PAYMENT PORTAL INSTRUCTION GUIDE

EBILL FEATURES

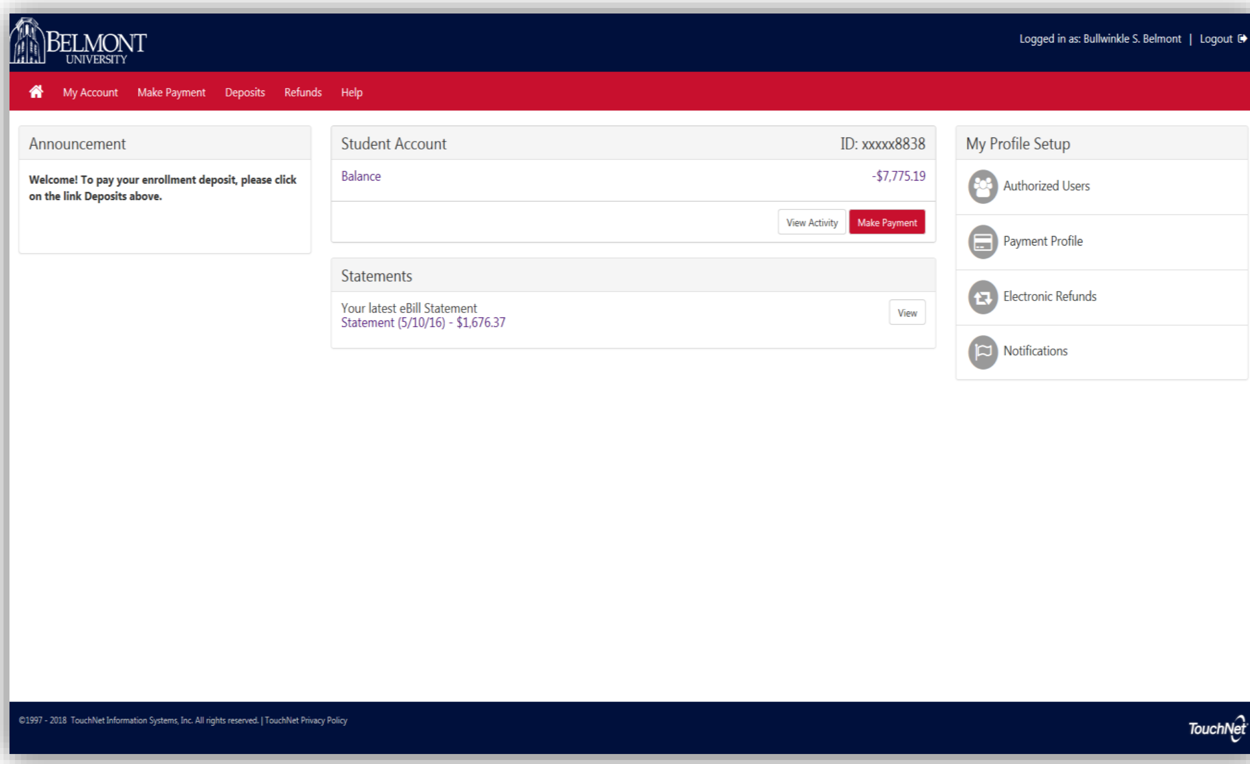
- Online payments by credit/debit card or ACH bank draft
- Quick access to view and print billing statement
- Ability to view payment history
- Notification by email of new electronic bill
- Option to store payment methods for quick and easy payment
- Unique log in for authorized user(s) (i.e. parents, grandparents, employers, etc.)

Logging In

Students log in through myBelmont account with their Belmont Id and password. Next, click on Make Payment under the Launchpad

- Students log into myBelmont account:
    - Click on Make Payment, red button

The Home Page



On the home page, students and authorized users see links for several different functions of the Bill Payment features

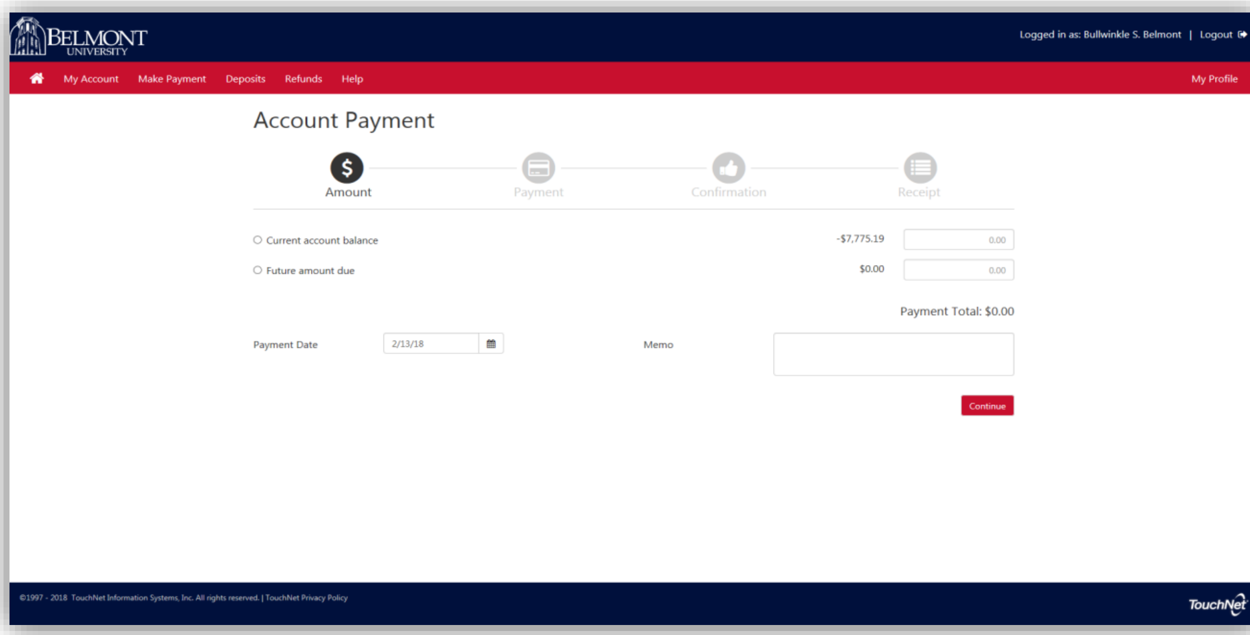
The above example shows what's displayed on the home page including announcements, current account status, statement information and my profile setup

My Account Tab

From the My Account tab, you may select Current Activity, Statements, Payment History or Consents and Agreements

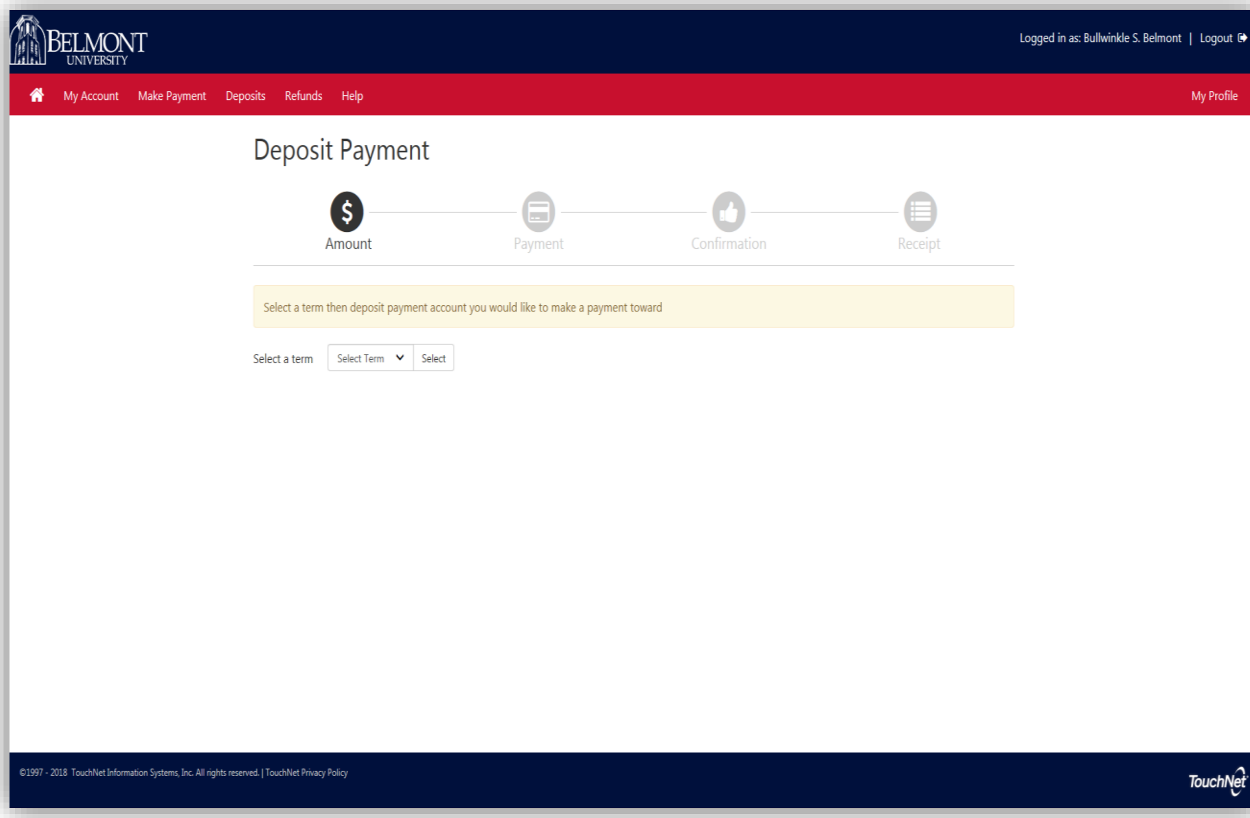
- Current Activity – displays your student account balance and a semester by semester balance breakdown
- Statements – provides the option to view any eStatement generated while enrolled at the University. You may also view your account activity by term
- Payment History – customizable reporting allows you to review your payment history
- Consents and Agreements – View and update preferences

Make Payment Tab



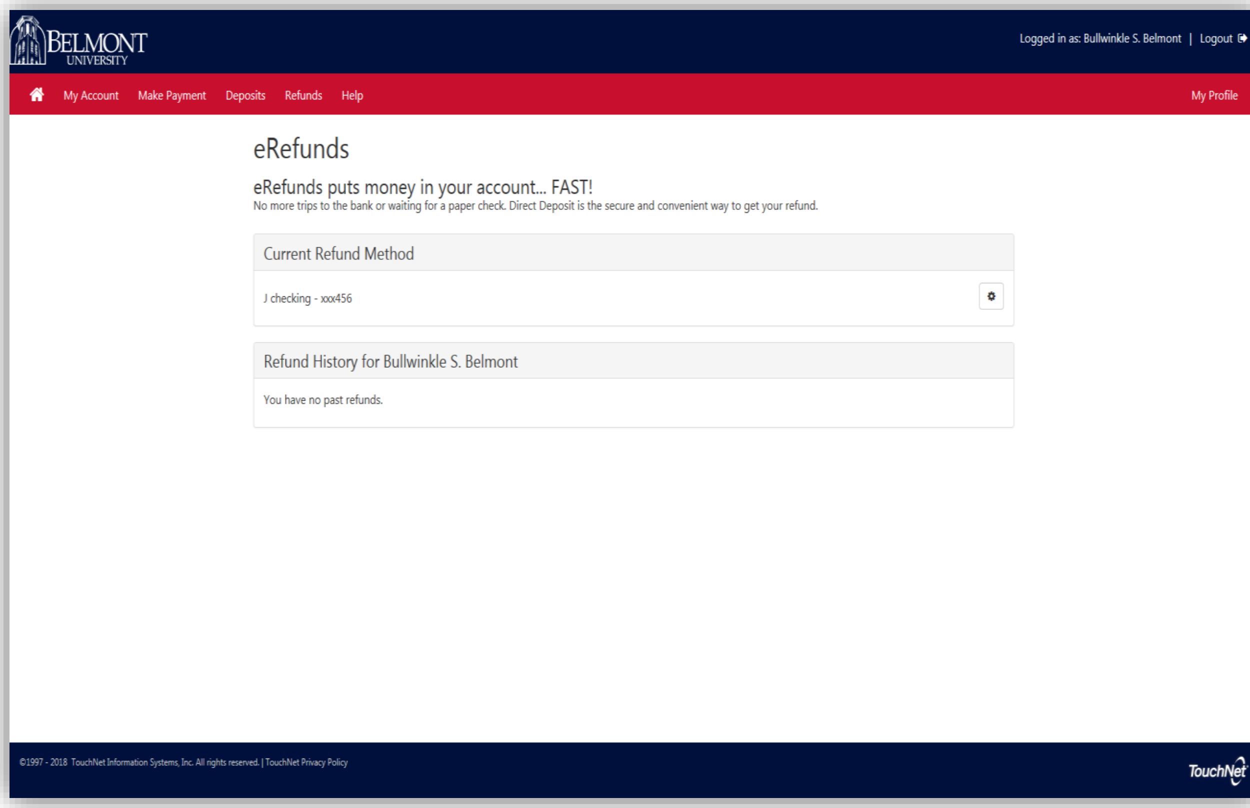
- The user will have two options for submitting a payment
- Current account balance – This amount reflects the total amount owed to the University (A negative sign represents a credit balance, which may be the result of overpayment, memoed financial aid or TMS)
- Future amount due – This is an amount with a future payment date. This field may be used for submitting a partial payment

Deposits Tab



- This feature allows the user to submit a term specific enrollment deposit for undergraduate or graduate

Refunds Tab

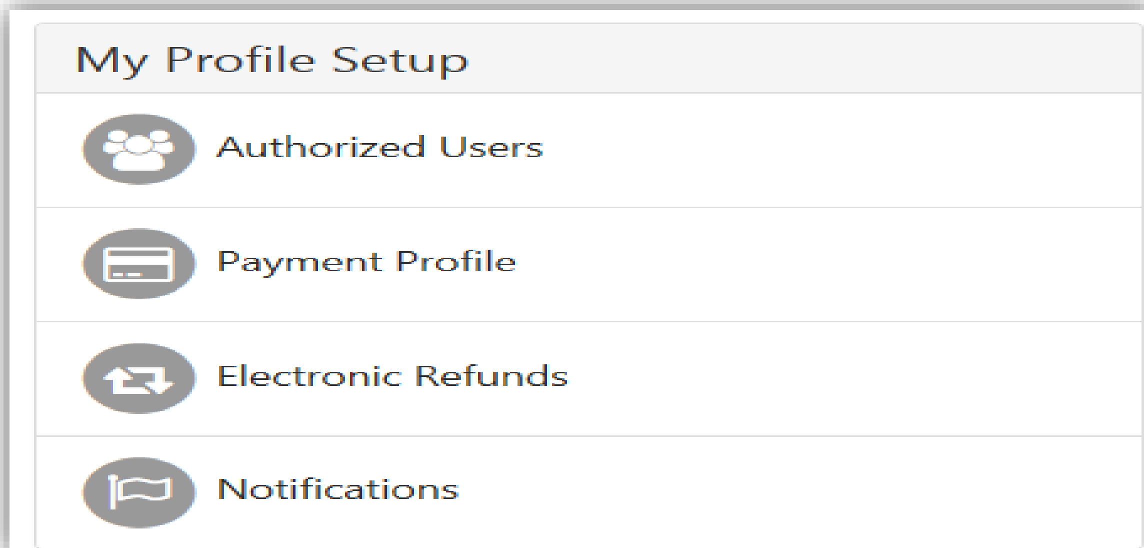


- This function allows the user to establish a direct deposit through a personal checking or saving account. In order to establish this account, you will need the account number and the financial institution's routing or ABA number. You may add, remove or update this account at any time.

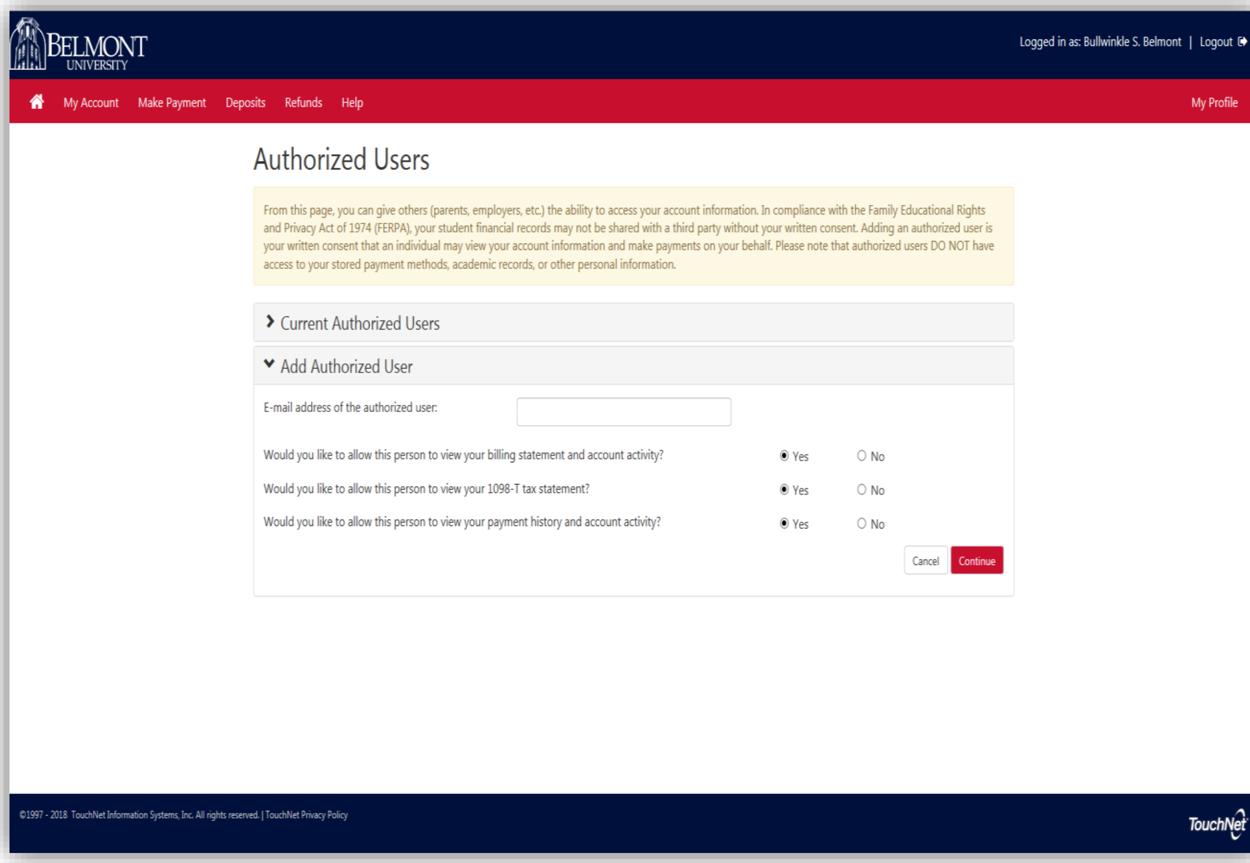
Help Tab

- This function allows the user to send the Office of Student Financial Services an email or view important information

My Profile Setup

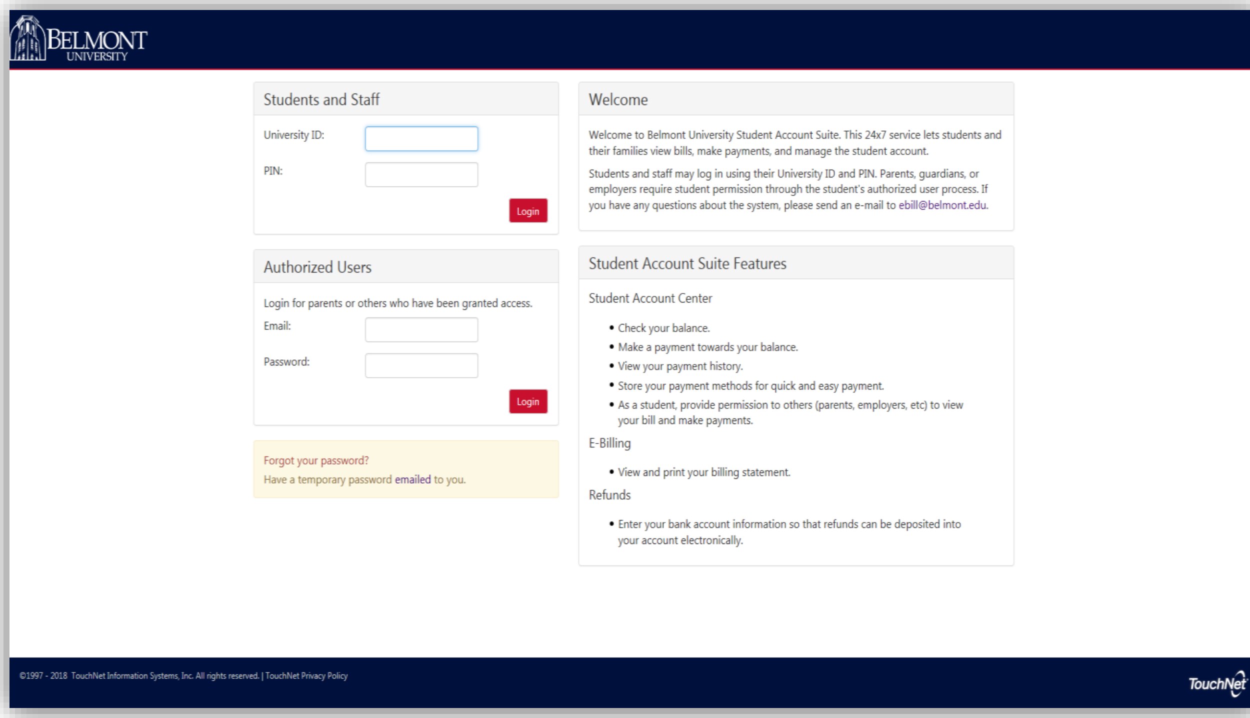


Authorized Users

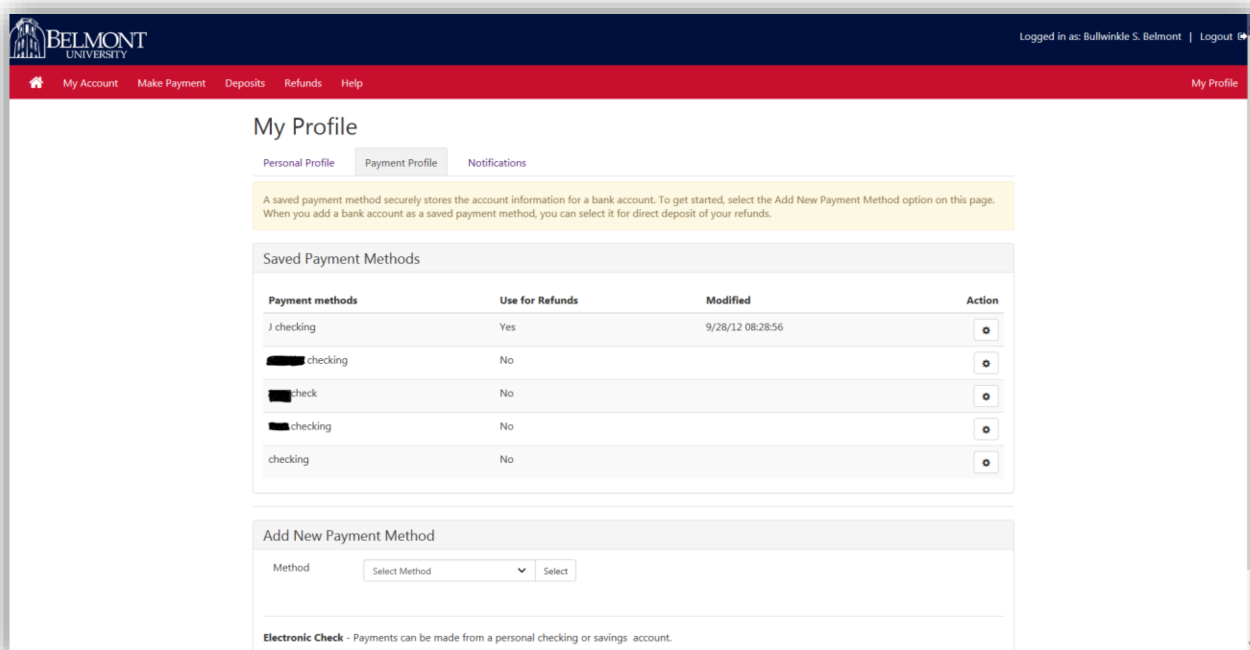


- Authorized Users – This function allows the student to grant access to parents, grandparents, employers, etc. The student may view or delete current authorized users. To add an authorized user, the student may enter the authorized user's email address and customize their viewing options.
- From the Home Page, click Authorized Users
- Click on Add Authorized User
- Select Viewing Options
- Click "Continue"
- Click "I Agree"
- Click "Print Agreement" to print a copy for your records or click "Continue" to finish the process
- Once the authorized user has been added by the student, the authorized user will receive an email with their password and instructions.
- Authorized users log in through https://epay.belmont.edu/C20420_tsa/web/login.jsp For your first login, use the e-mail address and password from the login instructions that were e-mailed to you. Immediately after the first login, the authorized user creates a new password to use for future logins.

Authorized User Login Home Page

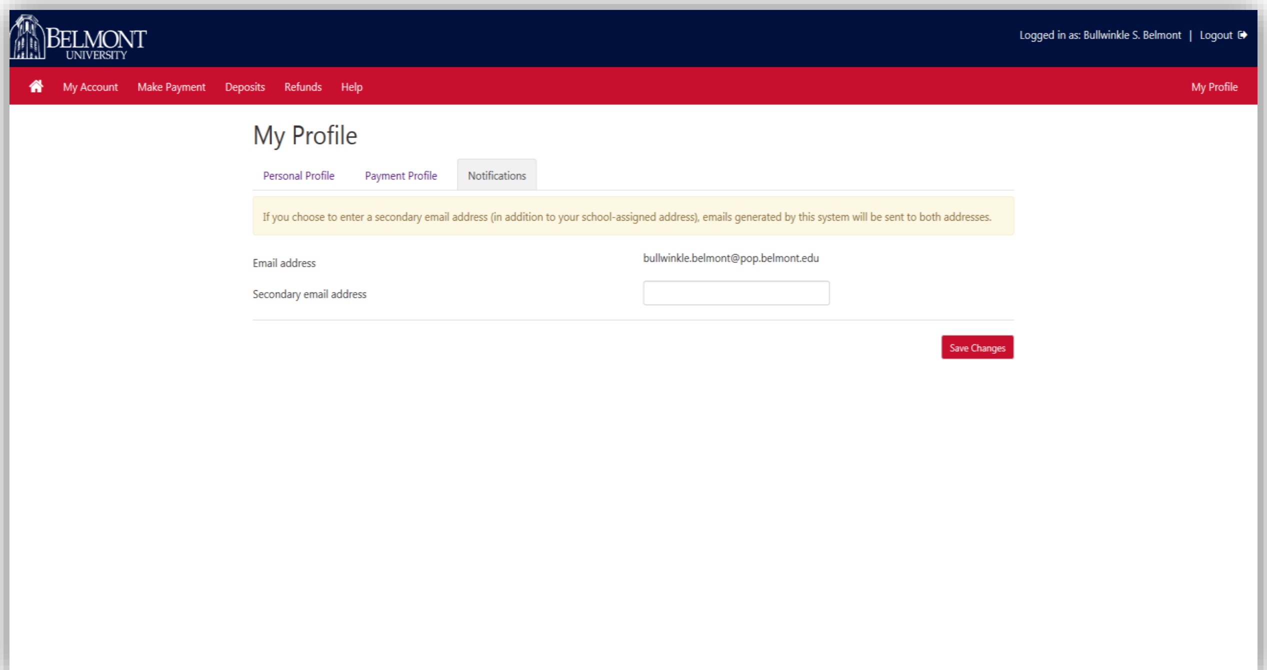


Payment Profile



- This feature allows the user to add a saved payment method and store each payment method for future use

Notifications



- This feature allows the user to add a secondary email address. Adding a second email address will allow the user to receive any electronic communication at an alternative address