ESU Cashiering Services and Student Accounts Goes Electronic!

Enhanced Online Features

A “How To” Guide

Fall 2012
Emporia State University is now providing an online portal for all your student fee payment needs. 24/7 online access will provide the following:

- View Your Student Bill Online (pg 6)
- Pay Your Student Account Balance (pg 7-10)

Please Note: Credit Card Changes

- Give Others (i.e. parents, guardians, spouse) Access to Your Account (pg 11-12)
- Direct Deposit Excess Funds into ANY Bank Account (pg 13-16)

- Priority Deadline for Spring 2012 is January 02, 2012
Accessing Your Student Account Center

Logging in to your secure payment portal is the first step to accessing all the new online tools! It’s as easy as 1 – 2 – 3!

**Step 1:** Log into your student Buzz In account at [http://buzzin.emporia.edu](http://buzzin.emporia.edu)

Trouble logging into your Student Buzz In account?
Contact the Help Desk at 620-341-5555
Step 2: Select the “Academic Life” Tab

Step 3: Select the “Student Account Center” Link

You will then be logged into your secure student account center
Home Page for Online Fee Payment

**MAINTENANCE OUTAGE**

The Student Account Center will be unavailable on Friday, December 30, 2011. Operations will continue as soon as the scheduled maintenance is completed.

**IMPORTANT NOTICE FOR SPRING TERM**

ATTENTION ENROLLED UNDERGRADUATE STUDENTS
Students must pay account balance by

Current Account Status

- Amount Due: $2,486.00
- Make a Payment
- View Account Activity

Statements

- eBill Statement
  - A new bill for Student Account was delivered on 7/13/12
  - Account Type: Student Account
  - Statement Date: 7/13/12
  - Bill Amount: $1,246.00
View Your Student Bill Online

Select the eBills tab at the top

- Select the statement you would like to view
- You may print a copy for your records

NOTE: Email reminders will be sent to your student email account each time a new bill is generated
Pay Your Student Account Balance

Under My Account, Select Make a Payment

The Student Account Center will be unavailable on Friday, December 30, 2011. Operations will continue as soon as the scheduled maintenance is completed.

**IMPORTANT NOTICE FOR SPRING TERM**
ATTENTION ENROLLED

Account Type:
Statement Date:
Bill Amount:
Pay Your Student Account Balance

Under “Account Payment”, Select Make a Payment

Account Payment

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

Amount Due: $2,486.00
Current Statement Amount: $1,246.00

Make a Payment

Pending Payments

No payments have been set up.
Pay Your Student Account Balance

Select Payment Amount

![Emporia State University Logo]

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment Method</th>
<th>Confirmation</th>
<th>Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current account balance:</strong> $2,486.00</td>
<td>$ 2486.00</td>
<td>Payment Date: 8/08/12</td>
<td></td>
</tr>
<tr>
<td>Pay by line item: (Paid items may appear in this list until payment records are updated.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Wellness</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continue
Pay Your Student Account Balance

Select Payment Method:
Electronic Check (checking/savings)
Credit Card via PayPath
Pay Your Student Account Balance
Credit Card Changes

Efforts to limit the growing costs of electronic payment options to those using the services have resulted in the implementation of a new credit card policy for payments of tuition, fees, housing and any other charge to your student account.

- Emporia State University has contracted with TouchNet, a third party vendor, to provide secure online payments and to process all online credit card payments.
- There will be a 2.75% convenience fee (minimum $3.00) applied to your bill by TouchNet for the use of a credit card.
- You may avoid this charge by using cash, check or webcheck.
- Visa branded credit cards will no longer be accepted for payments made for tuition, fees, housing, or any other charge to your student account. MasterCard, Discover and American Express will be accepted.
- Credit card payments will no longer be accepted at Cashiering Services.
  - Computers will be available in Plumb Hall for those needing assistance with the online payment process.
Give Others Access to Your Account

- Adding Authorized Users -

Select the “Authorized Users” Tab at the top of your screen

Enter the email address of the Authorized User of your choice and answer the two privacy questions. Instructions for accessing your student account center will be sent to the email address entered.
Direct Deposit Excess Funds to the Bank of Your Choice!

Select the eRefunds Tab

Select Set up Account
Direct Deposit Excess Funds to the Bank of Your Choice!

Enter your checking or savings account information
Direct Deposit Excess Funds to the Bank of Your Choice!

**August 6, 2012** is the priority date to complete the direct deposit process.

This priority date will ensure deposits into your bank as financial aid becomes available.

Direct deposit requires correct entry of the financial institutions routing number and your account number.

Excess Financial Aid will be available no earlier than Friday, August 10, 2012 in your bank account.

If you do not complete this process online, a check will be issued.
Please take a few minutes to familiarize yourself with the new online payment portal.

If you have any questions, contact Cashiering Services at 620-341-5135.