HOW TO MAKE A PAYMENT ON JOE’S SS
1. Log onto Missouri S&T web page and select Joe’SS
   Go to http://www.mst.edu and select “Joe’SS”
2. Log onto Joe’SS

Enter the student User ID and the password. The User ID is the first part of the student email address (i.e. If email address is joemin@mst.edu, User ID would be joemin). The password is the one used to access the Missouri S&T network including email. **The student is the only one who has the password.** Missouri S&T does not have access to the password.
3. Go to Campus Finances

After logging on to Joe’SS, click on “Student Center” and then scroll down to the “Finances” section.
4. In “Campus Finances”, Click “Make a Payment”

Click “Make a Payment” at either one of the two spots shown
5. Click on “Make Payment”

When new window opens up with the “Message Board” screen, click on “Make Payment”.

![Message Board screenshot](image-url)
6. Type in amount and select payment type

Type in the amount you want to pay. Then click on drop down box and select echeck, credit card, or a stored profile if you have one. The “Amount Due” is shown based on the current month’s billing statement. This does not reflect any payments or charges that have been applied since the last billing statement.
When making payments:

- Credit Card Payment:
  - American Express, VISA, MasterCard and Discover can be used.
  - A 2.75% convenience charge of the transaction amount will be assessed if paid with a credit card.
  - Payment immediately applies to account after payment is made.
When making payments:

• E-check Payment
  – **No fee for making e-check payment**
  – Payment immediately applies to account
  – Fast, simple, easy to use.
  – Type in routing number, account number and amount.
7. Receipt for payment

Once payment is made, below is a sample receipt you will see for your payment. You will see 2 boxes like the one shown below. One for the actual payment and a separate box for the convenience charge portion.
QUESTIONS?

Web Site:
http://cashier.mst.edu

Phone:
573-341-4195

E-Mail
cashier@mst.edu