

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

The screenshot displays the Belmont University Payment Portal home page. At the top left is the Belmont University logo. The top right corner shows the user is logged in as 'Bullwinkle S. Belmont' with a 'Logout' link. A red navigation bar contains links for 'My Account', 'Make Payment', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into three columns. The left column features an 'Announcement' box with a message about enrollment deposits. The middle column shows the 'Student Account' for ID: xxxxx8838, with a balance of -\$7,775.19 and buttons for 'View Activity' and 'Make Payment'. Below this is a 'Statements' section showing the latest eBill Statement for 5/10/16 with a balance of -\$1,676.37 and a 'View' button. The right column is titled 'My Profile Setup' and includes links for 'Authorized Users', 'Payment Profile', 'Electronic Refunds', and 'Notifications'. The footer contains copyright information for TouchNet Information Systems and the TouchNet logo.

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 screenshot shows the 'Account Payment' page on the Belmont University website. The page has a dark blue header with the Belmont University logo and navigation links: My Account, Make Payment, Deposits, Refunds, Help, and My Profile. The main content area is white and features a progress bar with four steps: Amount, Payment, Confirmation, and Receipt. Below the progress bar, there are two radio button options for payment amounts: 'Current account balance' with a value of -\$7,775.19 and 'Future amount due' with a value of \$0.00. Each option has a corresponding input field for a payment amount, both currently set to 0.00. The 'Payment Total' is displayed as \$0.00. There is a 'Payment Date' field with the value 2/13/18 and a calendar icon, and a 'Memo' field. A red 'Continue' button is located at the bottom right of the form. The footer contains copyright information for TouchNet Information Systems, Inc. and the TouchNet logo.

- 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

Belmont University

Logged in as: Bullwinkle S. Belmont | Logout

My Account Make Payment Deposits Refunds Help My Profile

Deposit Payment

Amount Payment Confirmation Receipt

Select a term then deposit payment account you would like to make a payment toward

Select a term

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TouchNet

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

Refunds Tab

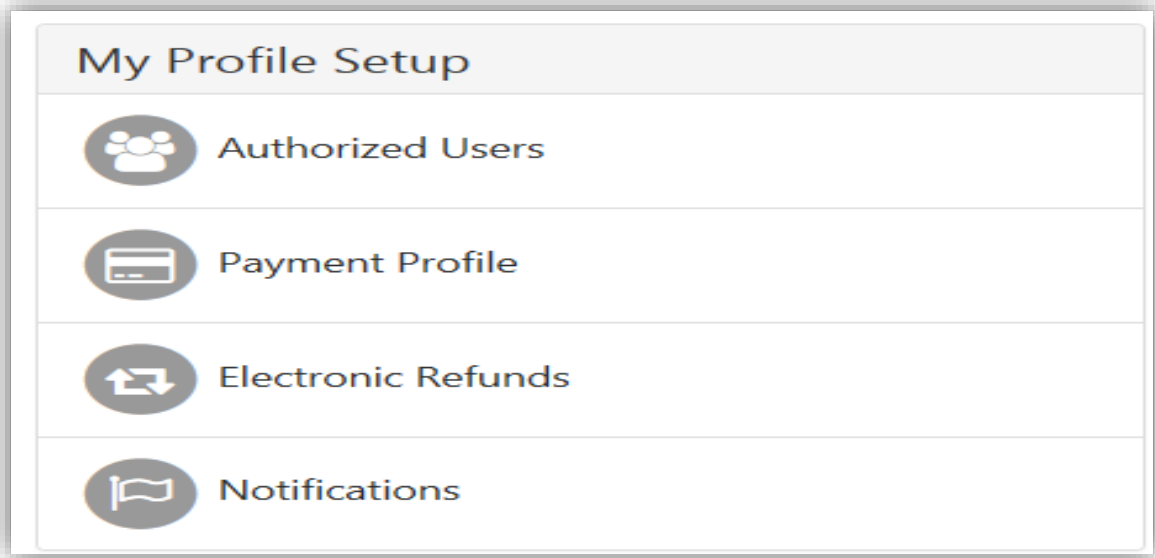
The screenshot shows the Belmont University eRefunds web interface. At the top left is the Belmont University logo. At the top right, it says "Logged in as: Bullwinkle S. Belmont | Logout". Below the logo is a navigation bar with "My Account", "Make Payment", "Deposits", "Refunds", and "Help". On the right side of the navigation bar is "My Profile". The main content area is titled "eRefunds" and includes the text "eRefunds puts money in your account... FAST!" and "No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund." Below this is a section titled "Current Refund Method" with a dropdown menu showing "J checking - xxx456" and a gear icon for settings. Underneath is a section titled "Refund History for Bullwinkle S. Belmont" which states "You have no past refunds." At the bottom left of the page is the copyright notice "©1997 - 2018 TouchNet Information Systems, Inc. All rights reserved. | TouchNet Privacy Policy" and at the bottom right is the TouchNet logo.

- 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.

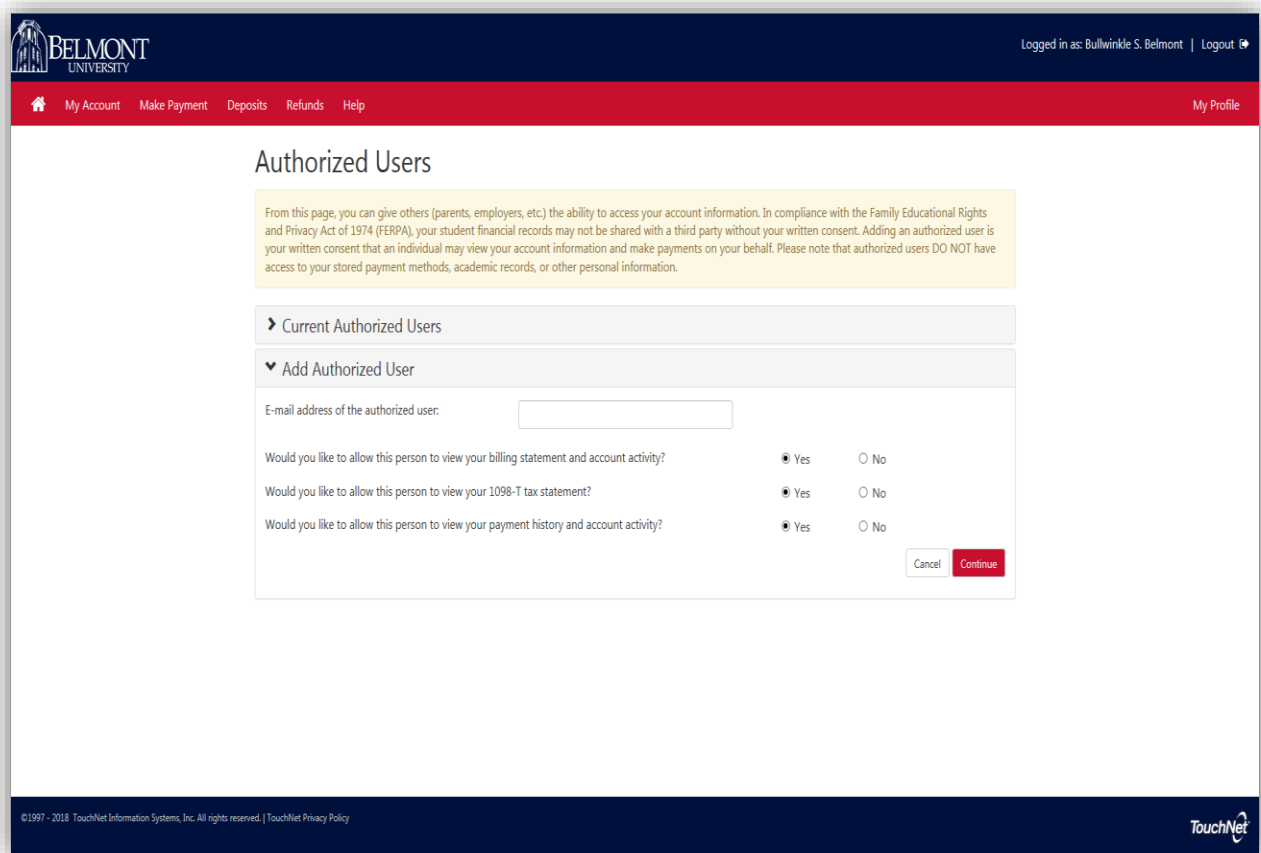
Help Tab

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

My Profile Setup

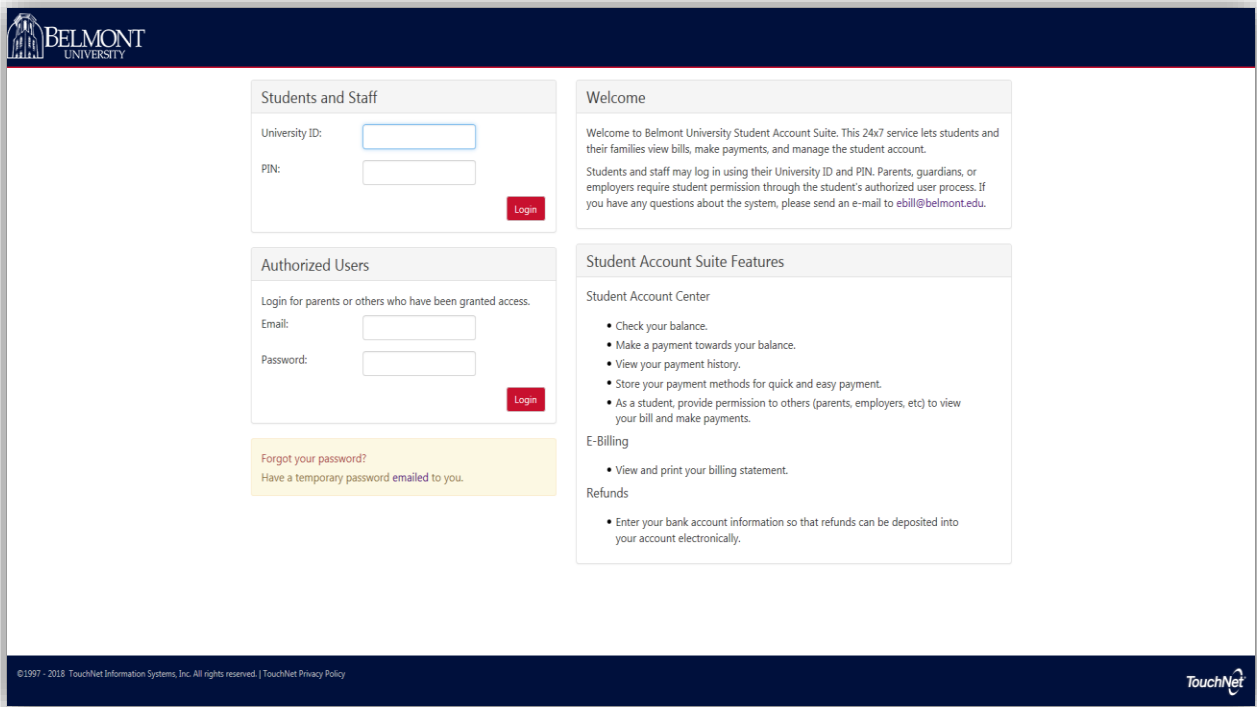


Authorized Users

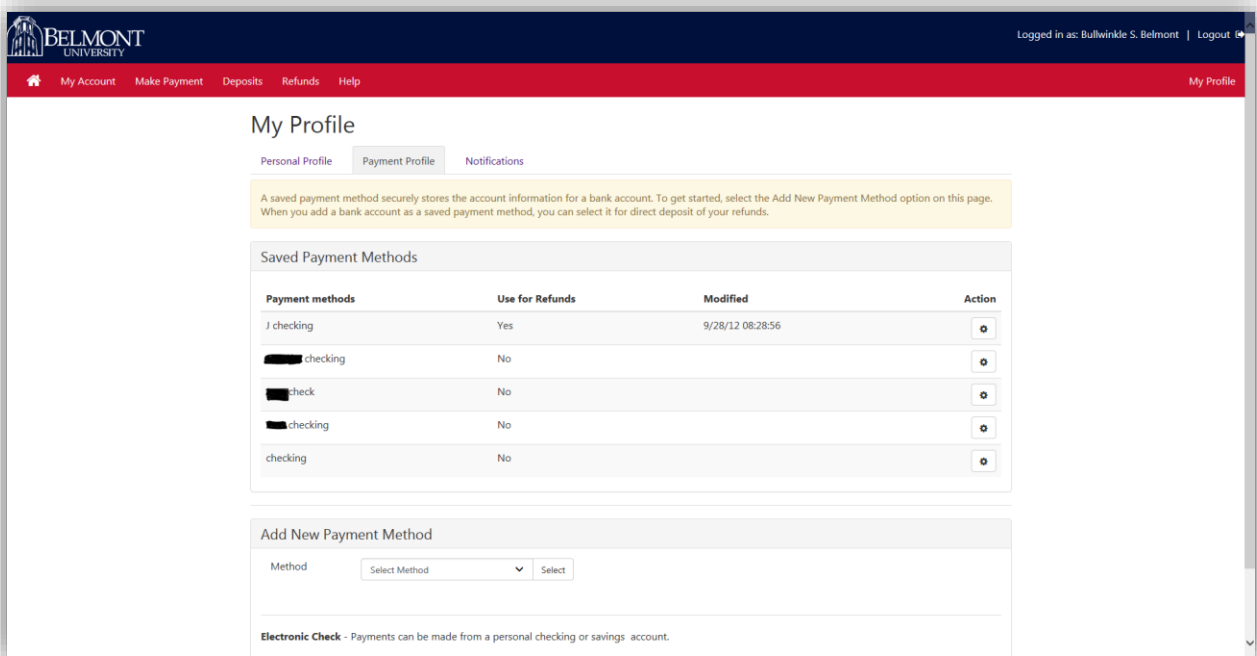


- Authorized Users – This function allows the student to grant access to parents, grandparents, employers, etc. The student may view or delete current authorized users. To add an authorized user, the student may enter the authorized user’s email address and customize their viewing options.
- From the 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

The screenshot displays the 'My Profile' page on the Belmont University website. The page is titled 'My Profile' and has three tabs: 'Personal Profile', 'Payment Profile', and 'Notifications'. The 'Notifications' tab is active. A yellow warning box at the top of the form area reads: 'If you choose to enter a secondary email address (in addition to your school-assigned address), emails generated by this system will be sent to both addresses.' Below this, there are two input fields. The first is labeled 'Email address' and contains the text 'bullwinkle.belmont@pop.belmont.edu'. The second is labeled 'Secondary email address' and is an empty text box. A red 'Save Changes' button is located at the bottom right of the form.

- 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