HOW TO MAKE A SEMESTER PAYMENT

If your school is set up for online payments, ATI makes it easy for you to make semester payments on the ATI Web site.

To make a semester payment, sign on to www.atitesting.com with your account’s Username and Password.

At the student home page on the top menu bar, click the Account link and then click the My Purchases & Payments tab. A screen providing access to your Semester Payments and Order History displays.

If you do not see the Semester Payments tab, make sure that you have selected the correct institution for your account.

On the My Profile tab under the Institution Info, click Edit, select your institution from the drop-down list, and then click Save.

The amount due, a Payment Code, and Class Code is provided by your institution in a payment memo. On the Semester Payments tab, enter the Payment Code and Class Code in the text boxes and then click Submit. A screen containing your Class Information displays.

Verify your Class information.
- If the information is incorrect, contact your instructor for the correct Payment Code and Class information.
- If the information is correct, click Continue to view your Purchase Details.
Verify your Billing Address information, making sure that all fields marked with a red asterisk * contain current information.

If you have a Payment or Coupon Code, enter it and click APPLY. Your Discount will display and the Total due will be adjusted accordingly.

When you are finished reviewing the Purchase Details, click CONTINUE.

Since no product is being physically shipped, the Billing Address and Shipping Address are the same.

Make sure that your e-mail address is entered.

Verify your Billing Address information, making sure that all fields marked with a red asterisk * contain current information.

When you are finished reviewing your Address Information, click CONTINUE.
Enter your 16-digit Credit Card Number, select your card’s Expiration Date, and enter the 3-digit security code on the back of the card.

Remember that ATI does not offer refunds or credits, and that your purchase is final, so double-check all of the purchase information on the page.

If all the information on the page is correct, click Submit Order to make your semester payment.

If your payment is successful, the Order Summary page displays, giving you the opportunity to print a receipt.

The details of your payment are sent to you in an e-mail.
You can view the details of your purchase at any time. In your account, on the MY PURCHASES & PAYMENTS tab, your purchase is listed in the Purchase History section. Click the Order # to open the Order Details window for that particular purchase.

When you are finished viewing the details of your purchase, click CLOSE to return to MY PURCHASES & PAYMENTS.