



# Stephen F. Austin State University

BUSINESS OFFICE  
2<sup>nd</sup> Floor of Austin Building



# What can the Business Office do for you?

 Post payments to student accounts

 Post exemptions

 Post contracts such as the Texas Guaranteed Tuition Plan

 Initiate refunds through Higher One®

 Accept Jack Buck deposits

 Validate student IDs

 Cash checks for up to \$50

 Answer questions

SFA Business Office webpage:  
Your source for business information

- Go to [sfasu.edu](http://sfasu.edu)
- Click Students
- Click Business Office
- Click Current Students

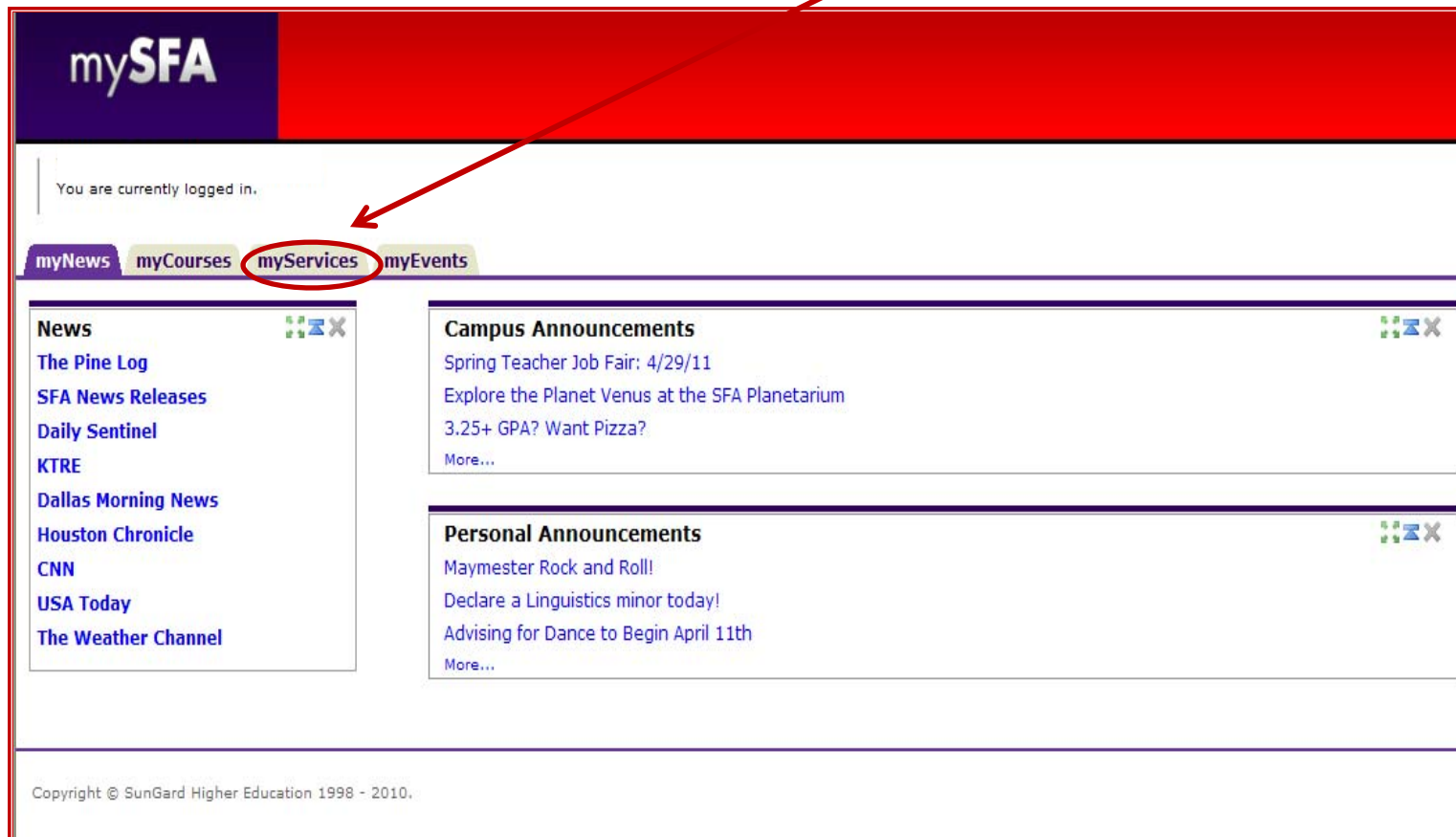
# What is eBill?

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



The screenshot displays the mySFA user interface. At the top left, the mySFA logo is visible. Below the logo, a message states "You are currently logged in." A navigation bar contains four tabs: myNews, myCourses, myServices, and myEvents. The myServices tab is highlighted with a red circle, and a red arrow points to it from the text above. The main content area is divided into two columns. The left column is titled "News" and lists several news sources: The Pine Log, SFA News Releases, Daily Sentinel, KTRT, Dallas Morning News, Houston Chronicle, CNN, USA Today, and The Weather Channel. The right column is divided into two sections: "Campus Announcements" and "Personal Announcements". The Campus Announcements section includes links for "Spring Teacher Job Fair: 4/29/11", "Explore the Planet Venus at the SFA Planetarium", and "3.25+ GPA? Want Pizza?". The Personal Announcements section includes links for "Maymester Rock and Roll!", "Declare a Linguistics minor today!", and "Advising for Dance to Begin April 11th". At the bottom of the page, a copyright notice reads "Copyright © SunGard Higher Education 1998 - 2010."

# Click on the EBill button

The screenshot shows a university website interface with a navigation bar at the top containing 'myNews', 'myCourses', 'myServices', and 'myEvents'. The 'myServices' tab is active. The page is divided into three main sections: 'Student Services', 'Online Services', and a right-hand sidebar. A red arrow points from the text 'Click on the EBill button' to a button labeled 'EBill' in the sidebar, which is circled in red. Other buttons in the sidebar include 'Lookup your PO Box Information', 'Registration Information', 'Order your Stone Fort Yearbook', 'Tuition Calculator', and 'AlcoholEdu'. The 'Online Services' section contains various links and descriptions for services like 'Self-Service Banner', 'Short Term Loans/Book Loans', 'Enrollment/Degree Verification', 'Transcript requests', 'Search for SFA Scholarships', 'Residence Life Services', 'Meal Plans - Sign Up Or Change', 'Purchase additional Dining Dollars', 'Senior Surveys', 'Employee Services', 'Academic Advising', 'Residence Life Services', and 'SFASU VPN'.

myNews myCourses **myServices** myEvents April 1

**Student Services**

- Academic Advising
- Assessment/Testing Center
- Business Office
- Campus Alert System
- Campus ID Lookup
- Campus Wireless Locations
- Computing FAQ
- Counseling and Career Services
- Course Catalogs
- Disability Services
- Download Symantec Antivirus
- Final Exam Schedule
- Financial Aid
- Health Services
- InfoDesk
- Major Field Test
- Meal Plans - Sign Up Or Change
- Missing Student Notification - Confidential Contact Info
- New Student Orientation
- Purchase additional Dining Dollars
- Quality Enhancement Plan (QEP)
- Recital Attendance Reporting
- Registrar's Office

**Online Services**

**Self-Service Banner**  
Access your Personal Information in Banner; Student Registration, Grades, Course Evaluations, Financial Aid, Short-term/Book Loans, Faculty/Advisor Functions, Electronic Personnel Action Form, Employee Information, Finance/Budget Information, Surveys

**Short Term Loans/Book Loans**  
This option is now located in Self-Service Banner under Student Registration.

**Enrollment/Degree Verification**

**Transcript requests**

**Search for SFA Scholarships**  
Search and apply for SFA scholarships. Applications available Sept. 1 - Feb 1. Submit only one application for alumni and financial aid.

**Residence Life Services**  
View Housing information and various other Housing functions.

**Meal Plans - Sign Up Or Change**

**Purchase additional Dining Dollars**

**Senior Surveys**

**Employee Services**  
View benefits and deductions, direct deposit information, pay stubs, earnings totals, and federal tax withholdings. Review employment history and leave balances.

**Academic Advising**

**Residence Life Services**

**SFASU VPN**  
To connect using the new Juniper VPN, visit <https://sfavpn.sfasu.edu> and login with your username and password/PIN. Once connected, click the start button beside network connect under Client Application sessions to begin a VPN session. When done click on the network connect icon and choose sign out.

**EBill**

Lookup your PO Box Information

Registration Information

Order your Stone Fort Yearbook

Tuition Calculator

**myPassword Profile**  
Setup your profile in myPasswor that if you ever forget your pass you will be able to choose a new one.

AlcoholEdu

# Welcome to eBill home page!

**SFA** **STEPHEN F. AUSTIN STATE UNIVERSITY** EBill FAQ | Ask for Help | Log Out  
Logged in as:

**My Account** Payments Payment Plans eBills eRefunds  
Account Activity My Profiles Authorized Users

**Account Alerts**  
To have your refunds deposited directly, complete your setup on the [Refund Account Setup](#) page.

**Announcements**  
Important Upcoming Changes for Payments on Student Accounts Effective August 1, 2011, the following changes will occur pertaining to payments on SFA student accounts: A 2.75% convenience fee (\$3 minimum) will be charged for credit card payments. The convenience fee is non-refundable. Credit card payments must be made online via SFA's eBill system. No credit card payments will be accepted in the Business Office or via telephone. Debit cards will continue to be accepted in the Business Office. VISA branded credit cards will no longer be accepted for payment on student accounts. This is because VISA does not allow a percentage

**My Account**  
**Current Account Status**  
Current Balance: **\$2,489.50**  
[Make a Payment](#) [View Account Activity](#)

**Statements**  
eBill Statement  
A new bill for Student Accounts was delivered on 8/17/10.  
Account Type: **Student Accounts**  
Statement Date: **8/17/10**  
Bill Amount: **\$3,305.50**

**Term Balances**  
Summer 2011 **\$733.55**  
Spring 2011 **\$1,755.95**

## 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

EBill FAQ | Ask for Help | Log Out  
Logged in as:

**SFA** STEPHEN F. AUSTIN STATE UNIVERSITY

My Account Payments Payment Plans **eBills** eRefunds

Account Activity My Profiles Authorized Users

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**My Account**

**Current Account Status**

**Current Balance:** \$2,489.50

[Make a Payment](#) [View Account Activity](#)

**Statements**

eBill Statement

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Statement Date: 8/17/10

Bill Amount: \$3,305.50

**Term Balances**

Summer 2011	\$733.55
Spring 2011	\$1,755.95



**Stephen F Austin State University**  
 Business Office  
 P.O. Box 13053 SFA Station  
 Nacogdoches, TX 75962-3053  
 936-468-6960  
<http://www.sfasu.edu>

Statement Date	Due Date	Amount Due
04/27/2012	04/27/2012	\$0.00

**Student Name**  
**Address**  
**City, State, Zip**  
**Student ID**

**Account Summary**

Charges		Credits/Anticipated Credits	
Academic Advising Fee	\$75.00	Lumberjack Grant Undergrad	\$400.00
Cash Advance of Credit Balance	\$1.00	Payment - PIN Debit Card	\$1.00
Course Fee - SED 372	\$26.00	Pell Grant	\$1,900.00
Desig Tuition-R-UG	\$1,866.00	Supp Educ Oppor Grant-SEOG	\$800.00
Higher One Refund Credit Balan	\$502.00	TPEG-Resident Undergrad	\$1,100.00
International Education Fee	\$3.00		
Library Fee	\$195.00		
Publication Fee	\$90.00		
Rec Sports Fee	\$120.00		
Registration Fee	\$8.00		
Res UG Tuition	\$750.00		
Student Center Fee	\$85.00		
Student Service Fee	\$150.00		
Technology Fee	\$330.00		
<b>Total Charges: \$4,201.00</b>		<b>Total Credits/Anticipated Credits: \$4,201.00</b>	

Previous Balance	Current Term Charges	Current Term Credits	Amount Due
\$0.00	\$4,201.00	\$4,201.00	\$0.00

# Want to make a payment on your account?

## METHODS OF PAYMENT

## FEE

Cash (only in person at the Business Office)	<b>None</b>
Personal Check (in person or by mail)	<b>None</b>
E-check (via eBill)	<b>None</b>
Cashier's Check and Money Order (in person or by mail)	<b>None</b>
Credit Card (via eBill only)	<b>2.75% (\$3 min)</b>
MC/Discover/AMEX – <b><u>no VISA</u></b>	
Debit Card (only in person)	<b>None</b>
Any brand, including VISA	
Financial Aid	<b>None</b>
Texas Guaranteed Tuition Plan	<b>None</b>

# Payment Plan

- 3 installments - each approximately 1/3 of tuition, fees, housing & meal plan
- Only tuition, fees, housing & meal plan charges qualify
- Non-deferrable charges (e.g., post office box fees, parking permits, parking fines, yearbook charges) are due when posted
- 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!

# Want to enroll in a Payment Plan?

Enroll through eBill

EBill FAQ | Ask for Help | Log Out  
Logged in as:

STEPHEN F. AUSTIN  
STATE UNIVERSITY

My Account Payments **Payment Plans** Bills eRefunds

### Payment Plans

Available Payment Plans

New Payment Plans are available.

[Enroll Now](#)

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

Want to allow others to access your account online?

Set up Authorized Users!

The screenshot shows the 'Authorized Users' page on the Stephen F. Austin State University website. The page header includes the university logo and name, along with navigation links like 'eBill FAQ', 'Ask for Help', and 'Log Out'. The main navigation bar contains 'My Account', 'Payments', 'Payment Plans', and 'eBills'. Below this, a sub-navigation bar includes 'Account Activity', 'My Profiles', and 'Authorized Users'. The 'Authorized Users' section contains a disclaimer about FERPA and a form to 'Add Authorized User'. The form includes a text input field for the email address, which is circled in red. Below the input field are two questions with radio button options for 'Yes' and 'No': 'Would you like to allow this person to view your billing statement?' and 'Would you like to allow this person to view your payment history?'. At the bottom of the form are 'Continue' and 'Cancel' buttons.

Authorized Users

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

Students must have a  
Dependent Form on file in the  
Registrar's Office  
to release information to others  
over the phone

# Tuition and Fees

- Fees are assessed on a per class, per semester, or per semester credit hour basis
- Visit the Business Office webpage for tuition and fees information and to use the online tuition calculator

# How are refunds distributed?

SFA has partnered with Higher One<sup>®</sup>, a financial services company, to provide a method for delivering all student refunds:

**SFACard**

# What is SFACard?

Your key to choosing one of three refund methods:

## **OneAccount**

Deposit to an FDIC-insured checking account from Higher One<sup>®</sup>

## **Deposit to another account**

Direct deposit to the bank account of your choice

## **Paper check**

Mailed to you

# When will you receive your refund?

## **OneAccount**

1 day after SFA releases the funds to  
Higher One<sup>®</sup>

## **Deposit to another account**

2-3 business days

## **Paper check**

5-7 business days

# Other things to consider when selecting your refund preference

## **OneAccount**

- Checking account directly linked to the SFACard
- Has some neat features like mobile alerts
- MasterCard® branded debit card
- Convenient swipe and sign for purchases
- Can be used for ATM withdrawals
- Only 1 ATM in Nacogdoches that is fee-free (HigherOne® ATM located in SFA's Student Center)

## **Deposit to another account**

- Deposit to your existing bank account, so no need to set up new account or carry another card
- Already familiar with existing bank

How do you select your  
refund preference?

Activate your SFACard as soon as you receive it

**SFACard.com**

VISIT SFACard.com  
ACTIVATE your SFACard  
SELECT your refund preference

Click on  
Get Started



Email Address:  Password:

Ex: janedoe@yahoo.com (case sensitive) [forgot your password?](#)

**Select your refund preference today!**

[How to Choose a Checking Account?](#)  
[Where's My Card?](#)  
[What is This Card For?](#)

**"Cash in" with MoneyPak<sup>®</sup>**  
Transfer cash quickly into your account

**EasyDeposit<sup>™</sup> Mobile check capture**  
Deposit checks with your smartphone!

**EasyDeposit<sup>™</sup> check capture**  
Deposit checks from your computer!

**Money 101 - Financial Toolkit**

Get Answers Now!

**GO DIRECT WITH HIGHER ONE. GET \$50.**

**WANT \$50?**  
**SIGN UP FOR DIRECT DEPOSIT.**

See terms and conditions for details.

Checking Accounts | **Returns** | Students | Parents

We designed the **OneAccount Suite** to be user friendly, innovative and seriously convenient. With great **mobile banking features**, serious **cash back incentives** and easy Online Bill Pay options, the OneAccount Suite really does offer something for everyone. But don't take our word for it; choose the account that best fits you!

<b>OneAccount</b> <ul style="list-style-type: none"><li>• No monthly service charge</li><li>• No minimum balance</li><li>• Up to 50% cash back with OneRewards</li><li>• <a href="#">Money 101 - Financial Toolkit</a></li></ul>	<b>OneAccount   flex</b> <ul style="list-style-type: none"><li>• No PIN Fees</li><li>• Foreign ATM reimbursement</li><li>• Up to 50% cash back with OneRewards</li><li>• <a href="#">Money 101 - Financial Toolkit</a></li></ul>	<b>OneAccount   Premier</b> <ul style="list-style-type: none"><li>• VIP-level Customer Care</li><li>• "Bud-jet" interactive budgeting tool</li><li>• Foreign ATM reimbursements</li><li>• Complimentary starter checks</li></ul>
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# How and when will you receive your SFACard?

- Will be sent to the address you designated as your mailing address in mySFA
- E-mail will be sent to your SFA e-mail address confirming SFACard has shipped
- Should arrive in your mailbox within 10 days of registering for classes
- Will arrive in a bright green envelope

Watch for the  
bright green envelope!



# Don't toss it!

- You will keep the same SFACard during your entire SFA career
- You may change your preference any time, so don't toss your SFACard...you may need it later
- Activate your card to choose your refund preference, even if you are not currently expecting a refund

Why should you activate SFACard if you're not expecting a refund ?

You may have a refund sometime during your SFA career, such as a refund from a dropped class or damage deposit

What if you don't select  
a refund preference?

If you are due a refund, a check will be  
mailed to you after 21 days

## When do refunds begin?

Refunds begin approximately 2 weeks after the first class day and regularly throughout the rest of the term

# Questions or problems?

## Contact the SFA Business Office

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

We are happy to help!

Welcome to SFA!