HOW TO GET PROOF OF PAID "STUDENT BODY FEE"

FOR FOOTHILL STUDENTS

- 1. Log in to MyPortal
- 2. Locate Bill Payment and then click Pay Now



3. A new window will pop up. Click Pay Now

≡	MyPortal							
Bill F	Bill Payment							
	Student Account							
	Bill Payment View your account, make payment, request refund, or signup for an installment plan. Account Balance: \$ 0.00 PAY NOW REFUND REQUEST							

4. Click View Activity

View Account:	
Balance	\$0.00
	View Activity Make Payment

5. Choose the **current quarter** and then click **PDF**. Download it and email it to <u>dentalhygieneclinic@foothill.edu</u>

Account Act	tivity				Expand All	Print	Excel	PD
ter activity by	Full account activity	~	View Activity					
Foothill Account E	Balance						\$0	0.00
✤ Foothill Fall 2	024						\$0.	00
Print Excel PDF								
					Search:			
Description 🎵		Code ↓↑	Date↓	Charges ↓î	Credits/Ant	icipated	Credits	1
FH Payment - Web Ci	redit Card	9050	9/28/24				\$31.0	00
FH Enrollment Fee		3001	9/28/24	\$31.00				
					Total Charges:		\$31.0)0
				Total Credits/Ar	nticipated Credits:		\$31.0)0
					Term Balance:		\$0.00	

6. Sample

Foothill Account - Foothill Fall 2024 - Account Activity

Description	Code	Date	Charges	Credits/ Anticipated Credits	
FH Fin Aid BankMobile Refund	5600	9/24/24	\$1,233.00	-	
Foothill Pell Grant	FPEL	9/23/24		\$1,233.00	
FH Payment - Web Credit Card	9050	9/4/24		\$1,011.75	
FH VTA SmartPass	1514	8/1/24	\$7.75	-	
FH Student Representation Fee	5550	8/1/24	\$2.00		
FH Health Service Fee	5530	8/1/24	\$20.00		
FH Enrollment Fee UDC-BDH	3003	8/1/24	\$952.00	-	
FH CCPG C	FBGC	8/1/24	-	\$527.00	
FH Student Body Fee	5500	8/1/24	\$10.00		
FH Enrollment Fee	3001	8/1/24	\$527.00		
FH Campus Center Use Fee- \$20	5525	8/1/24	\$20.00	-	
Total Charges:				\$2,771.75	
Total Credits/Anticipated Cred	\$2,771.75				
Term Balance:	\$0.00				