



How to use Student Finance

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Signing In

To access Student Finance, please use the URL Cedar.to/paymybill. After choosing the option, students should see the following screen:

A screenshot of the "Sign in" form. The form has a blue header with the text "Sign in". Below the header is a white box with a yellow border containing the text "Enter your user name and password to sign in." There are two input fields: "Username" and "Password", each with a small icon to its left. To the right of the "Password" field is a "Sign in" button.

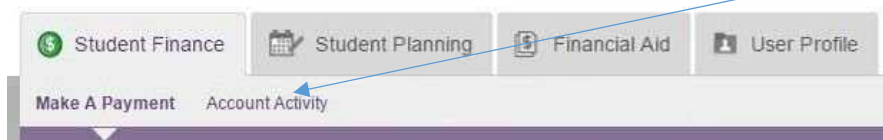
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Please Sign in using your student Cedarnet credentials. Remember passwords are case sensitive. Once completed students will be shown the Self Service homepage.

A screenshot of the Self Service homepage. At the top, there is a navigation bar with links for "Student Finance", "Student Planning", "Financial Aid", and "User Profile". Below the navigation bar is a purple banner with the text "Hello, Choose a category to get started." Below the banner are four white boxes, each with a green icon and a title: "Student Finance" (with a dollar sign icon), "Student Planning" (with a calendar icon), "Financial Aid" (with a dollar sign icon), and "User Profile" (with a person icon). Each box contains a brief description of the service.

View Account Activity

Students can view student account activity by term by choosing Account Activity.



Account Activity

View your Financial Activity

Current ID:

Term: Spring Semester 2016 - Balance: \$0.00 [View Statement](#)

Charges
\$17,335.00

Payments
\$5,766.00

Financial Aid
\$11,569.00

Balance
\$0.00

[Expand All](#)

Charges	\$17,335.00
Payments	\$5,766.00
Financial Aid	\$11,569.00
Balance	\$0.00

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The Account Activity screen groups similar activities together allowing the student to find the information they need quickly. The grouping will always start with charges and subtracts financial aid and payments. The student can look at additional details by using the Expand All button or by individual group.


Students should carefully review the financial aid group to verify that all scholarships are disbursed to the student account. Only disbursed, accepted, or pending aid will show. If a student is expecting additional aid, but it does not appear, then please go to www.cedarville.edu/myfinancialaid and follow the remaining steps so that the aid will be applied. Remember that payment is due by the posted due dates.

Check Financial Aid Information

Financial Aid								\$11,569.00
Award	Awarded	Term	Disbursed	Anticipated	Other Terms	Loan Fee	Currently Ineligible	Comment
Outside Scholarship	\$500.00	Spring Semester 2016	\$500.00					
Federal Pell Grant	\$1,212.00	Spring Semester 2016	\$1,212.00					
Chancellor's Excellence Award	\$500.00	Spring Semester 2016	\$500.00					
CU Access Grant	\$5,635.00	Spring Semester 2016	\$5,635.00					
Outside Scholarship	\$1,000.00	Spring Semester 2016	\$1,000.00					
Sub Stafford Loan	\$1,750.00	Spring Semester 2016	\$1,732.00			\$18.00		
Unsub Stafford Loan	\$1,000.00	Spring Semester 2016	\$990.00			\$10.00		
Total			\$11,569.00	\$0.00				

Make a Payment

Choose Student Finance. The first screen shows current and overdue amounts owing by term.

[Sign out](#) [Help](#) [Notifications](#)

[Student Finance](#) [Student Planning](#) [Financial Aid](#) [User Profile](#)

Make A Payment Account Activity

Make your Payment below

Total Payment: \$4,721.37

Choose a Payment Method

Proceed to Payment

Collapse All

Please Note: Amounts Due may include credit amounts.

2014 Fall Term

\$4,721.37

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivable	BANK	8/1/2014 (Overdue)	\$4,721.37	\$4,721.37

Total Amount Due: \$4,721.37

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This make a payment screen allows students to choose the payment method, eCheck or Credit/Debit Card, and also the amount they would like to pay. For this example the payment will be \$20 using a Credit Card. Once the amount and method are entered and the Proceed to Payment is chosen, students will be shown a review screen.

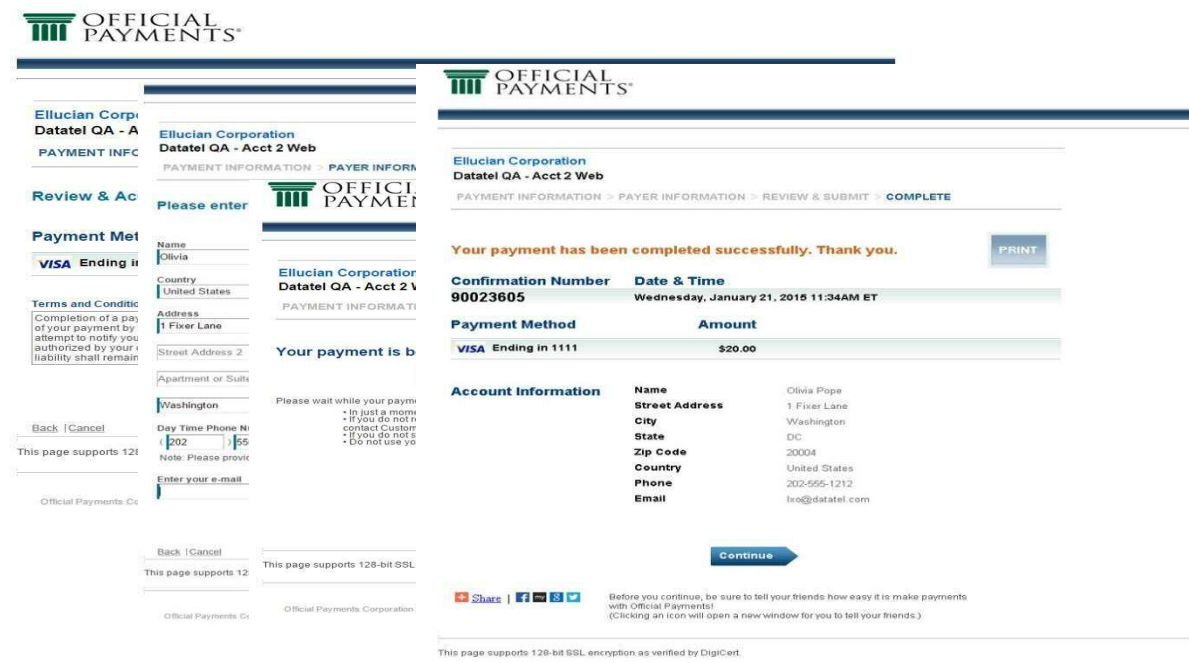


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Simply press the Pay Now button in the lower right hand side of the screen if the review screen is correct.

Students that choose eCheck as the payment method will be shown a screen allowing banking information to be entered. This banking information has two parts, the routing or ABA number and the account number. Remember that the routing number is 9 numbers long. When this screen is completed the Pay Now button is pressed. The transaction will complete, adding the payment amount to the student account immediately.

Students that choose a Credit/Debit Card will be shown a series of screens for required information to be entered and confirmed.



Official Payments Corporation

Ellucian Corporation
Datatel QA - Acct 2 Web

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Your payment has been completed successfully. Thank you.

Confirmation Number: 90023605
Date & Time: Wednesday, January 21, 2015 11:34AM ET

Payment Method	Amount
VISA Ending in 1111	\$20.00

Account Information

Name	Street Address	City	State	Zip Code	Country	Phone	Email
Olivia Pope	1 Fixer Lane	Washington	DC	20004	United States	202-555-1212	leo@datatel.com

Continue

Before you continue, be sure to tell your friends how easy it is to make payments with Official Payments! (Clicking an icon will open a new window for you to tell your friends.)

This page supports 128-bit SSL encryption as verified by DigiCert.

The final screen will give the student a confirmation number. The option to print the confirmation is available for those that want a paper version.

Both payment methods end with a payment acknowledgement screen.

The screenshot shows a web application interface for a student finance system. At the top, there are navigation tabs: 'Student Finance', 'Student Planning', 'Financial Aid', and 'User Profile'. To the right of these tabs are links for 'Sign out', 'Help', and 'Notifications'. Below the navigation bar, the main content area is titled 'Payment Acknowledgement'. It features a purple header bar with the title. Below the header, there is a message: 'Thank you for your credit card payment of \$ 20.00. Your account will be updated promptly. Thank you and have a nice day'. This is followed by a 'Receipt Information' section with a table containing details such as Receipt Number, Date/Time, Merchant, and Payer. Below this is an 'Account Payments' section with a table showing Account Holder, Account Type, Term, Location, Description, and Amount. Finally, there is a 'Payments Tendered' section with a table showing Payment Method, Control Number, Authorization Code, Transaction Number, and Amount. A 'Continue' button is located at the bottom right of the main content area.

Receipt Number	Date/Time	Merchant	Payer
000002402	1/21/2015 11:32:15 AM	Elitucan University 4375 Fair Lakes Ct Suite 300 Fairfax VA 22033 610-323-1123 x1123	

Account Holder	Account Type	Term	Location	Description	Amount
	Student Receivable	2014 Fall Term	N/A	Payment on account	20.00

Payment Method	Control Number	Authorization Code	Transaction Number	Amount
VISA	1111	902000	90023605	20.00

Continue

If the student has questions about a charge or anything on your account, please contact the Cashiers Office by email or call 937.766.7824 during posted business hours

If you experience difficulties login into Student Finance please submit an ITR with Information Technology.