After you have created your account, go to your home page. Click on the “Credentials and Purchase CAS” Button.
You will be navigated to a new page. Scroll to the bottom of the page and click **Pay for CAS**. Paying for CAS enables you to be able to print off your transcript.

You will be redirected to the **Credentials** page and the fee to pay to CAS will be added to your **Shopping Cart**. Please click **Shopping Cart** to pay the fee.
You will be redirected to the **Shopping Cart** page. Make sure everything is correct on the page then click **Checkout**.

You will be redirected to a Disclosure page. Click **Continue** to proceed to checkout.

**Electronic Payment Processing Disclosure**

**Total Amount**

The following amount will be charged to your credit card: **$195.00**

Electronic payment information will be entered on the next screen.

LSAC does not process or store credit card numbers. Once you click **Continue**, you will be directed to a secure third-party processing site to complete the electronic payment transaction. You will not be able to use the Back button on your browser to cancel this transaction.
You will be redirected to the page where you enter your personal information and credit card details. Please fill out the information correctly and click **Pay LSAC**.
Then you will be redirected to the home page once you pay. One on the home page click **Credentials**.
Add each school you have ever received college credit for (excluding only AP courses). That includes BYU, junior colleges, dual-enrollment, institute classes, Tom & Joe’s Vocational Training School, etc. Click Add Institution to do so.
Fill out all the information the best you can. Click Submit. If you can’t find your major, put “Other– Area Not Listed”
On your transcripts page, you should have all of your schools listed like below. Click on Transcript Request Form.

It will open a PDF that looks like this. This is the Transcript Request Form. Print it, and take it to the Records Office (B-150 ASB).

Still running into trouble? Come to 3328 WSC or call us at 801-422-2318 and we can help you work it out!