Student and Parent Guide to SFA’s Electronic Billing System: eBill and Installment Payment Instructions
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 Billing tab
Welcome to eBill home page!

Student Account

Balance
$1,080.50

Make Payment  View Activity  Enroll in Payment Plan

Statements

Your latest eBill Statement
Statement (06/20/17) - $1,080.50

Term Balances

Summer II 2017
$1,080.50

Announcement

Summer II bills will be available beginning June 19th. Summer II Installment Plans will be available beginning June 16th.

Unpaid Summer I students were dropped from their Summer I class(es) on June 12th. The last day to be reinstated into Summer I is June 28th. See Summer I Dates and Deadlines at sfasu.edu/businessoffice.

Registration holds will be placed on ALL delinquent student accounts, regardless of the amount. Students are encouraged to review their account balances to verify they are not delinquent.

Students and their "Authorized Users" can make payments through their eBill accounts or in person at the Business Office. Payment methods accepted in the Business Office include cash, personal checks, money orders, and debit cards. VISA, MasterCard, Discover, China Union, JCB, and American Express are accepted online only via SFA's eBill system. Credit card payments are not accepted in person or by phone. There is a non-refundable, 2.75% convenience fee for all credit card payments with a $3 minimum charge.

Questions? Contact the Business Office at (936) 468-0660 or in person on the 2nd floor of the Austin Building. Office hours: M-F 8:00 a.m. - 4:30 p.m.
How do you receive your eBill?

A notice is sent to your SFA email address each time a new billing statement is generated.
View billing statements under My Account tab

Statements
Please make sure your browser's pop-up blocker is disabled before you view a statement.

Select the statement to view: 10/20/2017 View

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

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Statement Date</th>
<th>Statement Amount</th>
<th>Current Balance</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Accounts Statement -- Payment Due On 7/10/17</td>
<td>6/20/17</td>
<td>$192.50</td>
<td>$384.50</td>
<td>View</td>
</tr>
</tbody>
</table>

Account Activity Since Last Statement
Click a column header to sort the entries.

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Date</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NR Tai Waiver - Acad Schol</td>
<td>TN01</td>
<td>6/22/17</td>
<td>$480.00</td>
</tr>
</tbody>
</table>

Total: $480.00

View All Activity
Select current term and click View for a printable statement
Statement Example

<table>
<thead>
<tr>
<th>Charges</th>
<th>Credits/Anticipated Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility and Services Fees</td>
<td>$142.50</td>
</tr>
<tr>
<td>Higher One Refund Credit Bal</td>
<td>$500.00</td>
</tr>
<tr>
<td>Meal Plan</td>
<td>$612.00</td>
</tr>
<tr>
<td>Post Office Charges</td>
<td>$5.00</td>
</tr>
<tr>
<td>Residence Hall</td>
<td>$874.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>$242.00</td>
</tr>
<tr>
<td><strong>Total Charges:</strong></td>
<td>$2,375.50</td>
</tr>
<tr>
<td><strong>Total Credits/Anticipated Credits:</strong></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Balance</th>
<th>Current Term Charges</th>
<th>Current Term Credits</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$2,375.50</td>
<td>$0.00</td>
<td>$2,375.50</td>
</tr>
</tbody>
</table>

Stephen F Austin State University
Business Office
P.O. Box 13053 SFA Station
Nacogdoches, TX 75962-3053
906-468-6960
http://www.sfasu.edu

SFA Box 4836
Nacogdoches, TX 75962
United States Of America
Student ID:
Want to view account details?

Click View All Activity
Select the desired statement date to view details.

Click View.

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.
Want to make a payment on your account?

**METHODS OF PAYMENT**
Cash (only in person at the Business Office)
Personal Check (in person or by mail)
E-check (via eBill at no charge)
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 (in person or via eBill)
   MC/Discover/AMEX/Visa
From the eBill home page, click **Make Payment**
Considering a Payment Plan?

- 4 installments - each approximately 1/4 of tuition, fees, housing & meal plan charges qualify
- 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!
Enrolling in a Payment Plan
Enroll though eBill.
Click Payment Plans.
Payment Plans

You are not yet enrolled in a payment plan for the current term.
There are active plans for which you may be eligible to enroll.

• Click Select.
Click **Select**
Option to set up Automatic Payments
Select Yes or no and continue
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.
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.

- Select the desired payment method. 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.
Read the agreement carefully, as you are making a commitment to pay!

If acceptable,
• Check I Agree.
• Click Continue.
Verify your banking information for scheduled payments and read the agreement.

If acceptable,
• Check I agree.
• Click Continue.

Plan Enrollment

<table>
<thead>
<tr>
<th>Select Payment Plan</th>
<th>Schedule Payment Plan</th>
<th>Payment Plan Agreement</th>
<th>Payment Agreement</th>
</tr>
</thead>
</table>

I hereby authorize **Stephen F. Austin State University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a $30.00 return fee will be added to my student account.

- **Name:**
- **Address:**
- **Depository:**

- **Routing Number:**
- **Account Number:**

This agreement is dated Tuesday, June 27, 2017.

For fraud detection purposes, your internet address has been logged: 144.96.224.120 at 6/27/17 10:56:35 AM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: businessoffice@sfasu.edu

☐ I agree to the above terms and conditions.

[Continue] [Print Agreement] [Back] [Cancel]
Want to allow others to access your account?

- Set up Authorized Users
• Read the agreement to add Authorized Users.
• Enter the e-mail address.
• Answer the yes/no questions.
• Click Continue.
Add, edit or delete Authorized Users

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**Authorized Users**

Thank you. We have sent an e-mail to [full name] with 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.

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### Current Authorized Users

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

<table>
<thead>
<tr>
<th>Full name</th>
<th>Email address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[full name]</td>
<td>@sfasu.edu</td>
<td>Edit</td>
</tr>
</tbody>
</table>

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**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?
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!