Student and Parent Guide to
SFA’s Electronic Billing System:
eBill and Installment Payment Instructions

Stephen F. Austin State University
Business Office
(936) 468-6960
What is eBill?

SFA’s eBill system provides secure access to online Business Office services:

- View billing statements and due dates
- Make payments
- Schedule automatic payments
- Sign up for a Payment Plan
- Establish authorized users on your account
How is eBill accessed?

- Login to your mySFA account
- Click on the myServices tab
• Click on the eBill button
How do you receive your bill?

A notice is sent to your SFA email address each time a new billing statement is generated.
View billing statements under the eBills tab
• Click Go or View for a printable statement
Account Summary

<table>
<thead>
<tr>
<th>Charges</th>
<th>Credits/Anticipated Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising Fee</td>
<td>Lumberjack Grant Undergrad</td>
</tr>
<tr>
<td>Cash Advance of Credit Balance</td>
<td>Payment - PIN Debit Card</td>
</tr>
<tr>
<td>Course Fee - SED 372</td>
<td>Pell Grant</td>
</tr>
<tr>
<td>Desig Tuition-R-UG</td>
<td>Supp Educ Oppor Grant-SEOG</td>
</tr>
<tr>
<td>Higher One Refund Credit Balan</td>
<td>TPEG-Resident Undergrad</td>
</tr>
<tr>
<td>International Education Fee</td>
<td></td>
</tr>
<tr>
<td>Library Fee</td>
<td></td>
</tr>
<tr>
<td>Publication Fee</td>
<td></td>
</tr>
<tr>
<td>Rec Sports Fee</td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td></td>
</tr>
<tr>
<td>Res UG Tuition</td>
<td></td>
</tr>
<tr>
<td>Student Center Fee</td>
<td></td>
</tr>
<tr>
<td>Student Service Fee</td>
<td></td>
</tr>
<tr>
<td>Technology Fee</td>
<td></td>
</tr>
</tbody>
</table>

Total Charges: $4,201.00
Total Credits/Anticipated Credits: $4,201.00
Want to view account details (tuition, fees, other charges & credits)?

- Click View Account Activity
- Select the applicable term to view account details
- Click Go

Fees are assessed on a per class, per semester, or per semester credit hour basis.

Visit the Business Office website for a list of tuition and fees.
METHODS OF PAYMENT

Cash (only in person at the Business Office)
Personal Check (in person or by mail)
E-check (via eBill)
Cashier’s Check and Money Order (in person or by mail)
Credit Card (via eBill only)
  MC/Discover/AMEX/Visa
  2.75% ($3 min) fee
Debit Card (only in person at the Business Office)
  MC/Discover/AMEX/Visa
• From the eBill home page, click Payments
• 3 installments - each approximately 1/3 of tuition, fees, housing & meal plan
• Only tuition, fees, housing & meal plan charges qualify
• Other charges are not included in the Payment Plan & must be paid separately
• All prior balances must be paid in full
• Re-enroll in the Plan each semester/term
• $25 non-refundable fee
• Pay by the due dates to avoid late fees!
Steps to enroll in a Payment Plan

- Enroll through eBill

Click Enroll Now to start the process

All prior balances must be paid to enroll in a payment plan.
STOP

- Verify the term is correct
- Click Go
• Review Details
• Click Continue
• A down payment is optional, and does not count as an installment payment.
• Click Display Payment Schedule
REMINDER:

Only tuition, fees, housing, and meal plan charges qualify for the Payment Plan and are included in the repayment schedule.

Non-deferrable charges (e.g., post office box fees, parking permits, parking fines, yearbook charges) are due when posted.

Short term loans are due separately.

Plan Enrollment

Select Payment Plan

Schedule Payment Plan

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your activity since last statement. Please review your payment schedule carefully before completing your enrollment.

Eligible Charges and Credits

<table>
<thead>
<tr>
<th>Description</th>
<th>Charges($)</th>
<th>Credits($)</th>
<th>Down Payment($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>3,419.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Down payment</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Recalculate Payment Schedule

Payment Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Amount($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st installment</td>
<td>8/28/11</td>
<td>1,187.14</td>
</tr>
<tr>
<td>2nd installment</td>
<td>9/23/11</td>
<td>1,152.23</td>
</tr>
<tr>
<td>3rd installment</td>
<td>10/23/11</td>
<td>1,152.23</td>
</tr>
</tbody>
</table>

Total of installments: 3,419.60

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

- Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.
- No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Continue  Prior Step  Cancel
Next, select one of these options pertaining to automatic payments:

**Yes:** your payments will automatically be charged to or drafted from the account you designate on the installment due dates.

**No:** your payments will not automatically be charged. Instead, you agree to make the payments by the installment due dates.

**NOTE:** In either case, if the payment amounts change (e.g., adding or dropping classes, changing housing or meal plans), the system will recalculate the payments due. For automatic payments, the recalculated amounts will be charged to or drafted from the account you have designated.

If you are getting a short-term loan, select “No.”
If you select “No” for automatic payments, this screen will appear.

Read the agreement carefully, as you are making a commitment to pay!

If acceptable,

• Check I Agree

• Click Continue
If you select “Yes” for automatic payments, this screen will appear.

- Scheduled automatic payments may only be made from checking or savings accounts – no credit cards
- Click Select

Caution! Automatic payments are drafted on the due dates.

If you sign up on the due date, the draft will be made that day.
• Enter the requested information to have scheduled payments automatically withdrawn on the due dates from a checking or savings account.

• Click Continue (the continue button is not shown on this example you will need to scroll down)
Next, read the agreement carefully, as you are making a commitment to pay!

If acceptable,

• Check I Agree

• Click Continue
This screen will show the banking information you used for scheduled payments. Verify the information and read the agreement. If acceptable, check I agree and click Continue.
Want to allow others to access your account?

- Set up Authorized Users!
Read the Agreement to Add Authorized Users. If acceptable, check I Agree and click Continue.
• Add, Edit or Delete authorized users here

Authorized Users

Thank you. We have sent an e-mail to ______________ instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided. (Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

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.

Current Authorized Users

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be canceled.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>E-mail Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>email address of authorized user</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Add Authorized User
Students must have a Dependent Form on file in the Registrar’s Office to release information to others over the phone or in person.
Questions or problems?

Contact the SFA Business Office

• Phone: (936) 468-6960
• Email: businessoffice@sfasu.edu
• In Person: 2nd floor, Austin Building

8:00 am-4:30 pm, Monday-Friday

We are happy to help!

03/21/2013