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.

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, payment plan installments and scheduled payments
- 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
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 the account.

3) **Student Account**
   
   **Balance** – The total balance owed.
   
   **View Activity** – See the transaction detail of charges and payments for the account.
   
   **Enroll in Payment Plan** – If a payment plan is available for the term you can enroll in the plan.
   
   **Make Payment** – Follow this link to make a payment on the account.

4) **Payment Plans** – View the payment plans that the student is currently enrolled in.

5) **Scheduled Payments** – View scheduled payments. The **Action** button will allow you to view or make changes to the scheduled payments.

6) **Statements** – The latest billing statement will be listed here. Click **View** to open the statement or click on the description to access the current statement as well as previous statements.
Access these setup options to view your profile information, 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
   - **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 the current payment plan, or enroll in a plan to pay the balance over time.

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