Instructions for Online Payments
(for paying off the account balance)

1. Know your account balance or the amount you want to pay. If you don’t know, please access your account balance online. Instructions are below on how to access your account balance through MyDrury.

2. Go to the Drury home page www.drury.edu

3. Click on My DRURY which is located at the top of the homepage.

4. A security pop-up may appear regarding secure and non-secure items. Please answer yes to the pop-up.

5. Click on Online Payments which is on the left hand side of the webpage.

6. Click on Drury University Online Payments which is in the middle of the webpage.

7. Click the link below the box that says: Click here to login if you know the Drury ID but do not have the Password.

8. Enter Student ID# and last name. Click “Login.”

9. Payment to Account ➜ Click here for student tuition/fee payments
    Drury Debit Dollars Program Payment ➜ Click here to add money to your student id card

10. Enter the Payment Amount. Click on “Add to Payment Cart.”

11. Click on “Checkout.”

12. Enter new credit card information

13. Enter new electronic check information

14. An itemization of your transaction will appear for your review. Click “submit payment” to complete your transaction.
15. A “Transaction Approved” page will appear when your transaction is complete. If you wish to print a receipt, you may do so by clicking “View Printable Receipt” at the bottom left side of the page.

16. Click “sign out” when you are finished.

**Accessing Your Account Balance Online**

1. Go to the Drury homepage: [www.drury.edu](http://www.drury.edu)
2. At the top of the page, click the icon labeled MyDrury.
3. Log in to your MyDrury account. If you do not know your user name and password, you will need to contact the Help Desk at (417) 873-7300.
4. Select the tab that is labeled “Student.”
5. On the left side of the screen, select the “My Account Info” link.
6. From this point, you have two options:
   a. Clicking My Account Balances will show the amount that is currently due. If you click on that number, you will be able to view your entire account history at Drury.
   b. Clicking Course and Fee Statement will generate a statement for the current semester.