 2000)


Online Academy Success (APP 0750)

Ember Charges

Total\$597.00

See Details

My Payment Method

 Add a payment method to be used for this one time payment

Add a Credit Card

← Start Over

Submit a Payment →

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

Ember Payment Portal

Sparky Jr. Eagle
Student ID: L12345678

Ember Courses

3rd Grade Bible (BIB 0300)

Add Credit Card

Card Number
4111 1111 1111 1111

Exp. Date
01/30


Card Code
123

First Name
Sparky

Last Name
Eagle

Pin
24515

Add Payment Method

 Add a payment method to be used for this one time payment

Add a Credit Card

← Start Over

Submit a Payment →

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.

The screenshot shows the Ember Payment Portal interface. At the top, it says "Ember Payment Portal". Below this, there are sections for "Ember Courses" and "Ember Charges". The "Ember Courses" section lists three courses: "3rd Grade Bible (BIB 0300)", "College Planning & Preparation (APP 2000)", and "Online Academy Success (APP 0750)". The "Ember Charges" section shows a "Total" of "\$597.00" and a "See Details" link. Below these sections is the "My Payment Method" section. It displays a "VISA" card for "Sparky Eagle" with the card ending in "1111" and an expiration date of "01/30". At the bottom of this section, there is a red box around the "Add a Credit Card" button. At the very bottom of the page, there is a small disclaimer: "By submitting this form, you are authorizing Liberty University, Inc. to debit your account for the amount stated herein. This authorization is valid for one time use only for".

The screenshot shows the Ember Payment Portal interface with a modal form titled "Add Credit Card" open. The background is dimmed. The modal form has a red box around the "Add Payment Method" button at the bottom. The form fields are as follows: "Card Number" (VISA 4111 1111 1111 1111), "Exp. Date" (12/28), "Card Code" (321), "First Name" (Sparky), "Last Name" (Eagle), and "Zip" (24515). Below the modal form, the "VISA" card information from the previous screenshot is visible, including the card ending in "1111" and the expiration date "01/30". At the bottom of the page, there is a small disclaimer: "By submitting this form, you are authorizing Liberty University, Inc. to debit your account for the amount stated herein. This authorization is valid for one time use only for".


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

Ember Charges

Total	\$597.00
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[See Details](#)

My Payment Method



Sparky Eagle
Card ending in 1111
Expires 01/30

[Add a Credit Card](#)

By submitting this form, you are authorizing Liberty University, Inc. to debit your account for the amount stated herein. This authorization is valid for one time use only for amounts stated herein. I certify that I am an authorized user of this credit/debit card and that I will not dispute the payment with the issuing company or bank so long as the transaction corresponds to the terms of this authorization.

☐ I agree to the Ember Terms of Service

[← Start Over](#)[Submit a Payment >](#)


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

Ember Charges

Total	\$597.00
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[See Details](#)

My Payment Method



Sparky Eagle
Card ending in 1111
Expires 01/30

[Add a Credit Card](#)

By submitting this form, you are authorizing Liberty University, Inc. to debit your account for the amount stated herein. This authorization is valid for one time use only for amounts stated herein. I certify that I am an authorized user of this credit/debit card and that I will not dispute the payment with the issuing company or bank so long as the transaction corresponds to the terms of this authorization.

☒ I agree to the Ember Terms of Service

[← Start Over](#)[Submit a Payment >](#)


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

Ember Charges

Total	\$597.00
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[See Details](#)

My Payment Method

 Sparky Eagle
Card ending in 1111
Expires 01/30

Add a Credit Card


By submitting this form, you are authorizing Liberty University, Inc. to debit your account for the amount stated herein. This authorization is valid for one time use only for amounts stated herein. I certify that I am an authorized user of this credit/debit card and that I will not dispute the payment with the issuing company or bank so long as the transaction corresponds to the terms of this authorization.

☒ I agree to the Ember Terms of Service

[← Start Over](#)[Submit a Payment →](#)

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

My Payment Method

 Sparky Eagle
Card ending in 1111
Expires 01/30

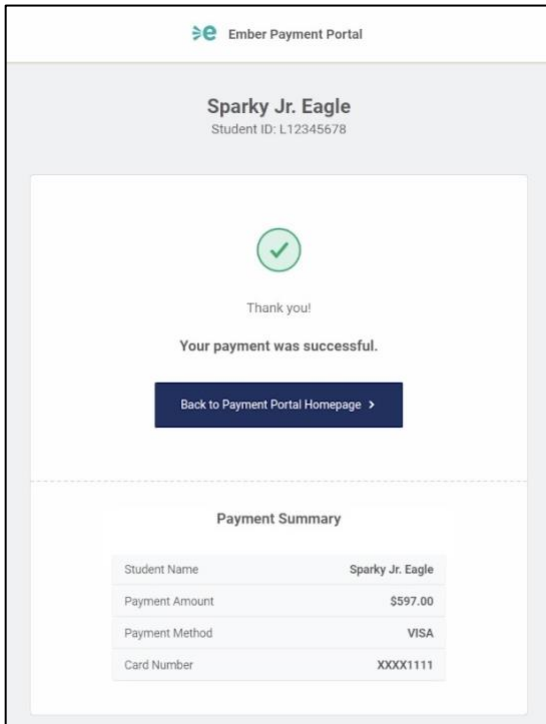
Add a Credit Card

By submitting this form, you are authorizing Liberty University, Inc. to debit your account for the amount stated herein. This authorization is valid for one time use only for amounts stated herein. I certify that I am an authorized user of this credit/debit card and that I will not dispute the payment with the issuing company or bank so long as the transaction corresponds to the terms of this authorization.

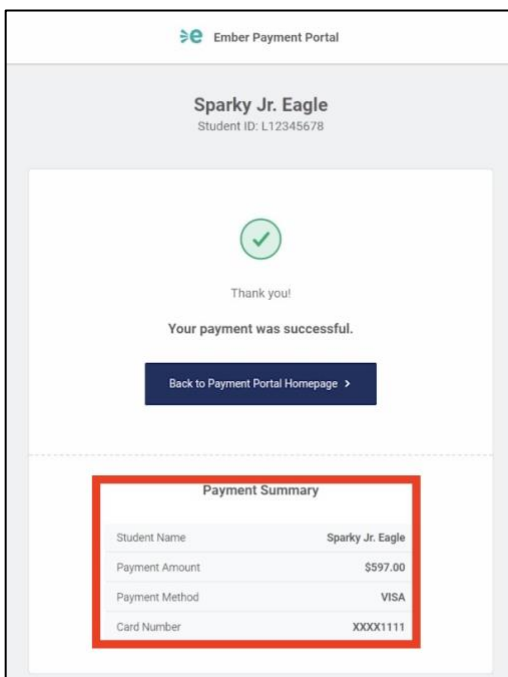
☒ I agree to the Ember Terms of Service

[← Start Over](#)[Submit a Payment →](#)

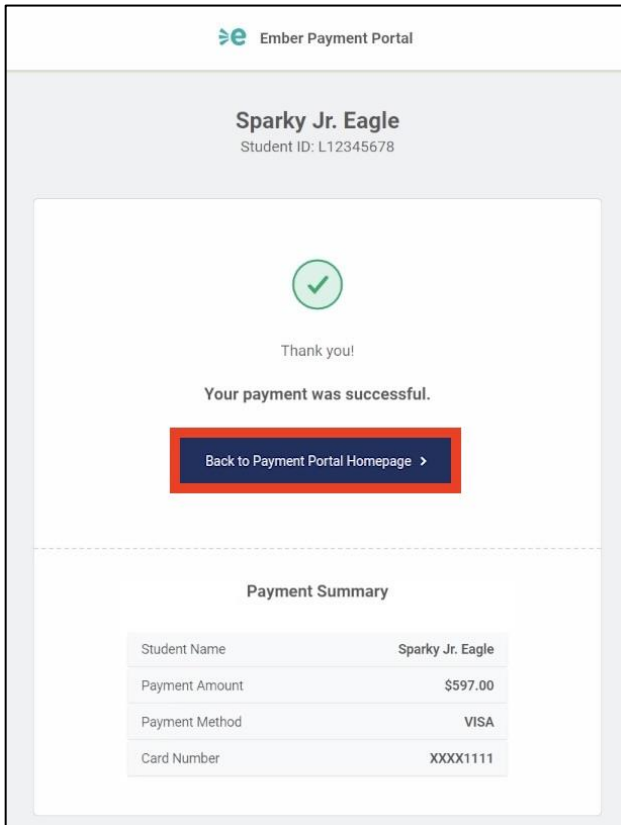
13. The payment confirmation page will open, confirming that your payment was successful.



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.



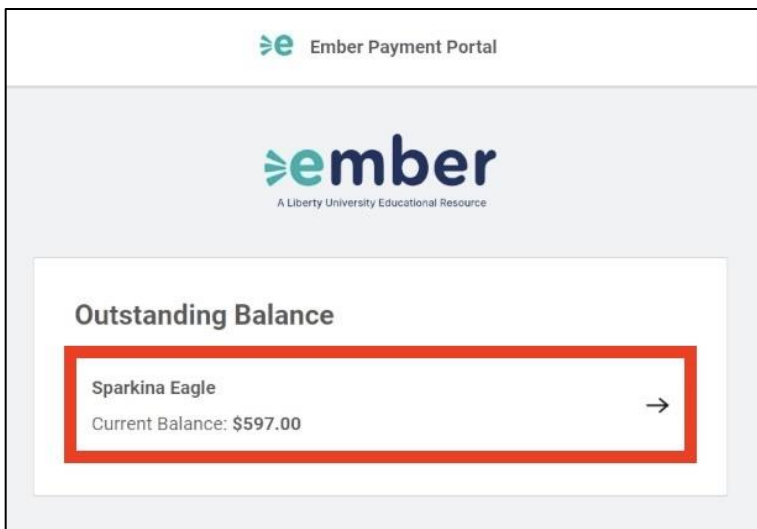
15. Click **Back to Payment Portal Homepage** if you need to pay for another student.



The screenshot shows the Ember Payment Portal interface. At the top, it says "Ember Payment Portal". Below that, the student's name "Sparky Jr. Eagle" and "Student ID: L12345678" are displayed. A green checkmark icon is shown with the text "Thank you!" and "Your payment was successful." Below this, a button labeled "Back to Payment Portal Homepage >" is highlighted with a red border. At the bottom, a "Payment Summary" table is visible.

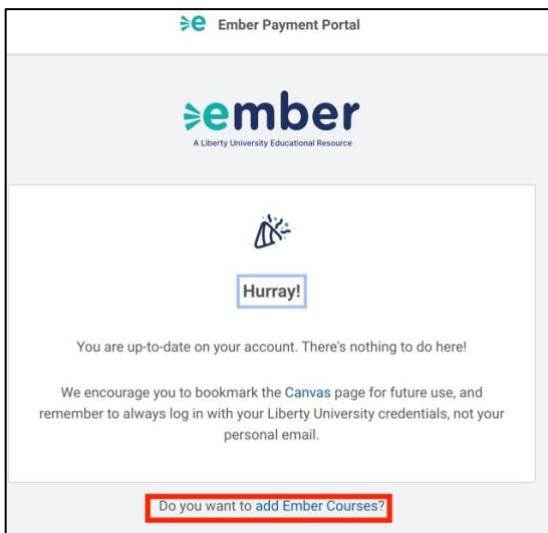
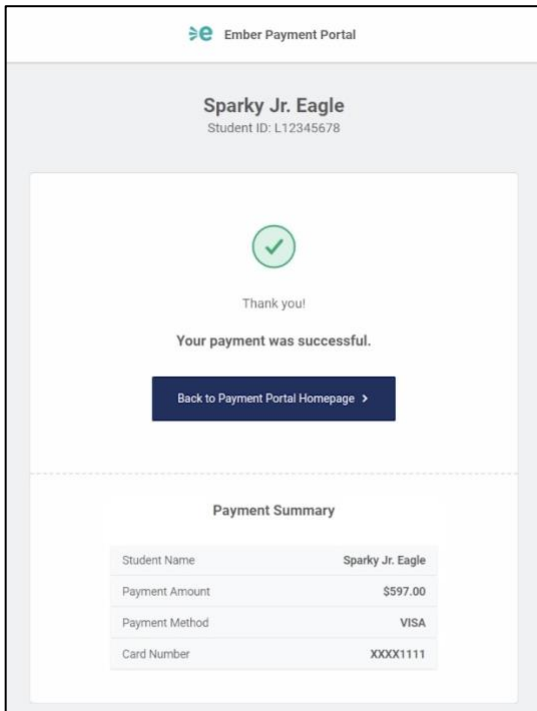
Payment Summary	
Student Name	Sparky Jr. Eagle
Payment Amount	\$597.00
Payment Method	VISA
Card Number	XXXX1111

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



The screenshot shows the Ember Payment Portal interface. At the top, it says "Ember Payment Portal". Below that, the Ember logo and "A Liberty University Educational Resource" are displayed. A section titled "Outstanding Balance" is shown. Inside this section, a box contains the name "Sparkina Eagle" and "Current Balance: \$597.00". A red arrow points to the right, indicating a link to click on the name to 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 Canvas in your browser.***



Need Assistance?

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