ESU Cashiering Services Goes Electronic!

Enhanced Online Features

A “How To” Guide

Spring 2015

Cashiering Services and Student Accounts
1 Kellogg Circle, Box 4021
Emporia, KS 66801
620-341-5135
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 13-15)
- Priority Deadline for Spring 2012 is January 02, 2012

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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

**IMPORTANT NOTICE FOR SUMMER TERM**

All students are required to be paid in full by the Monday of the week in which the course begins. Beginning June 3, undergraduate students will be dropped weekly for non-payment. The University makes available a summer 2013 extended payment agreement for account balances. Please see link below for more information. A non-refundable $50.00 administrative fee will be assessed for processing if the balance is unpaid.

Financial aid must be authorized AND disbursed to the student account to be considered a payment.

Welcome to your Student Account Center!

Here you can view your student account bills and recent account activity as well as make payments and store payment profiles. In addition, you can set up your parents or guardians to access your bills and make payments on your account under the AUTHORIZED USERS TAB.
View Your Student Bill Online

Under the “Quick View” Section, Select e-Bills

- Select the bill 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 the “My Account” Tab, Select Make a 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
Pay Your Student Account Balance

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 a Payment Method:
Electronic Check (checking/savings)
Credit Card via PayPath

Input the required information into our secure payment center.

Note: Electronic check payments require an accurate bank routing number and account number.
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, 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

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.

Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement?  
- Yes  - No

Would you like to allow this person to view your payment history?  
- Yes  - No

Continue  Cancel
Give Others Access to Your Account

- Adding Authorized Users -

Enter the email address of the Authorized User of your choice and answer the two privacy questions.

Select “Continue”

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 “Create a Refund Profile” Tab
Direct Deposit Excess Funds to the Bank of Your Choice!

1. Under the “eRefunds” section, select the “Set up Account”
   a. Select “Set up Account” and continue

2. Enter your bank account information for the bank of YOUR CHOICE!
   You are NOT making a payment at this time. You are only establishing the checking/savings account where you want to direct deposit excess funds
   a. IMPORTANT: Check the “Refund Option” box to initiate the direct deposit settings
   b. Click “Save”
Direct Deposit Excess Funds to the Bank of Your Choice!

15 Days prior to the First day of Class 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.

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 and Student Accounts at 620-341-5135.