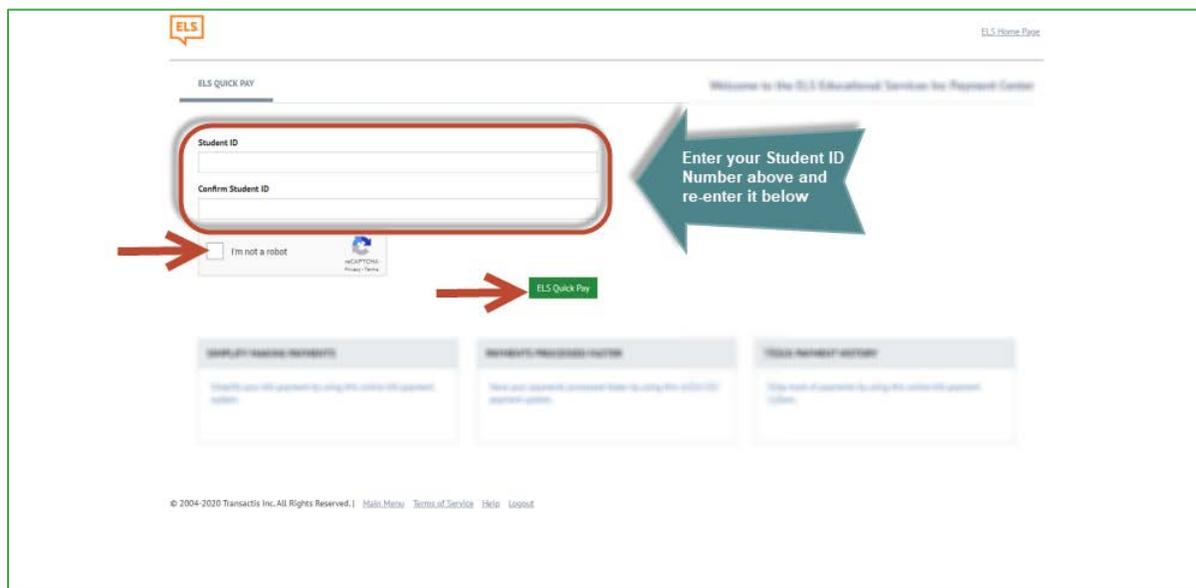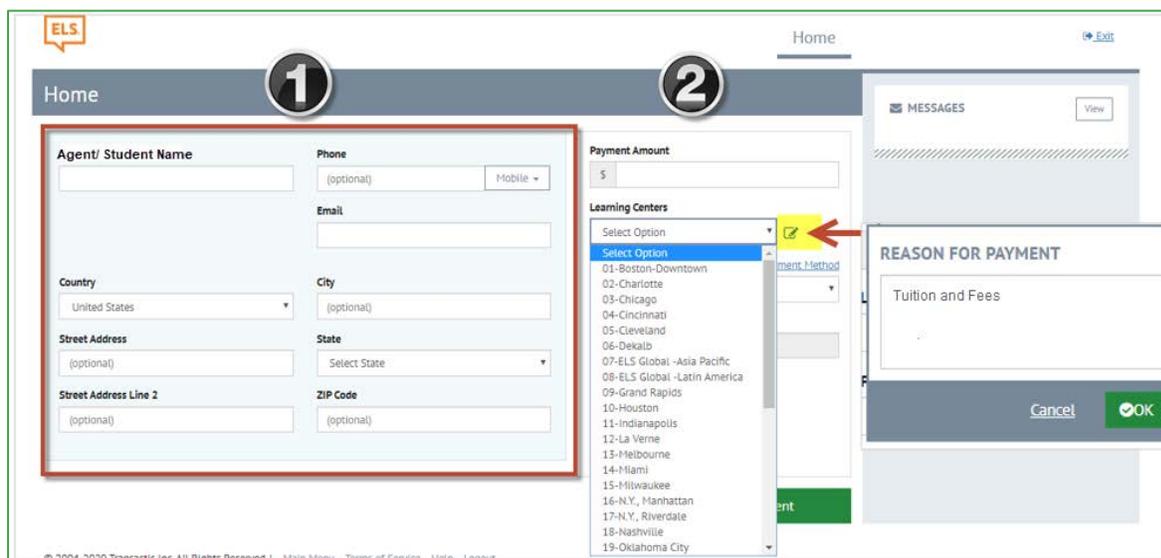# Quick Pay Instructions

To make a payment to ELS, type **quickpay.els.edu** in your browser and follow the step by step instructions below:

1) Type in your Student ID number twice in the Student ID section.

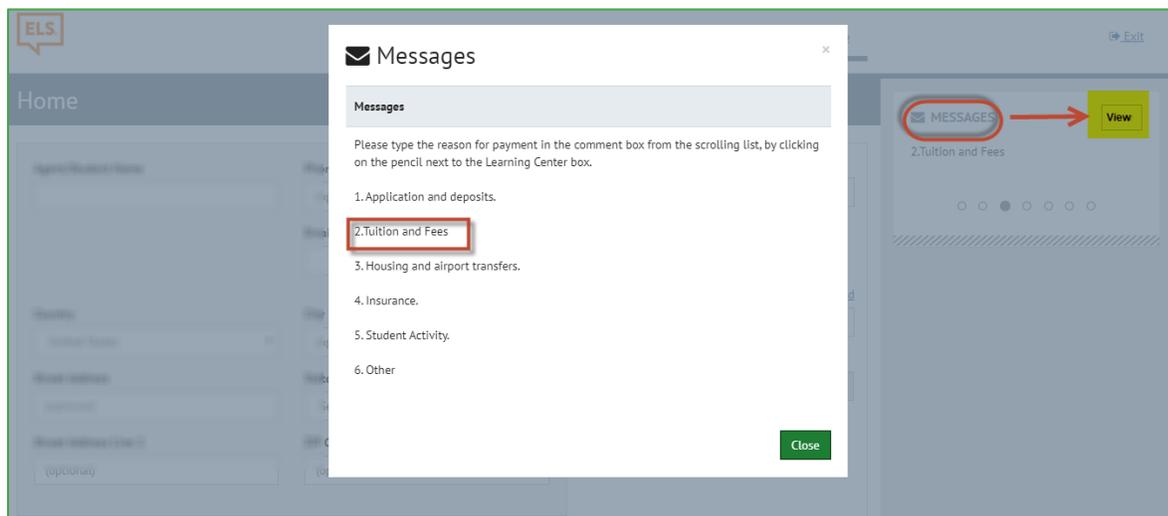2) Check the "I'm not a robot" checkbox and click the **ELS Quick Pay** button.

3) Fill in all your Personal Information see section 1 in screenshot below.

4) Fill in the payment amount. Select Learning Center, click on the notepad icon to open the reason for payment popup and type in the **Reason for Payment** (this is required). In this example the reason is **Tuition and Fees** see section 2 in screenshot below.
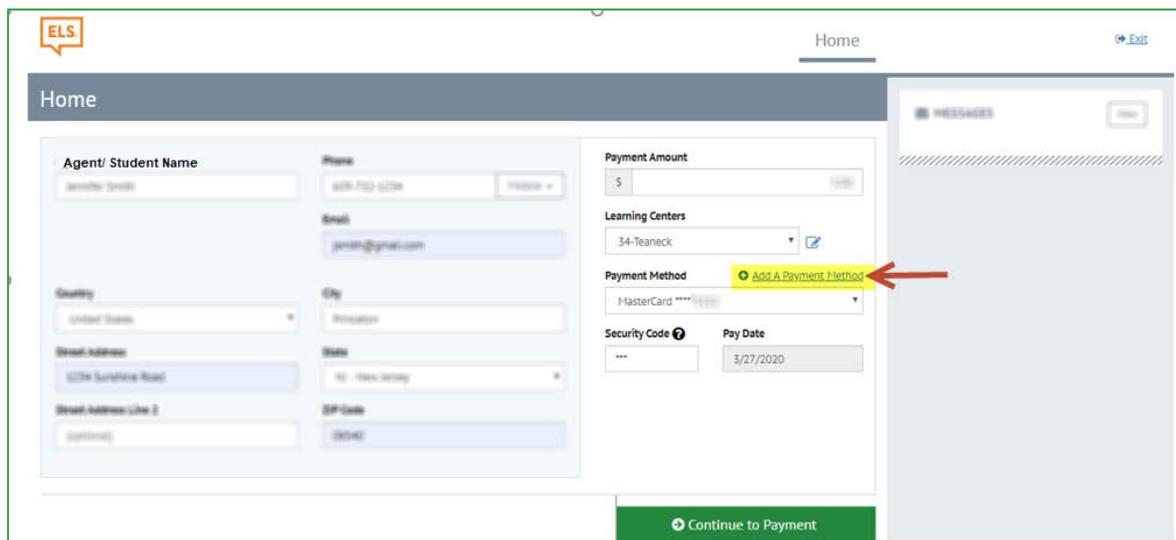

NOTE: If you have any questions about online payments please send an email to onlinepayments@els.edu and include your Student ID in the email.

To see the **Reason for Payment** list, click on the View button (highlighted below) in the Messages section on the upper right-hand corner of the page.
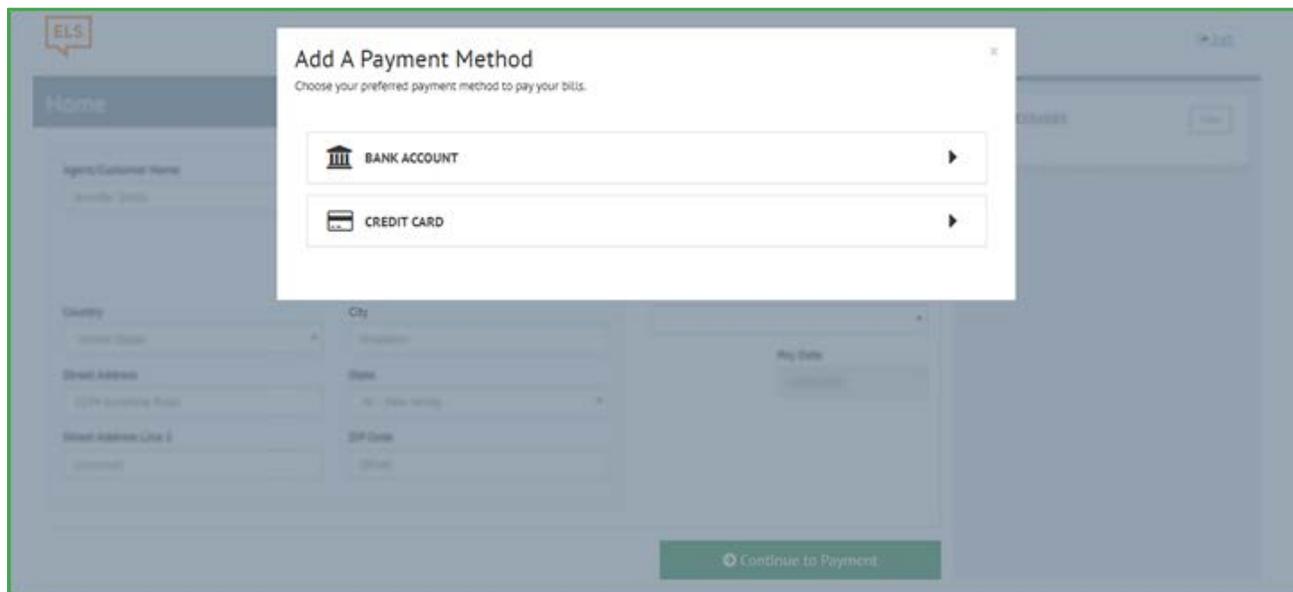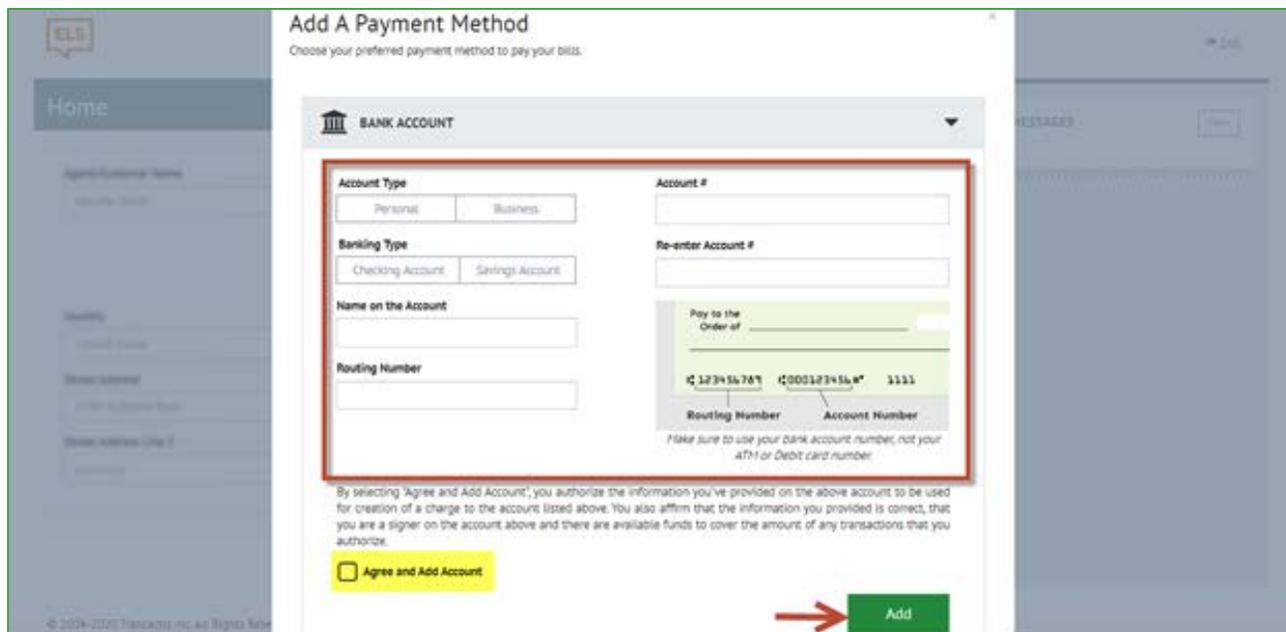

5)   Next, Click *Add a Payment Method.*

6) Choose your payment method.

If you are paying by Credit Card, enter your credit card information, click the Agree and Add Account checkbox, and then click the Add button. (Note: The site will accept Visa, MasterCard, American Express, and Discover/JCB cards.)

If you are paying with a Bank Account, enter your account information, click the Agree and Add Account checkbox, and then click the Add button. (Note: You can only add a Bank Account if your account has a 9-digit U.S. ABA Routing Number.)

7) Your payment method is now added, click **Continue to Payment**.

8) Review all the information on this page and check the box, by checking this box you agree to the **Terms and Conditions** stated above. Once you have verified and checked the box, select **Make Payment**.