Viewing Statements Online in Records

1. Log into the Sage Hill Portal
   https://shs.onelogin.com

2. Click on “Records”

3. Under the “My Accounts” heading click “Statements”
   Here you will see your current statement. If you have multiple students use the drop down on the left switch between students.

4. **To pay online**
   Click on “Pay Online” on the right hand side of the page
   This page will show your student(s) balance for Tuition and Incidentals
   Under Payment, input the amount due
   If you have multiple students repeat the process for each student
   On the bottom right of the page you will see your total payments
   When you are ready to complete the payment click on “Next” on the bottom left of the page
   Click on “Paying By eCheck”
   Input your bank account information
   Once you have verified your information click on “Proceed to Payment Confirmation”

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