**Bill+Payment FAQS**

**How do I create an account on Bill+Payment?**

Students are automatically enrolled in Bill+Payment, McDaniel College’s online tuition billing and payment system. Students can log into Bill+Payment using their McDaniel College username and password. A person other than the student wishing to submit a payment must be added as an **authorized user** by the student in order to access Bill+Payment. This may include parents/guardians/spouses/grandparents, etc.

**How do I access Bill+Payment – Students?**

Your current account summary, statement and access to Bill+Payment are available by logging onto MyMcDaniel and using the Self-Service Menu.

1. Log into www.mymcdaniel.edu and select Self-Service Menu -> Student – Bursar’s Office -> View my Tuition Account. You will be re-directed to Student Finance on Self-Service.
2. Select the “Make A Payment” link from the Account Summary page or from the Student Finance drop-down menu.
3. Select “Continue to Payment Center”. You will be re-directed to Bill+Payment.

4. Review the Electronic Authorization select “I Agree” to continue.
How do I add an authorized user?

1. Select Authorized Users from sub-menu under "My Account" (see below), then click on "Add Authorized User".
2. Enter the e-mail address where your parent/guardian would prefer to receive communications from Bill+Payment.
3. Select "yes" or "no" to allow access or prevent access, respectively, to your tuition statements and your payment history. Select "Continue".
4. Accept "Agreement to Add Authorized User".

How does an authorized user access Bill+Payment?

The authorized user will receive two emails from bursaroffice@mcdaniel.edu. One e-mail will include the hyperlink to Bill+Payment and their user name (email address). The second email will include the temporary password for Bill+Payment. Authorized users will need to input their name and establish a permanent password after logging into Bill+Payment for the first time. Please Note: Temporary passwords issued by the system will expire.

Email 1

Subject: You have been given access

Message:
The student listed below has granted you access to McDaniel College online billing information. You now have the ability to make payments on behalf of this student. Log in with the username shown below. For security, the initial password for this account is sent in a separate message.
URL: https://secure.touchnet.net:443/C21781_tsa/web/index.jsp

Access Information

Student Name:
Username:  authorized user email address

Email 2
Subject: Your access information
Message:
The student listed below has granted you access to McDaniel College's online billing information. You can now make payments on behalf of this student. For your first login, use the password shown below. For security, your username for this account is sent in a separate message.
URL: https://secure.touchnet.net:443/C21781_tsa/web/index.jsp
Access Information

  Student Name:
  Temporary Password:

Bill+Payment login screen for Authorized Users:

How do I view the current account balance on Bill+Payment?

Students and authorized users: After logging in to Bill+Payment, you may view your current account balance in two locations on Bill+Payment:
A. When you first log into Bill+Payment, your current balance is listed under "Student Account" on Bill+Payment’s Home 🏠 screen.
B. Your current balance is found on the "Account Payment" screen when you select "Make a Payment".

Why are there different account balances under "Account Activity"?

When you select "View Activity" under "Student Account" on the home screen or from "Current Activity" on the "My Account" screen, you will see a term based presentation of your student account activity. The default is always to the current term. If you click in the box next to "Select a term" you will see options to view your Account Activity from other terms and "All" activity which is a comprehensive accounting of your history. In addition, you will see a balance next to each term in the drop-down box.
How do I make a payment through Bill+Payment?

Students and authorized users can make payments from your checking/savings account or via credit card in Bill+Payment. Please note that all credit card payments will be assessed a convenience fee equal to 2.85% of your payment, or a $3.00 minimum fee (whichever is greater).

How do I make an electronic check payment from a checking or savings account?

1. Select "Payments" from the menu or "Make a Payment" from the "My Account" screen.
2. Click on the "Make a Payment" button on the "Payments" screen.
3. Input the amount that you would like to pay in the blank payment field next to your account balance on the "Account Payment" screen.
4. Click on the "Continue" button.
5. Select "New Electronic Check (checking/savings)" from the drop-down on the "Payment Method" screen.

6. Click on the "Select" button.

7. Next, enter the routing number and account number from your checking or savings account and your billing address. You also have the option to save your account information for future payments. Then click "Continue". Please Note: Payment must be made from traditional personal accounts. The system will not accept a payment from a corporate or specialty account.

8. Review the Terms & Conditions of the transaction on the "Confirmation" screen, prior to finalizing your payment. If you agree to the terms and conditions, click on the box next to "I agree to the above terms and conditions". Then click on "Submit Payment".

9. Print a payment receipt for your records. You will also receive an email from bursaroffice@mcdaniel.edu with “Thank you for your payment” in the subject. The email will contain the following information:
   Student Name:
Account Number: xxx9999
Term:
Payment Method:
Amount:
Description: [Student Account Payment]
Convenience Fee:
Confirmation Number:
Authorization Code:

How do I make a credit card Payment?

**Students and authorized users:** You can make a credit card payment in Bill+Payment using the following cards: Visa, MasterCard, American Express, Discover, Diners Club International, JCB, UnionPay, BCard and DinaCard. Please note that all credit card payments will be assessed a convenience fee equal to 2.85% of your payment, or a $3.00 minimum fee (whichever is greater).

1. Select "Payments" from the menu or "Make a Payment" from the "My Account" screen.
2. Click on the "Make a Payment" button on the "Payments" screen. "Account Payment" screen: Input the amount that you would like to pay in the blank payment field next to your account balance (see below). Then, click on the "Continue" button.
3. Select “Credit Card via PayPath” from the drop down box on the “Payment Method” screen. Click the “Select” button.

**Account Payment**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment method</th>
</tr>
</thead>
</table>

Select Payment Method

Payment amount: $10.00
Payment method:

[Credit Card via PayPath] [Select] [Back] [Cancel]

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.*

4. Review your payment details on the "Confirmation" screen and select "Continue to PayPath". After making this selection, you will be redirected to the PayPath Payment Service screen to start your credit card transaction.
5. Select "Continue" on the "PayPath Payment Service" screen to proceed with your payment.

6. Click “Continue” on the "Payment Amount Information" screen if you would like to proceed with your payment. Please take note of the convenience fee associated with credit card payments.
7. Enter your credit card and billing address information on the "Payment Card Information" screen. Click "Continue". You will have the opportunity to review your payment one more time on the next screen before finalizing the transaction.
8. Review the transaction details on the "Submit" screen which includes the amount of the convenience fee. Please also read the terms and conditions. If you agree to the terms and conditions, click on the corresponding box and submit your payment.

9. Print a payment receipt for your records.