



Student Payments in Web Advisor

Paying for tuition, fees, housing, insurance and other charges to your student account.



What do I need to know first

- You will have the option of paying by credit card or e-check.
- Credit card payments will include a convenience fee of \$35.
- E-checks are free for students.
- Processing occurs at Official Payments secure site.



OFFICIAL
PAYMENTS

What is a convenience fee?

- Credit card processing is expensive for the school. The fee that is charged helps to defray the costs of adding or continuing this convenience. Without this fee, schools would not be able to accept credit cards.
- E-Check processing is a very minor fee per transaction for the school. Because of that, no fee will be charged to students.

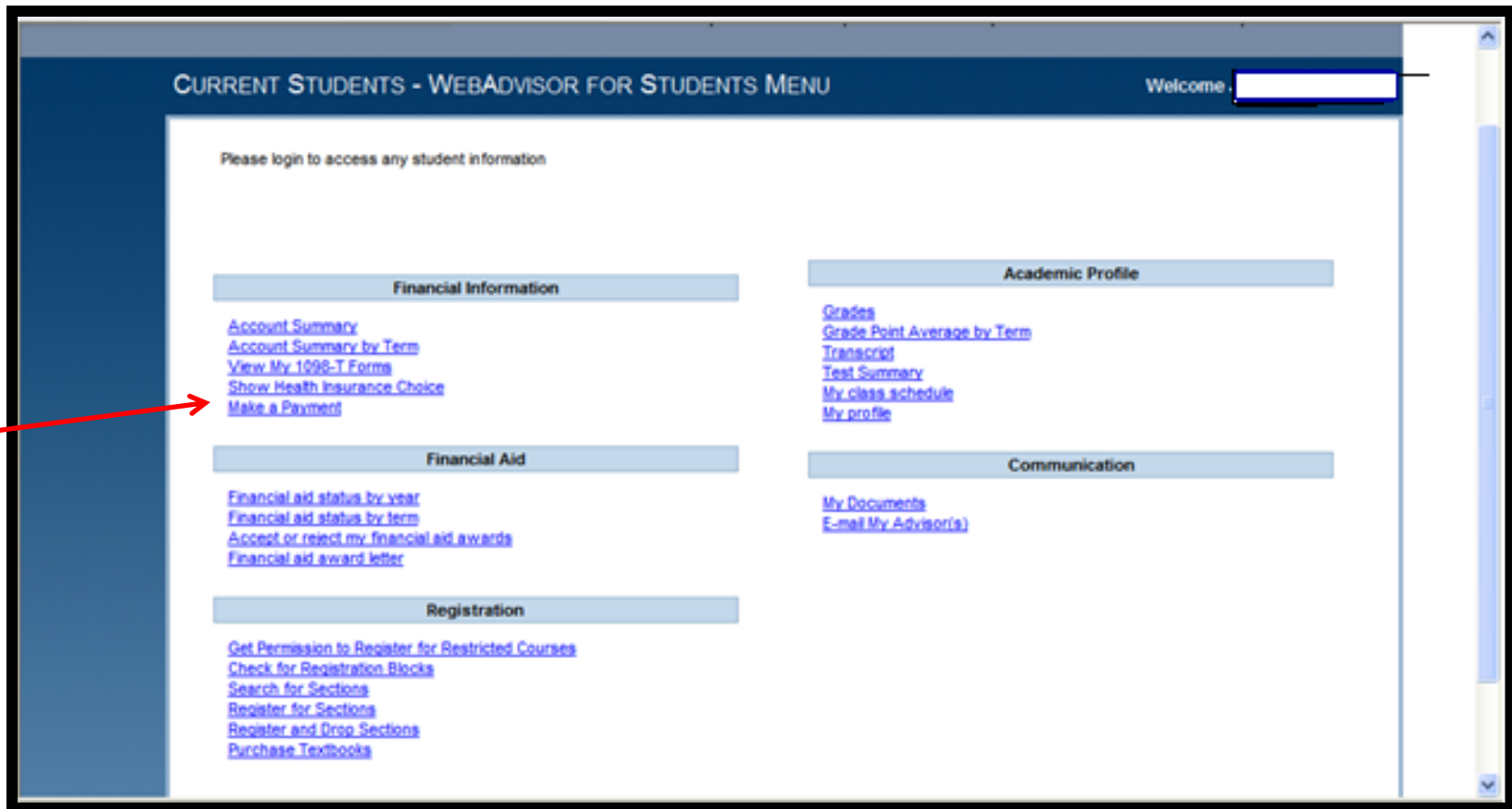
Using E Checks

- An E-check is basically debiting (removing) money from your checking account.
- You need to have a checking account
- You will be prompted to enter the routing number and account number (you can get the routing number from the bank if you don't have checks, otherwise it is part of the micr coding at the bottom of your checks)
- You will also be prompted to enter a check number, but this does not need to be a "real" check. You can make up any 4 digit number and enter it, if you don't have checks with your account.

Log into Web Advisor

Select Student Tab

Select Make a Payment



Select Pay on My Account OR Pay on My Payment Plan

The screenshot displays the WebAdvisor 3.1 interface for the Graduate Theological Union. The header includes the university's logo and name, along with navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, and CONTACT US. The main content area is titled 'CURRENT STUDENTS - MAKE A PAYMENT MENU' and features a 'Welcome' message followed by a white box containing two blue links: 'Pay on My Account' and 'Pay on My Payment Plan'. A red arrow points to the 'Pay on My Account' link. The footer contains the WebAdvisor 3.1 logo and the text 'POWERED BY DATATEL'.

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CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT US

CURRENT STUDENTS - MAKE A PAYMENT MENU

Welcome .

[Pay on My Account](#)
[Pay on My Payment Plan](#)

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT US

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Select Pay on My Account
Enter payment amount
Select payment type (drop down)
Hit SUBMIT

See Slides
18-21 for
payment
plan
differences

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your enrollment and eligible charges.

CURRENT STUDENTS Welcome

Pay on My Account

* = Required

Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
<input type="text"/>	52.50	Account Balance, Student Receivables	3,710.00	1,870.00	0.00	1,787.50	0.00

Total Amount Due 52.50

Payment Type*

- E Commerce VISA
- E Commerce Mastercard
- E Commerce Discover
- E Commerce American Expre
- E Commerce E Checks

Account Summary | Account Summary by Term | Pay on My Payment Plan

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

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If you select a credit card, the next slides are what you will see (go to slide 15 for e checks)

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[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [CONTACT US](#)

CURRENT STUDENTS Welcome

Processing My Credit Card Payment

Click Continue to enter your credit card information at our secure payment website.

Payment Amount	\$47.50
Convenience Fee	\$35.00
Total Payment Amount	\$82.50

[CONTINUE](#)

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [CONTACT US](#)

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Hit CONTINUE or select
Students Menu to start over

Going to Secure Official Payments Payment Gateway Site

You are being redirected to a secure payment website. Click the Start Payment button if the redirect has not occurred automatically.

Start Payment

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This screen takes a few seconds, so be patient.

Enter your credit card type and details

Please provide your payment method details:

Payer ID	Description	Amount
[Redacted]	Payment on account	\$ 47.50

Total Payment

Select Financial Account Type: »
MasterCard

Card Number: *
[Redacted]

Expiration Date (MM/YY): *
[Redacted]

CVV2 Security Code: *
[Redacted]

Name: *
[Redacted]

Street Address: *
[Redacted]

City: *
[Redacted]

State: *
[Redacted]

Zip Code: *
[Redacted]

Country: *
UNITED STATES

Email Address: »
[Redacted]

Phone Number: »
[Redacted]

* = Required

Continue

Select the same card type as you did on the initial screen

Name, address and e-mail will come from Web Advisor. If you have an international address, put in the state and zip of your school as the screen won't accept blanks for those boxes.

Hit CONTINUE

Review, check the box and Hit AUTHORIZE PAYMENT or CANCEL

San Francisco Theological Seminary Logo

1 PAYMENT AMOUNT 2 CONFIRMATION 3 RECEIPT

Confirmation

Please confirm your payment information:

Monday, August 29, 2011 2:51 PM (CST)

Your Contact Information:		Your Financial Information:	
Name:	[REDACTED]	Visa Card:	Ending in [REDACTED]
Street1:	[REDACTED]	Name:	[REDACTED]
City:	[REDACTED]	Street Address:	[REDACTED]
State:	CA	Zip Code:	[REDACTED]
Zip Code:	[REDACTED]	City:	[REDACTED]
E-Mail:	[REDACTED]	State/Province:	CA
		Country:	US
Pay to:		Your Payment Information:	
Provider:	San Francisco Theological Seminary	Amount:	\$10.00
Payer ID:	[REDACTED]	Fee:	\$35.00
Payment Date:	08/29/2011	Total:	\$45.00

Your payment will not be processed until you click the Authorize Payment button.

By clicking the Authorize Payment button below, I authorize ChoicePay to make a one time payment from my Visa Card ending in 0047 for the amount of \$45.00 USD. This includes a fee of \$35.00. Your payment will be made on 8/29/2011.

☒ By clicking this box, you agree to the Terms and Conditions of this site.

Authorize Payment **Cancel**

Receipt to print, then hit COMPLETE

San Francisco Theological Seminary Logo

1 PAYMENT AMOUNT 2 CONFIRMATION **3 RECEIPT**

Receipt

The following payment has been processed:

Payer ID	Confirmation Number	Authorization Number	Amount Authorized	
[REDACTED]	242016134479	043368	\$45.00	Monday, August 29, 2011 2:51 PM (CST)

Your Contact Information:
Name: [REDACTED]
Street1: [REDACTED]
City: [REDACTED]
State: CA
Zip Code: [REDACTED]
E-Mail: [REDACTED]

Your Financial Information:
Visa Card: [REDACTED] Ending In: [REDACTED]
Name: [REDACTED]
Street Address: [REDACTED]
Zip Code: [REDACTED]
City: [REDACTED]
State/Province: CA
Country: US

Pay to:
Provider: San Francisco Theological Seminary
Payer ID: [REDACTED]
Payment Date: 08/29/2011

Your Payment Information:
Amount: \$10.00
Fee: \$35.00
Total: \$45.00

If you have any questions about your payment, please contact us at 510-649-2430 during business hours Monday - Friday: 8:30am - 4:30pm.

[Print](#) [Complete](#)

Back in Web Advisor, Acknowledgement of receipt of payment. Hit OK

SAN FRANCISCO THEOLOGICAL SEMINARY

[CHANGE PASSWORD](#) [LOG OUT](#) [MAIN MENU](#) [STUDENTS MENU](#) [HELP](#) [CONTACT US](#)

CURRENT STUDENTS Welcome Peterson Elbert

Payment Acknowledgement

Thank you for your credit card payment!

Receipt No: 000041151
DateTime: 06/09/2011 12:57:20
Merchant: San Francisco Theological Seminary
105 Seminary Road
San Anselmo CA 94960

Payer: [REDACTED]

Accountholder	Account Type	Term	Amount
[REDACTED]	TUITIONFEES	Non-term	10.00

Convenience Fee	Amount
Tuition & Fees Convenience Fee	35.00

Payment Method	Control Number	Authorization Code	Transaction Number	Description	Total Amount
Visa	XXXXXXXXXXXX[REDACTED]	043368	242016134479	Payment on account	45.00

[Account Summary](#) [Account Summary by Term](#) [Pay on My Account](#) [Pay on My Payment Plan](#)

[CHANGE PASSWORD](#) [LOG OUT](#) [MAIN MENU](#) [STUDENTS MENU](#) [HELP](#) [CONTACT US](#)

WebAdvisor 1.1
POWERED BY ORACLE

In Student Menu, Select Account Summary to check your balance

The screenshot displays the WebAdvisor interface for the San Francisco Theological Seminary. The top navigation bar includes links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'STUDENT'S MENU', 'HELP', and 'CONTACT US'. A 'CURRENT STUDENTS' section on the left contains a 'Welcome' message and a red-bordered box. The main content area is titled 'Account Summary' and lists various financial items with their corresponding amounts. A table below the title provides a detailed breakdown of the account balance. At the bottom, there is an 'OK' button and a footer with additional navigation links and the 'WebAdvisor 3.1' logo.

Account Summary	
Balance Forward	0.00
Current Charges	35.00
Total Charges	35.00
Student Payments	10.00
Financial Aid Payments	0.00
Financial Aid Remaining	0.00
Sponsor Payments	0.00
Payment Plans (Deferred Amounts)	0.00
Total Payments & Deferred Amounts	10.00
Refunds	0.00
Total Amount Currently Due	25.00
Amount Not Currently Due	0.00

If you selected E Check as your payment type in slide 7, you will see the next slides

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CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT L

CURRENT STUDENTS Welcome [redacted]

Electronic Check Entry

[How do I find the routing number, account number, and check number?](#)

* = Required

Payment Amount 15.00
Convenience Fee 0.00
Total Payment Amount 15.00

Routing Number * Account Number *
Check Number *
Driver's License State

Name on Check *
Address *
City * State/Province * Postal Code *
Email *

Hit SUBMIT

SUBMIT


CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT L

Web Advisor

Enter Routing number, Account number and check number. Other info comes in from Web Advisor if it is available.

Check number can be any 4 digit number

Payment acknowledgement in Web Advisor

 SAN FRANCISCO THEOLOGICAL SEMINARY

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT Us

CURRENT STUDENTS>Welcome [REDACTED]

Payment Acknowledgement

Thank you for your [REDACTED] payment!

Receipt No 000041150
Date/Time 08/26/2011 13:34:18
Merchant San Francisco Theological Seminary
105 Seminary Road
San Anselmo CA 94960

Payer [REDACTED]

Accountholder	Account Type	Term	Amount
[REDACTED]	TUITION/FEES	Non-term	15.00

Convenience Fee Amount

Payment Method	Control Number	Authorization Code	Transaction Number	Description	Total Amount
E Commerce E Check	2446	239512185600	239512185600	Payment on account	15.00

OK

Account Summary | Account Summary by Term | Pay on My Account | Pay on My Payment Plan

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT Us

WebAdvisor^{3.1}
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E-mailed payment acknowledgement

- No matter which type of payment you select, when you finish the process in Web Advisor (clicking OK on the payment acknowledgement screen), an e-mail will be sent to the e-mail that Web Advisor has for you. If you have a school assigned e-mail address, it will go there. If you have a new e-mail address, please notify your Registrar or your Business Office.

Pay on Payment Plan

- With the exception of the initial screens, the Pay on Payment plan works exactly the same as Pay on Account. You should only use Pay on Payment Plan if you have signed up for a payment plan for the current semester with your business office.

The first screen shows your current amount due.

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CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS Welcome |

Pay on My Payment Plan

* = Required

Plan Type	Student Receivables
Plan Term	FALL 2011
Total Plan Balance	\$13,250.00
Current Amount Due	\$3,312.50
Due Date	08/18/11

[View Plan Schedule](#)

Amount to Pay*

How do you want to pay?*

SUBMIT

To see payment plan schedule.

Payment Plan Schedule is a new window, close when finished reviewing.

View My Payment Plan Schedule

Plan Type: Student Receivables
Plan Term: FALL 2011
Original Plan Amount: 13,250.00
Setup Charge: 0.00
Current Balance: 9,937.50

Due Date	Amount Due	Late Fees	Amount Paid	Date Paid
08/18/11	3,312.50	0.00	3,312.50	08/18/11
09/15/11	3,312.00	0.00	0.00	
10/15/11	3,312.00	0.00	0.00	
11/15/11	3,313.50	0.00	0.00	

CLOSE WINDOW

Amount to Pay*

How do you want to pay?*

MAIN MENU | **STUDENTS MENU** | **HELP** | **CONTACT US**
CHANGE PASSWORD | **LOG OUT**
POWERED BY DATATEL

Change amount to pay, if necessary, then select how to pay from drop down menu. After this the screens will be the same as the Pay on Account screens.

The screenshot shows a web browser window displaying the 'Pay on My Payment Plan' page of the Graduate Theological Union. The page has a blue header with the GTEU logo and tagline 'Where religion meets the world'. A navigation bar contains links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, HELP, and CONTACT US. Below the header, a dark blue bar says 'CURRENT STUDENTS' and 'Welcome' followed by a blank input field. The main content area is titled 'Pay on My Payment Plan'. It includes a legend '* = Required'. A table lists plan details: Plan Type (Student Receivables), Plan Term (FALL 2011), Total Plan Balance (\$13,250.00), Current Amount Due (\$3,312.50), and Due Date (08/18/11). A link 'View Plan Schedule' is below the table. At the bottom, there are two required fields: 'Amount to Pay' with a text box containing '3,312.50' and 'How do you want to pay?' with a dropdown menu. A 'SUBMIT' button is at the bottom center. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

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CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS Welcome

Pay on My Payment Plan

* = Required

Plan Type	Student Receivables
Plan Term	FALL 2011
Total Plan Balance	\$13,250.00
Current Amount Due	\$3,312.50
Due Date	08/18/11

[View Plan Schedule](#)

Amount to Pay*

How do you want to pay?*

Internet 100%

Questions?

- Contact your School's Business Office.