1. On the main page of SOLUS, click on the 'other academic...' dropdown box and select 'Transcript: Request Official'. Click the go button.

2. Select all the options and fill in required shipping information.
3. Confirm all address information is correct, then when you are ready to proceed, click 'Process Request' to be taken to the payment processing page.

4. Fill in your payment details then click "Pay with your Credit Card" to finalize the transaction.