

### TO PAY USING A DEBIT OR CREDIT CARD

Go to a personal computer that has a printer.

On-line got to [www.HugWebStore.com](http://www.HugWebStore.com)

USERNAME – xxxxxxxx your student's ID number goes here

PASSWORD – in lowercase the student's first letter of their first name and all of their last name with no spaces. The exceptions would be if they have a hyphenated name, put the hyphen in or a space between two last names, put the space in. Remember it takes the whole last name.

PAY DEBTS button will appear to pay old fees, new fees you need to locate and purchase. This needs to be done in two transactions. Please print your receipts for your files.

There is a 3.2% convenience fee that is charged by the company that is processing your payment.

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