* **On the home page of your MyBethel account, click on the Make a Payment link:**



* **On the Payment Portal home page, click the Make Payment button:**



* **On the Account Payment page select the amount due button (you may type into the box the amount you would like to pay if electing not to pay the amount due)**
* **Bank Wire payments cannot be scheduled for a future date, the date selected must be the current date.**



* **Once you have entered the amount you would like to pay click continue:**



* **Once you have selected the amount and date please select the bank wire payment method and click continue:**



* **Next enter the country from which your transaction will originate:**



* **Next enter all the required information including the email to which you would like payment instructions sent and then select continue:**



* **Next review the amounts (please note the wire must be sent from your bank within 3 days) and click accept:**



* **One-time use instructions will be generated based on the country and currency you selected.**
* **Instructions will be sent to the email address you supplied.**
* **You have 72 hours form the time you accept the wire to take the one-time payment instructions to your bank to initiate a wire to maintain the locked-in exchange rate. After 72 hours, the one-time payment instructions will expire, and you will be required to go through the payment process again.**
* **You *must* ensure that the payment reference is included in the wire transfer details, or the payment will be delayed in posting to your student account.**

**Sample Payment instructions:**

