

FSC Portal: Instructions for Viewing Account Balances and Making Payments

1. Begin at the FSC website: www.flsouthern.edu.
2. From the bottom of the homepage, select **Current Students**. (You can also find the Current Students section from any page on the website from the Info for list in the footer.)
3. Login by using your FSC ID and password provided in the email.
4. Click on the red **Students** tab near the top left side of the page.
5. The Student tab will open a menu box to the left side, please click on the red **Financial Info** tab.
6. From this tab, you will be able to:
 - View outstanding financial documents in **Financial Aid Document Tracking**
 - View your account balance and make online payments from **My Account Info**
7. To view your account balance, click on My Account Balance from My Account Info. A circling graphic should appear while your account information is being retrieved.
8. To make online bill payments, click on Go to **CashNet** from My Account Info, and then click on **Make a Payment**. The process should be easy to follow from there. Online payments can be made with electronic check, Visa, Mastercard, or American Express.
9. Please visit www.flsouthern.edu/billpayment to view payment options, including how to set up the bill payment plan, and payment methods. Instructions for processing loans may also be found on this page.