

## Payment Instructions

1. Go to [www.friends.edu](http://www.friends.edu)
2. Hover over "STUDENTS" at the top left corner of the screen, and select "**FALCONHUB**"
3. You will be prompted to sign in to FalconHub. Your username is firstname\_lastname. If you do not remember your password, select "**Forgot Password.**" If this does not work, call the help desk at 316-295-5767.
4. Once in, scroll down to "**View Balance and Pay**" and select it.
5. Select "**Make a Payment**" on the left side of the screen.
6. Check the box that says "**Payment on Account.**"
7. Enter the amount you would like to pay.
8. Enter a description of your payment (i.e. Graduate Workshop Payment).
9. Scroll to the bottom of the screen and select "**Checkout**"
10. Select the payment method that you would like to use.
11. Enter your payment information.
12. Select "**Continue**"
13. Enter the email address that you would like your receipt sent to.
14. Review your payment information, then select "**Pay**"