How to Use E-Bill and E-Pay

This tutorial covers how to view your online statement (e-Bill) and how to make an electronic payment (e-Pay) through the AU Online Student Accounts Center.
To access the Online Student Accounts Center, select WebAdvisor at the bottom of the AU home page, then select “Make A Payment.”
Students login with your WebAdvisor/AU student email user name and password. Authorized Users will be emailed a temporary password to use for the first login.
Once you log in, you will be in the Online Student Account Center. You may navigate via the tabs at the top or the text links.

Welcome Super A Student!

This is the place to manage your student account activity. Here you can view your bills, make payments, enroll in a payment plan, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site.

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**Current Account Status:**

Your current account balance, including **recent account activity**, is **$8,150.00**.

You can also view transactions and pay balances from **previous terms**.

Note - this amount does not include any pending financial aid.

**e-Bills:**

Your latest bill for Student Account was posted on 09/29/2006.

<table>
<thead>
<tr>
<th>ACCOUNT TYPE</th>
<th>STATEMENT DATE</th>
<th>AMOUNT</th>
<th>Make a Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Account</td>
<td>09/29/2006</td>
<td>$-855.22</td>
<td></td>
</tr>
</tbody>
</table>

**Recent Payments/Credits:**

A credit was posted on 07/14/2006 for $2.00. To view all payments that have been made, go to **Payment History** (located under the Payments tab). Items shown below include the most recent credits applied to your account.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PAYMENT DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid On Acct E-Pay Credit Card</td>
<td>07/14/2006</td>
<td>$2.00</td>
</tr>
<tr>
<td>Paid On Acct E-Pay ACH</td>
<td>07/13/2006</td>
<td>$2.00</td>
</tr>
<tr>
<td>Paid On Acct E-Pay Credit Card</td>
<td>07/13/2006</td>
<td>$7.26</td>
</tr>
</tbody>
</table>

**Payment Plans:**

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Select the EBills tab to view your EBill

Select EBills tab

Use drop down box to view other stored statements
## Ebill Statement

**Aurora University**

**Student Accounts Office**

347 S. Gladstone Ave,

Aurora, IL 60505

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**Super A. Student**

Aurora University

Aurora, IL 60505

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**Statement Date:** 08-28-2006
**Total Credit Balance:** $8,855.22
**Due Date:** 09-17-2006

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### Current Charges and Payments

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Description</th>
<th>Charges</th>
<th>Credits &amp; Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>08.01.2006</td>
<td>OGRA</td>
<td>Accident Insurance Charge</td>
<td>55.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Activity Fee</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuition undergrad 12-17 Cr Hr</td>
<td>8046.00</td>
<td></td>
</tr>
</tbody>
</table>

**CURRENT CHARGES AND PAYMENTS:** $8,160.00  $0.00

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### Projected Financial Aid

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>IL MAP Grant (Est)</td>
<td>4,306.00</td>
</tr>
<tr>
<td>Aurora University Grant</td>
<td>1,000.00</td>
</tr>
<tr>
<td>EFT Sub Stafford</td>
<td>2,047.22</td>
</tr>
</tbody>
</table>

**PROJECTED FINANCIAL AID:** $8,315.22

**Totals:** $8,160.00  $8,315.22

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**Previous Balance:** $0.00
**Current Charges:** $8,160.00
**Current Credits & Payments:** $9,015.22
**Total Credit Balance:** $-865.22

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This is your current Fall Semester Statement.
Payment for Fall Semester is due AUGUST 17, 2006.
You may either pay your bill online by selecting the Payment tab, or you may print this statement and mail it along with your payment to:

Aurora University

Attn: Student Accounts
To pay your balance online, select the Payments Tab and then select the Pay text link. Note that this example shows a credit balance, however steps are the same.
Follow the prompts to complete payment. You may save pay methods for future use.

Select Payment Method from drop-down box
Enter credit card or banking information

Select this box to save payment method
Enter payment information: amount, term, and date. Memo is optional.

Do NOT enter $ or comma

Verify Term is correct

You may change date to schedule payment for future date
If making payment by ACH transaction, you must electronically sign this agreement.

Your signature will be the last 4 digits of your Student ID Number.

This is not your SSN!
Verify payment information

**STUDENT: SUPER A STUDENT**

<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>STATEMENT DATE</th>
<th>DUE DATE</th>
<th>STATEMENT AMOUNT</th>
<th>TOTAL BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Account</td>
<td>09/28/2006</td>
<td>09/17/2006</td>
<td>$-855.22</td>
<td>$8,150.00</td>
</tr>
</tbody>
</table>

*Total balance includes activity since your last statement, including recent payments and new charges*

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**Step 1: Select a Payment Method**  
**Step 2: Payment Options**  
**Step 3: Payment Confirmation**

<table>
<thead>
<tr>
<th>PAYMENT METHOD</th>
<th>PAYMENT OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALESMAN</td>
<td></td>
</tr>
</tbody>
</table>

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**PAYMENT METHOD:** SuperCard  
**ACCOUNT NUMBER:** 0000000005454  
**EXPIRATION DATE:** 10/10  
**PAYMENT DATE:** 01/02/2007  
**PAYMENT AMOUNT:** $500.00

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**MEMO:**

**TERM SELECTED:** Spring 07  
**CHANGE THESE VALUES**

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**Cancel**  
**Schedule Payment**
If your scheduled payment completed successfully, you will see this screen. You will also receive an email confirmation.

Thank you, your payment has been scheduled for 01/02/2007

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Statement Date</th>
<th>Statement Amount</th>
<th>Total Balance</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Account Statement</td>
<td>09/28/2006</td>
<td>$865.22</td>
<td>$0,150.00</td>
<td>Pay</td>
</tr>
</tbody>
</table>

*Total balance includes activity since your last statement, including recent payments and new charges.

<table>
<thead>
<tr>
<th>Payment Description</th>
<th>Payer</th>
<th>Payment Date</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Account -- Payment Scheduled</td>
<td>Super A Student</td>
<td>01/02/2007</td>
<td>$500.00</td>
<td>Edit</td>
</tr>
</tbody>
</table>
Monthly Payment Plans

- Select the Payment Plans tab to enroll in the monthly payment plan
- Select “Sign Up For a New Payment Plan”
Monthly Payment Plans (con’t)

- The first screen explains the terms
- Select continue
- Regular Semester Students:
  - 2 5-month plans per year
- Grad. Education Cohort Students
  - 3 4-month plans per year
Monthly Payment Plan – Step 2

- This screen will show the total of all charges and credits on account.
- Select “Display Payment Schedule” to continue.
Monthly Payment Plans – Step 2

- The next screen will display your payment schedule and allow you to schedule your payments.
- Select the appropriate choice, this example will schedule payments.
- Click continue.
Monthly Payment Plans – Step 3

- Select desired pay method from the drop down box
- Click continue
Monthly Payment Plan – Step 4

- You must electronically sign the agreement form to complete enrollment.
- Enter the last 4 digits of your Student ID number. This is NOT your SSN.
- Click “I agree” to continue.
Monthly Payment Plan – Completed

- This shows the successful enrollment.
- If you scheduled your future payments, you may now select the “Payments” tab to see those payments.
Authorized Users – If you would like to grant permission to others (parents, spouses, etc.), you may set them up as an Authorized User.

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

You don't currently have any Authorized Users.

Select this button – Add an Authorized User
Enter valid email address of Authorized User

Make desired selections for authorization

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.
I hereby authorize Aurora University to grant supermom@hotmail.com full access to my accounts, including ability to view all monthly statements, and/or make payments accordingly. My payment methods, credit information, will remain confidential and hidden from all other users. I understand that by entering the last 4 digits of my student ID number, ensuring that all my accounts are paid on time and in full.

This agreement is dated Thursday, September 28, 2006. For fraud detection purposes, your internet address has been logged 64.107.89.225 at 09/28/2006 04:02:58 CDT.

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please enter the last four digits of your Student ID number in this field and press the "I Agree" button to continue.

THIS IS NOT YOUR SSN!
My Profiles: You may set up an additional email address to receive email messages from the Online Student Accounts Center.

PERSONAL PROFILE

You may update your personal profile and preferences here. If you choose to enter a secondary e-mail address (in addition to your school-assigned address), e-mails generated by this system will be sent to both addresses. You will receive a notification when a new billing statement is posted to your account. If you wish to provide a parent or guardian access to your account information, or allow them to enroll in a payment plan, please click the "Authorized Users" tab.

<table>
<thead>
<tr>
<th>STUDENT ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>0177620</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FULL NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Super A Student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:estudent@aurora.edu">estudent@aurora.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALTERNATE E-MAIL ADDRESS</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Send me a reminder e-mail ___ days before a payment plan installment is due.

Please Note: Reminder e-mails are NOT sent for installments that have been scheduled for payment.

Save Changes
Conclusion

• This completes our online tutorial
• If you need further assistance please contact one of the following:
  – For problems making your payment: Student Accounts Office at 630-844-5470 or email student.accts@aurora.edu
  – For problems with your user name or password: Information Services at ishelp@aurora.edu
  – Graduate Education Cohorts: Fiscal Services Clerk at 630-844-5456

Thank you for using the Aurora University Online Student Accounts Center