

DEPAUL UNIVERSITY

NEW ONLINE BILLING
AND PAYMENT SYSTEM

ePAY/eBILL



LEARN ABOUT OUR NEW ONLINE BILLING AND PAYMENT SYSTEM

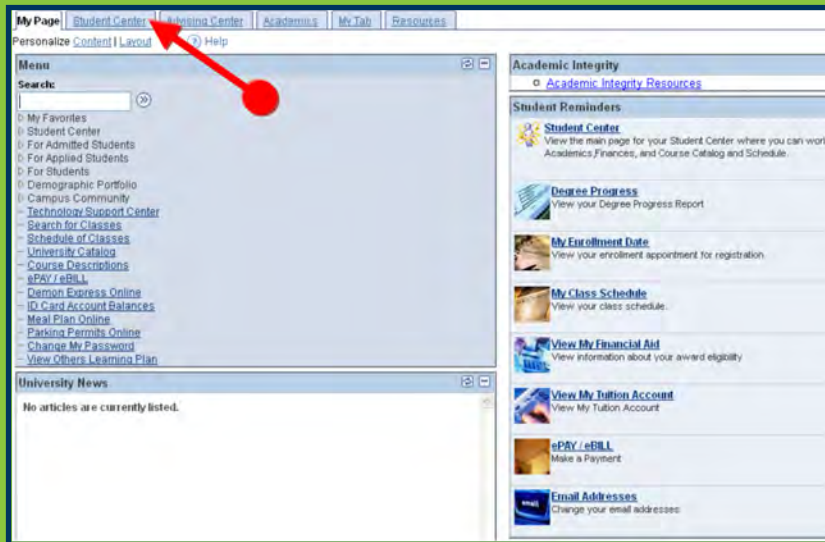
With DePaul's new ePAY / eBILL system, you will continue to be offered the convenience of making your payments online and viewing your electronic bills 24 hours a day, seven days a week as well as some new features. Here's what you can expect:

- > **Seamless Log-in Access for Students.** You can access the new system via Campus Connection. Look for the ePAY / eBILL links in the left hand menu or in your Student Center.
- > **View Up-To-Date Account Activity.** You can view your detailed account information in real time, and all changes that impact your student account balance, including payments and charges, will be reflected on both the new ePAY site and your Student Center in Campus Connection.
- > **Pay Your Tuition Online.** Payments you make via ePAY will be immediately posted to your student account. Your student account status will be updated in real time, and you will receive confirmation of your payment via email. All payments can be viewed under the transaction history link. MasterCard, Visa, Discover, American Express and electronic checks are accepted forms of payment. **Please note: Phone payments will no longer be accepted.**
- > **View Your eBILLS.** You will be able to view your current or past bills. You also can obtain your bills in printable PDF format. **Please note: Paper bills will no longer be mailed.** If you need a printed copy, you will need to print the PDF version of the statement. You also may view your historic bills through your Student Center by clicking on the link under "View ePAY / eBILL."
- > **Authorized Payer.** Authorized payers, including parents, guardians, etc., will be assigned a personal user login and password to increase security for their transactions. Students will have the ability to set up one or more authorized payers on the ePAY site, designating the user login name and password. The payer will receive an email including the user login, but will need to obtain the password directly from the student for increased security. The temporary password will be changed by the authorized payer at the time of the first login. The authorized payer will be able to view the student's account activity, balance due and confirm the student's name when making payments.
- > **Payer Profile.** Students and authorized payers will be able to create multiple payment profiles for different forms of payments (i.e. credit cards, electronic checks). This will allow the user to enter banking and credit card information for each profile that is optionally stored for payment processing. If you previously set up banking or credit card information, you will need to re-enter your choices on the new site. For security reasons, we are not able to transfer your previous payment information.
- > **User Preferences.** Students and authorized payers will be able to update their notification preferences. The authorized payer must enter a primary email address to receive notification when a new bill is available. Student emails will be sent to the email address marked as "preferred" in Campus Connection. Any changes made to this email address must be made via Campus Connection.

HOW TO USE DEPAUL ePAY/eBILL

Follow these easy steps to view your eBill and pay your tuition. To get started, log into Campus Connection (campusconnect.depaul.edu) with your student ID and password.

Steps.



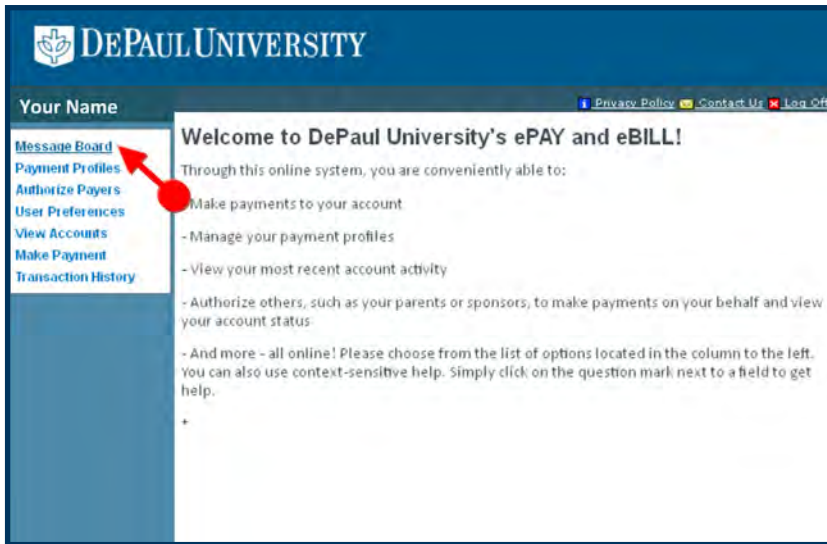
The screenshot shows the top navigation bar of the Student Center. The 'Student Center' tab is highlighted in blue and has a red arrow pointing to it. Below the navigation bar is a search box and a menu of links. The 'Student Center' link is also visible in the main content area.

1 Click on the Student Center tab.

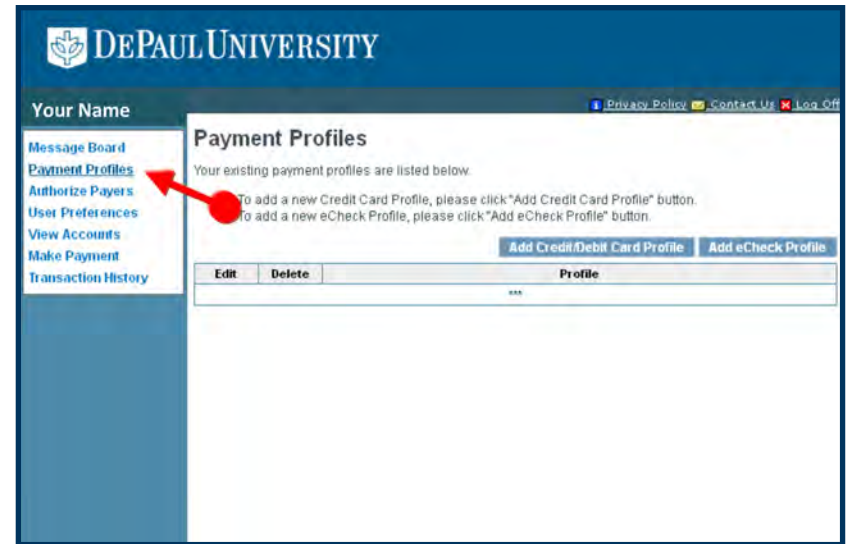


The screenshot shows the 'Finances' section of the Student Center. The 'View ePAY / eBILL' link is highlighted with a red arrow. The account summary shows a balance of 20,617.25, with due amounts for 'Due Now' (2,956.25) and 'Future Due' (17,661.00). A note indicates a past-due balance of 2,956.25. Below the account summary, there is a link to 'View ePAY / eBILL' and a note about viewing e-bills from 7/1/2011 through 7/1/12.

2 In the Finances section of the Student Center, click on View ePAY/eBILL.



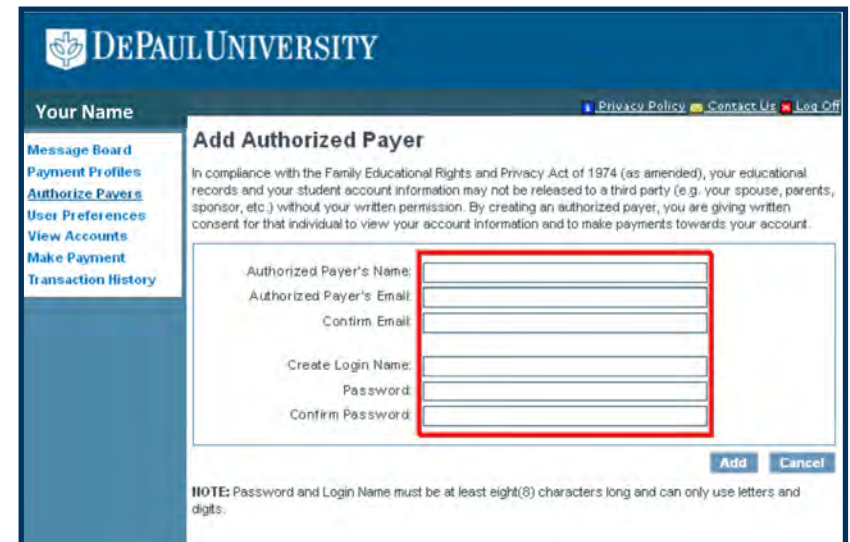
3 In the **Message Board** link, you will find up-to-date information regarding ePAY and eBILL.



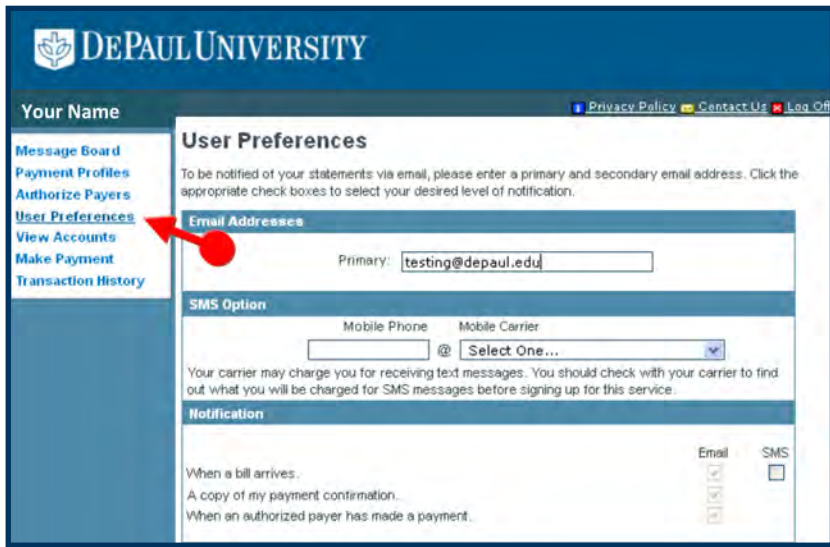
4 Using the same form of payment more than once? The **Payment Profile** link allows you to conveniently store multiple payment profiles for future use.



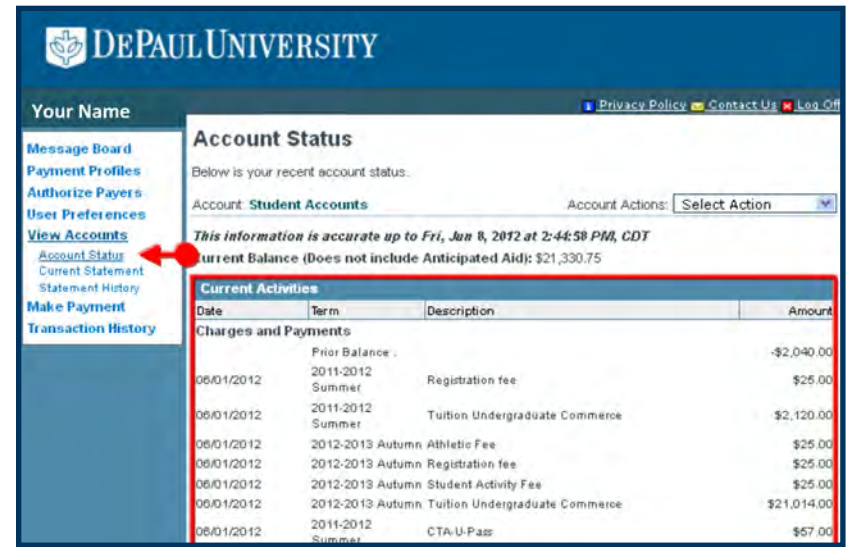
5 Select the **Authorize Payers** link to grant someone else access to your student account and bills, and to make payments on your behalf.



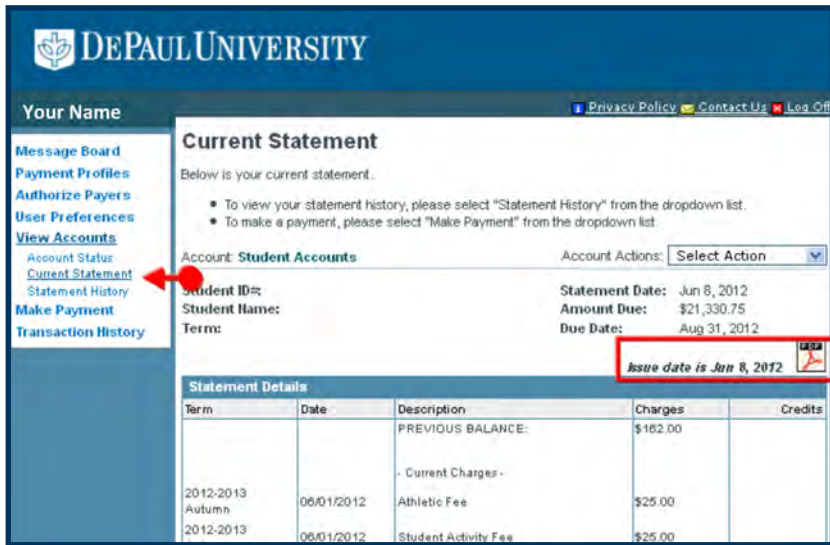
6 Once you have provided the authorized payer's name and email, and have created a login name and temporary password, your authorized payer will receive an email with their login name. **You will need to provide them with the temporary password you specified.**



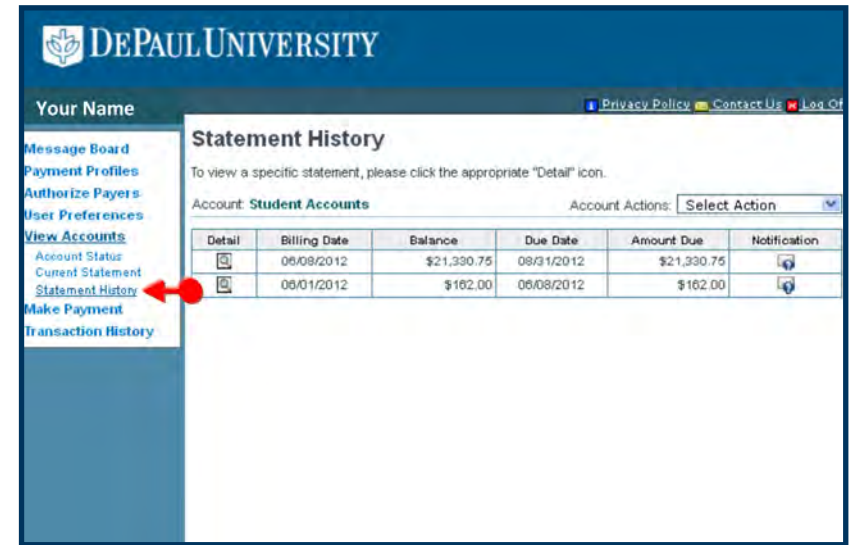
7 The **User Preferences** link allows you to view the types of notifications you will receive when a new bill becomes available or an online payment is made. You have the option to receive text notifications by clicking SMS and providing your mobile phone number and carrier.



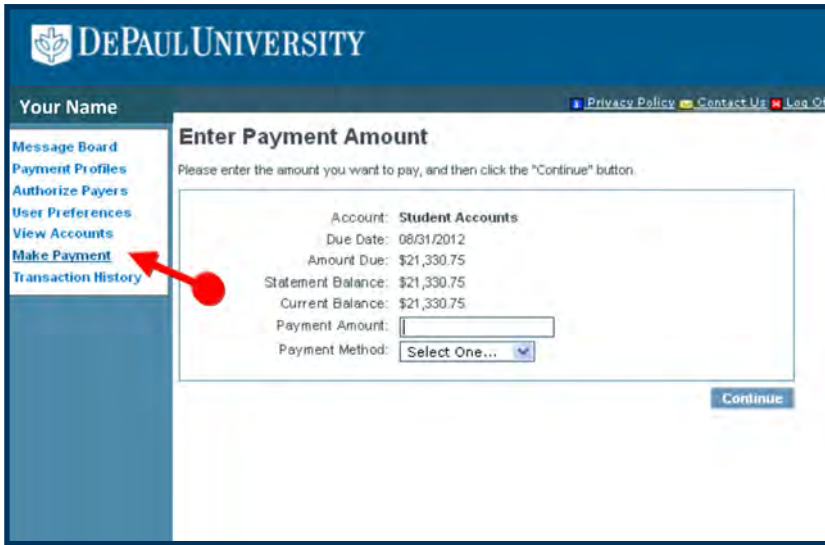
8 In the View Accounts link, **Account Status** allows you to view your student account transactions in real time.



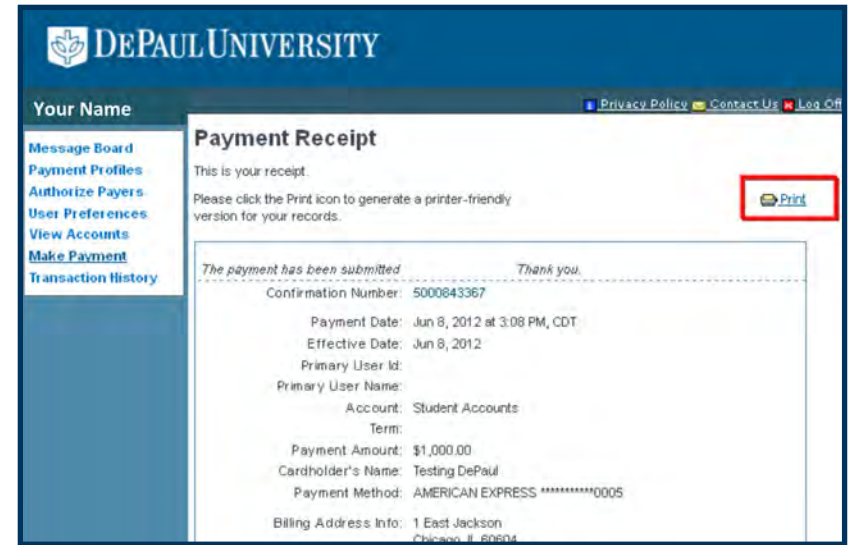
9 Review your official university bill by choosing **Current Statement**. You may print, save and email the PDF version of your bill (conveniently found on the top right corner of the page).



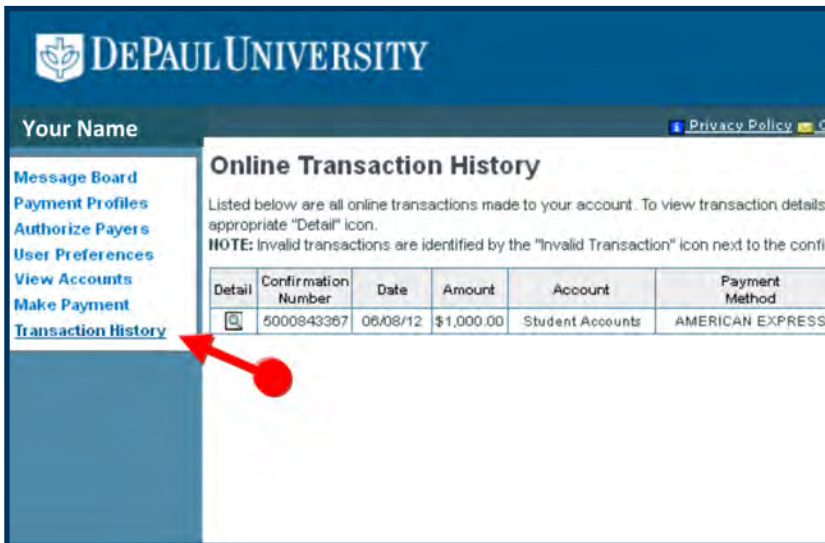
10 Need to access a previous bill? All of your university bills are stored and can later be accessed from the **Statement History** link.



11 Make a payment in a hurry by selecting the **Make Payment** link. Payments made online post immediately and may clear any past due financial holds your account may have.



12 Whether you pay with a credit card or check, you will receive a receipt confirming that a payment was made. You may print your receipt by clicking on the **printer icon** found on the top right corner of the page.



13 Finally, track and review all of your payments made through ePAY by selecting **Transaction History**.

QUESTIONS?

If you have questions or problems, contact us at DePaul Central at (312) 362-8610 or studentaccounts@depaul.edu. You also may visit our office at DePaul Central:

<p>Loop Campus</p> <p>DePaul Center</p> <p>1 East Jackson Blvd.</p> <p>Suite 9100</p>	<p>Lincoln Park Campus</p> <p>Schmitt Academic Center</p> <p>2320 North Kenmore Ave.</p> <p>Room 101</p>
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