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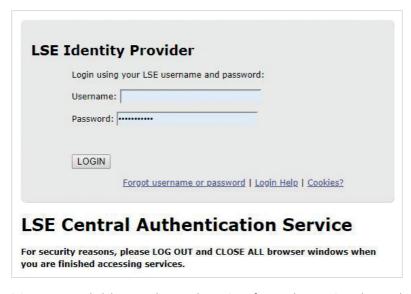


## **Using the Student Payment Portal**

This guide should be read in conjunction with My LSE Finance Guide.

#### Security and authentication

For security reasons you will be required to log in and authenticate prior to making a payment, access to the payment portal is possible by both public account (example: @gmail.com) or LSE network account (@lse.ac.uk).



It is recommended that you close each session after you have reviewed or made a payment against your account. You can close the session by navigating to the top right of the webpage and clicking on the dropdown next to your initials, then select logout.



The payments page is grouped into three areas:

- · Tuition Fees,
- · Accommodation fees,
- · Short Courses including Summer School.





The portal itemises your invoices to pay, to pay the invoice in full select the Pay whole amount button.



If you would like to pay another value, enter the sum in the box labelled To Pay Now.



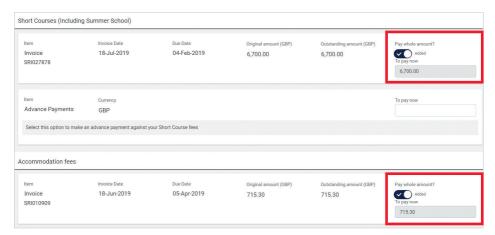




#### Selecting multiple invoices

You can select multiple invoices to pay across all types of fees, examples: Select Tuition and Accommodation fee invoices. Again you can choose to pay whole amount or partial amount.

In the example below a Short Course fee part payment and Accommodation full fee payment have been selected.

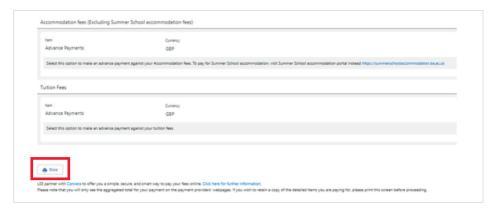


As you select invoices to pay your basket will update automatically and display an aggregated total, this will pass through to the payment providers' webpage when you are ready to proceed with payment.

You can reset the invoices you have selected to pay by navigating to the top of the payment page and clicking reset.

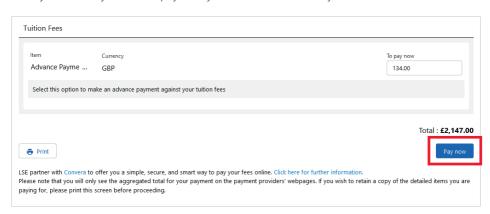


If you wish to keep a copy of your basket you should select the Print button at the bottom of the payment page before you select your payment option.





Once you are ready to make a payment you should select the Pay now button.







### Bank Transfer, Credit or Debit Card and eWallet Payment Methods (Convera GlobalPay for Students)

## convera



















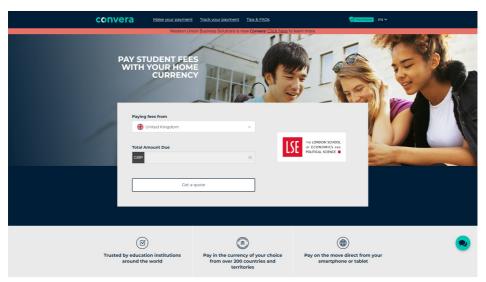








When you select "Pay Now" you will be passed to the Convera payment page, where an aggregated total will be passed from the LSE payment page. The page will default to "Paying fees from United Kingdom". If you wish to settle fees using a different currency, please select from the listed countries available. Once you have selected where you are paying from, you should then select "Get a quote".

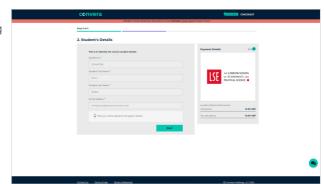




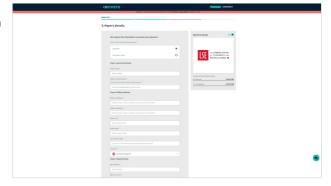
Once you click "Get a quote", you will progress to Step
1. Based on where you are paying from (Country) you will be presented with a number of options. Select your preferred payment option. You are now ready to progress to Step 2.



Step 2 will display your personal information including your LSE ID, name and email address.

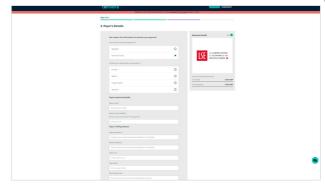


Our Payment Partners are required to collect information to process the payment. If you select "student" your name and email will update automatically. You will be required to enter your student details such as address and name of your bank.





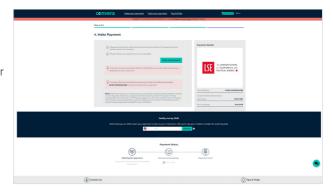
If someone else is paying on your behalf, you are required to enter your relationship with the payer and payer details.



Once you have entered the details, you need to agree to terms of use by ticking the box at the bottom of the payment page and then you can select "proceed to payment".



You will either be provided with payment instructions or directed to make payment online. You will be prompted to complete payment by either using the "print instructions" option or via your chosen payment method.









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