Middle Georgia State University
Student Tuition/Fees Online Payment Guide

The following is a guide for online payments with steps 1-10. Please call the Bursar’s Office at 478.471.2705 with any questions.

1. Navigate to the Middle Georgia State University homepage: www.mga.edu
2. On the right hand-side, under ‘Menu’ click on **Current Students**

3. Towards the bottom left, click on **SWORDS**...
4. Proceed to log in to SWORDS by clicking on ‘SWORDS Login’

5. Follow instruction available to login

User Login

There are two methods for logging into SWORDS:

1. Enter your email username (ex: trey.davis) and your email password.
   Note: You must activate your email address before it can be used for login.
   Click Here for Activation Instructions

2. Enter your Middle GA State ID (begins with 983) as the username along with your 6-digit PIN as the password.
   Note: Your PIN is originally set to your 6-digit birthday (MMDDYY).

If you have problems logging in:
For Macon and Warner Robins students, please call the Technical Assistance Center (TAC) at 471-2023.
For Cochran, Eastman, and Dublin students, please contact the helpdesk at 478-934-3319.
You can also go to the helpdesk link at http://help.mga.edu

Username: __________________________
Password: __________________________

Click Here for Help with Login?

6. Welcome to SWORDS!
   Where do I go? Click on the ‘Student’ tab.
7. Look for the link that says “Pay Now”
8. You should be at the ePayment page, follow steps (1-6) above if needed to return to this page.

<table>
<thead>
<tr>
<th>Your Account</th>
<th>Your Bills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>This information is accurate up to</strong></td>
<td><strong>View All</strong></td>
</tr>
<tr>
<td>Tue 07-Jul-2015 12:24:36</td>
<td>There are currently no bills for your account.</td>
</tr>
<tr>
<td><strong>Previous Term Balance</strong> $0.00</td>
<td><strong>Saved Accounts</strong></td>
</tr>
<tr>
<td><strong>Current Term Balance</strong> $0.00</td>
<td><strong>Add New</strong></td>
</tr>
<tr>
<td><strong>Future Term Balance</strong> $0.00</td>
<td>You have no saved payment methods.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your Recent Payments</th>
<th>Account Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View All</strong></td>
<td><strong>SMS Alert Setup</strong></td>
</tr>
<tr>
<td>You have no recent payments.</td>
<td></td>
</tr>
</tbody>
</table>

**Click on “Make a Payment”**

**MyKnightCard.com**
Access MyKnightCard.com

**Authorized Payers**
Add New
9. Charges Summary, select what you wish to pay.

Pay close attention to instructions below!!!
10. Choose your payment method…
1. Credit card – Subjected to convenience fee. For more info go to step 10a
2. Electronic Check – No convenience fee, need full checking account information, bank routing number, bank name, etc. For more info go to step 10b
3. OneAccount – No convenience fee. Using your HigherOne account.
   (For instructions on how to set it up, look at step# 7 and 7a.

   *** All electronic payments can take up to 5 business days to clear ***
10.a. Payment Method Selected: *Credit Card*

You must acknowledge the terms and conditions after keying card information…

You'll have a chance to review this order before it's final.

(You'll have a chance to review this order before it's final.)

Continue Checkout

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This site is owned and operated by Higher One, Inc.

If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of $0.03.

This charge is assessed by Higher One, Inc. Service charges are included in your transaction and are paid directly to Higher One, Inc. Service Charges are non-refundable.

* I acknowledge that I have read and accept the terms and conditions of the Higher One, Inc. User Agreement and I understand that my transaction includes a non-refundable service charge of $0.03 for the use of CASHNet® SmartPay.

Review Charges  Cancel My Transaction  Continue Checkout
Confirm your information when paying with a credit card

<table>
<thead>
<tr>
<th>Payment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Number:</td>
</tr>
<tr>
<td>Expiration Date:</td>
</tr>
<tr>
<td>Cardholder Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State/Province/Region:</td>
</tr>
<tr>
<td>Zip/Postal Code:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
</tbody>
</table>

Click Here

Please Note!!!

You will receive an email confirmation of your payment.
10.b. Payment Method Selected: *Electronic Check*

Please have the information requested available. Please verify the information entered.

Confirm your information when paying with an Electronic Check.

Payment Information:

- Email Address: XXXX2242
- Account Type: Checking
- Routing Transit Number: 121000248
- Bank: WELLS FARGO BANK, NA, MINNEAPOLIS, MN
- Account Holder Name: Jaa A. Student

Click the **Submit Payment** button only once. Clicking more than once could result in duplicate payments.

You will receive an email confirmation of your payment.