

# Bill Payment Overview for Authorized Users

When you access Bill Payment you will see the Home page where you can view, manage, and make payments on your student's account. Here's a quick overview of what you can do when you're here.

The screenshot shows the 'BILL PAYMENT' interface for Texas A&M University. At the top, there is a navigation bar with 'My Account', 'Make Payment', 'Payment Plans', and 'Help'. The user is logged in as 'Susie Phillips' and the student account is 'Susan Student'. A 'Select Student' link is also present.

**Announcement:** Welcome to Texas A&M University's Bill Payment Suite. The Summer 2017 term will be available to view on May 17, 2017 if you have registered for this term. Summer 2017 statements will be available beginning May 25, 2017. Balances are due June 13, 2017. An installment plan is available through June 19, 2017 with due dates of June 13 and July 18.

**Alert:** Electronic check transactions have been restricted on this account.

**Student Account:** ID: xxxxx0680. Balance: \$5,200.00. Buttons: Make Payment, View Activity, Enroll in Payment Plan.

**Statements:** Your latest eBill Statement Statement (6/1/17) - \$5,000.00. Button: View.

**My Profile Setup:** Personal Profile, My Payment Profile, Notifications.

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## Home page

Your Bill Payment Home page is a summary of your student's account, where you can:

- See important announcements and alerts
- View your student's current account balance
- Make payments
- If access has been granted, view account activity detail
- Enroll in the payment plan
- If access has been granted, view account statements
- Find links to important profile setup features

## Account Overview

- 1) **Announcement** – See the Announcement area for information about the current term billing and due dates.
- 2) **Account Alerts** – Watch this space for important messages about your student’s account.
- 3) **Student Account**
  - Balance** – The total balance your student owes.
  - Make Payment** – Follow this link to make a payment on your student’s account.
  - View Activity** – If access has been granted, see the transaction detail of charges and payments for your student’s account.
  - Enroll in Payment Plan** – If a payment plan is available for the term you can enroll in the plan.
- 4) **Statements** – If access has been granted, your student’s latest billing statement will be listed here. Click the statement description to view the details and to access previous billing statements.

**Announcement**

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<b>Student Account</b>	ID: xxxxx0680
Balance	\$5,200.00
<a href="#">Make Payment</a>	<a href="#">View Activity</a> <a href="#">Enroll in Payment Plan</a>

<b>Statements</b>	
Your latest eBill Statement Statement (6/1/17) - \$5,000.00	<a href="#">View</a>

**My Profile Setup**

- Personal Profile **1**
- My Payment Profile **2**
- Notifications **3**

## My Profile Setup

Access these setup options to authorize users, make payments easier and opt in to notifications.

- 1) Personal Profile** – View your profile information with access to change your password.
- 2) My Payment Profile** – Add a payment method to your account to speed your way through future payments.
- 3) Notifications** – Add a mobile number to your account to get text notifications and updates about your student’s account.

## Menu and Navigation

### 1) My Account

- Current Activity** – If authorized, all of the charges and payments for your student’s account
- Statements** – If authorized, all of your student’s billing statements, with an option to view and print
- Account Payment** – Any payments that are scheduled for a future date
- Payment History** – Any payments that have already been made

2) **Make Payment** – Make a full or partial payment against your student’s account balance.

3) **Payment Plans** –View your current payment plan, or enroll in a plan to pay your balance over time.

4) **Help** – See your options for finding help with questions about your Student Account.

5) **Select Student** – This option will be available if you are an authorized user for more than one student account. It will allow you to switch between the student accounts.