

# Bill+Payment FAQs

[How do I create an account on Bill+Payment?](#)

[How do I access Bill+Payment – Students?](#)

[How do I add an authorized user?](#)

[How does an authorized user access Bill+Payment?](#)

[How do I view the current account balance on Bill+Payment?](#)

[Why are there different account balances under "Account Activity"?](#)

[How do I make a payment through Bill+Payment?](#)

[How do I make an electronic check payment from a checking or savings account?](#)

[How do I make a credit card payment?](#)

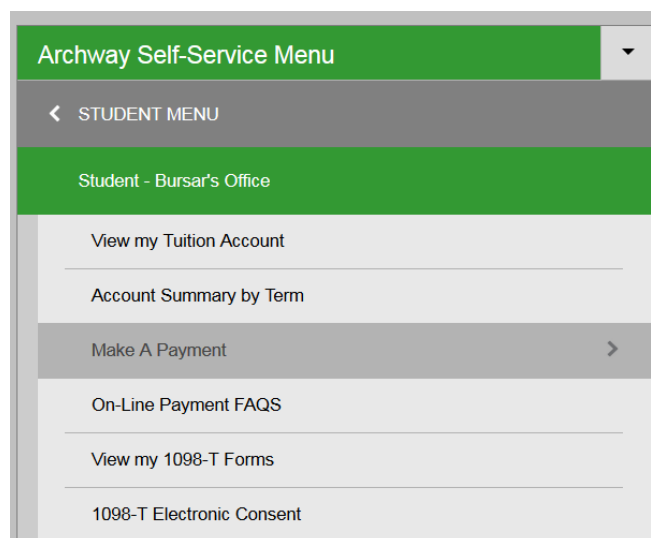
## How do I create an account on Bill+Payment?

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.

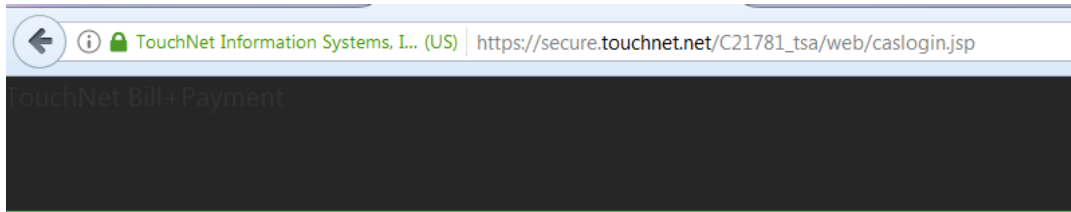
## How do I access Bill+Payment – Students?

Your current account summary, statement and access to Bill+Payment are available on McDaniel College's Portal using the Archway Self-Self Service Menu.

1. Log into [www.mymcdaniel.edu](http://www.mymcdaniel.edu) and select Archway Self-Self Service Menu -> Student – Bursar's Office.
2. Select the "Make A Payment".



3. Please wait, you will be re-directed to Bill+Payment.

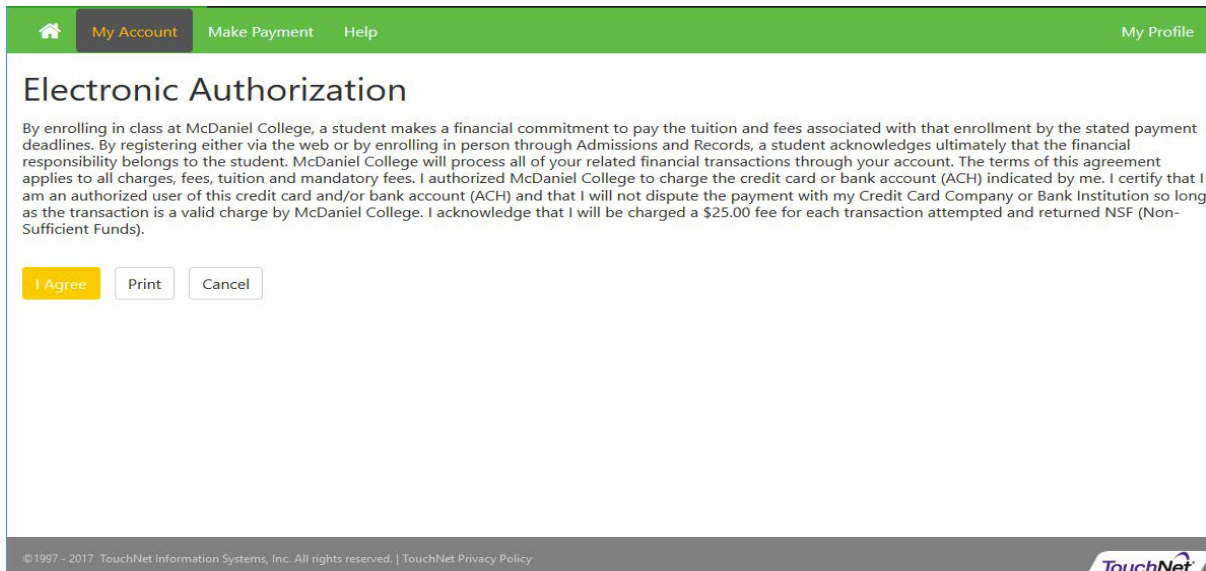


Now Loading. Please Wait...

This could take several minutes.

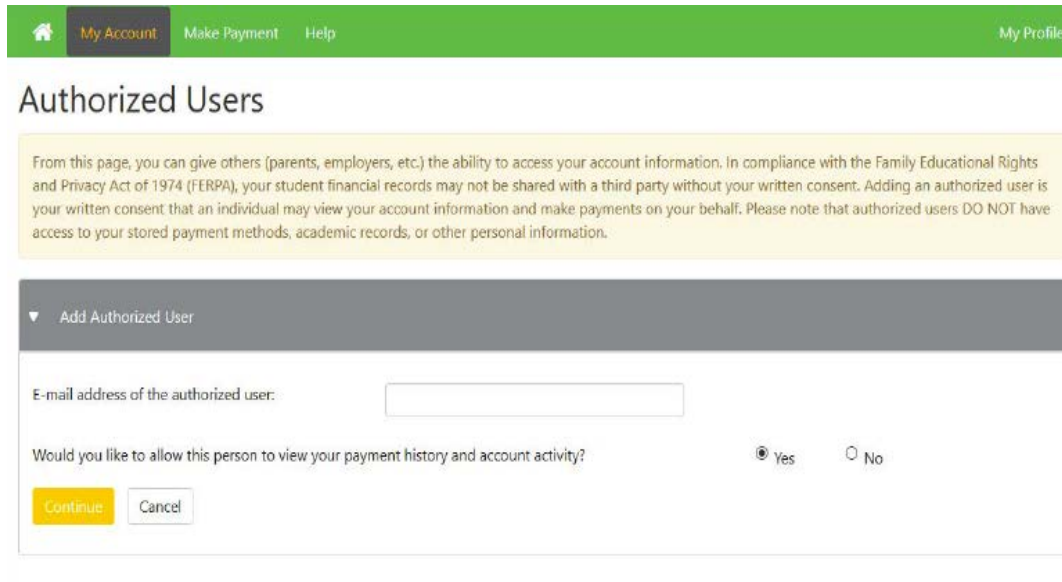
--- Do not click the Stop or Back buttons at this time ---

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](mailto: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** and the hyperlink. 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](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](https://secure.touchnet.net:443/C21781_tsa/web/index.jsp)

**Access Information**

Student Name:

Temporary Password:

Bill+Payment login screen for Authorized Users:

**MCDANIEL COLLEGE**

**Authorized Users**

Login for parents or others who have been granted access.

\*Email:

\*Password:

Login

**Forgot your password?**  
Have a temporary password emailed to you.

**Welcome**

Welcome to McDaniel College Student Account Suite. This 24x7 service lets students and their families make payments, and manage the student account.


Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to [bursaroffice@mcdaniel.edu](mailto:bursaroffice@mcdaniel.edu).

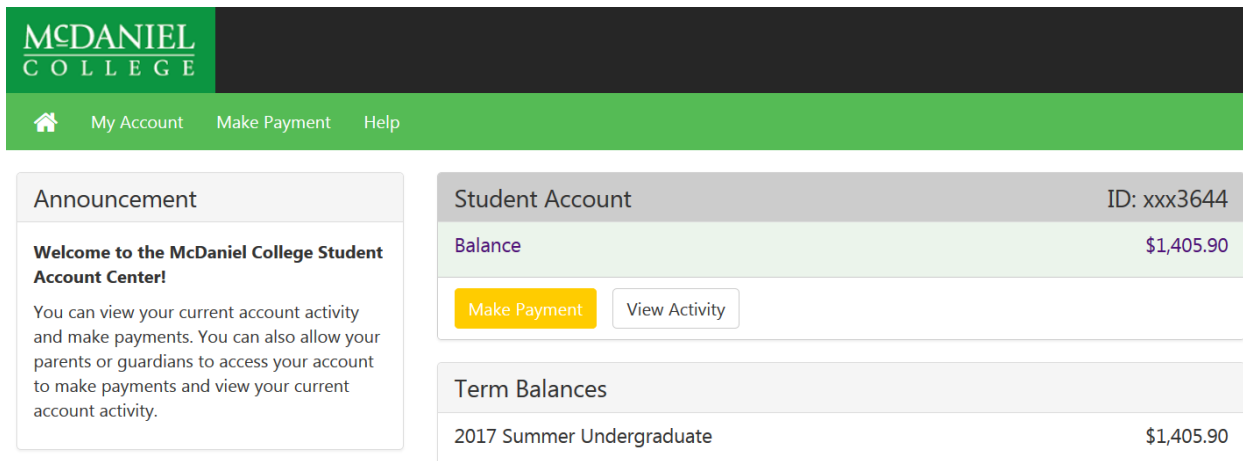
**Student Account Suite Features**

- Student Account Center
  - Check your balance.
  - Make a payment towards your balance.
  - View your payment history.
  - Store your payment methods for quick and easy payment.
  - As a student, provide permission to others (parents, employers, etc) to make payments.

*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.



**McDANIEL COLLEGE**

My Account Make Payment Help

**Announcement**

**Welcome to the McDaniel College Student Account Center!**

You can view your current account activity and make payments. You can also allow your parents or guardians to access your account to make payments and view your current account activity.

**Student Account** ID: xxx3644

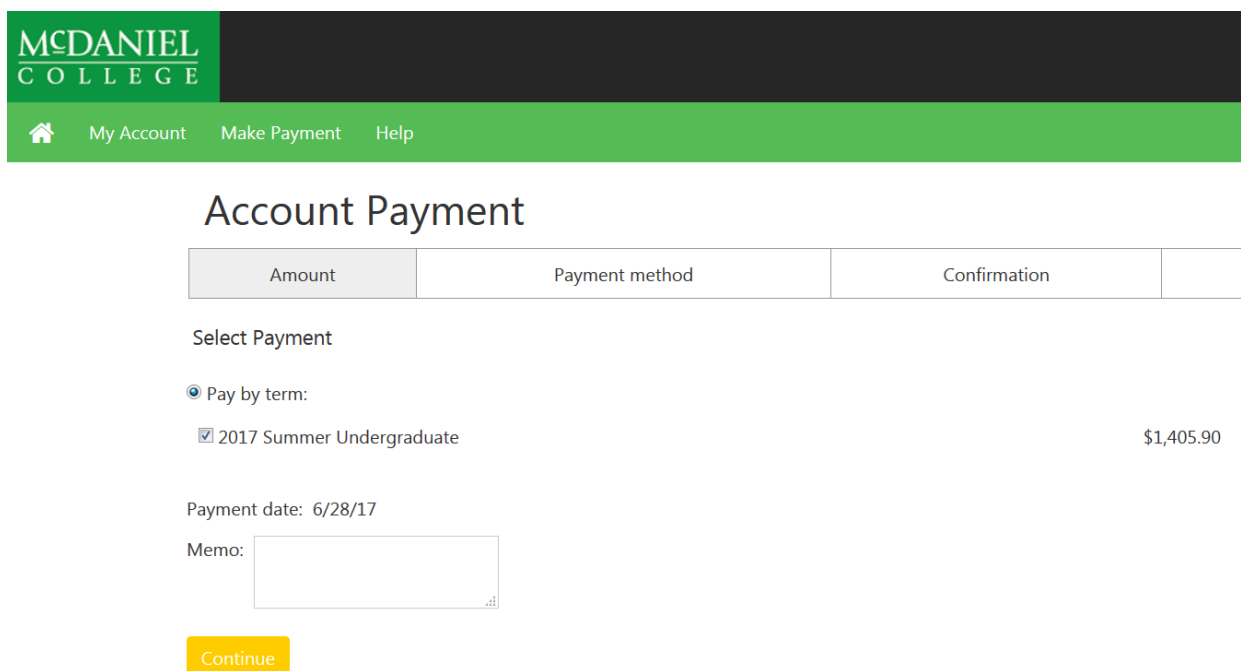
**Balance** \$1,405.90

Make Payment View Activity

**Term Balances**

2017 Summer Undergraduate	\$1,405.90
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B. Your current balance is found on the "Account Payment" screen when you select "Make a Payment".



**McDANIEL COLLEGE**

My Account Make Payment Help

## Account Payment

Amount	Payment method	Confirmation
Select Payment		
<input checked="" type="radio"/> Pay by term:		
<input checked="" type="checkbox"/> 2017 Summer Undergraduate		\$1,405.90
Payment date: 6/28/17		
Memo: <input type="text"/>		
<input type="button" value="Continue"/>		

**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.

### Current Activity

Select a term: 2017 Summer Undergraduate \$1,405.90 Select

#### Estimated Financial Aid

Currently you do not have pending financial aid for the selected term.

#### Account Activity

Click a column header to sort the entries.

Description	Code	Date	Amount ( \$ )
Payment- Thank You	P11	6/22/17	-\$1.00
Payment- Thank You	P11	6/12/17	-\$5.00
Payment- Thank You	P11	6/6/17	-\$45.00
Payment- Thank You	P11	5/31/17	-\$1.03
Payment- Thank You	P11	5/17/17	-\$15.00
Payment- Thank You	P11	5/2/17	-\$174.77
Payment- Thank You	P11	5/1/17	-\$12.30
Payment- Thank You	P11	4/21/17	-\$20.00
Summer U-Grad Tuition	SUI	3/13/17	\$1,680.00
<b>Term Balance:</b>			<b>\$1,405.90</b>
<b>Term Balance Including Estimated Aid:</b>			<b>\$1,405.90</b>

### 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 2.75% 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.

### Account Payment

Current Account Status

Student Account

Balance: \$1,400.90

- Make a Payment
View Account Activity

## Account Payment

Amount	Payment method	Confirmation	Payment Receipt
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Select Payment

Pay by term:

2017 Summer Undergraduate

\$1,400.90

\$

Payment date: 6/28/17

Memo:

Continue

5. Select "New Electronic Check (checking/savings)" from the drop-down on the "Payment Method" screen.
6. Click on the "Select" button.

## Account Payment

Amount	Payment method	Confirmation	Payment Receipt
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Select Payment Method

Payment amount: \$100.00

Payment method:

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

**Electronic Check** - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

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](mailto: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 2.75% 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

Amount	Payment method
--------	----------------

### Select Payment Method

Payment amount: \$10.00  
Payment method:  
Credit Card via PayPath   
    
\*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.



# Account Payment

Amount	Payment method	Confirmation	Payment Receipt
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## Review Details

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment amount:

\$10.00

Payment type:

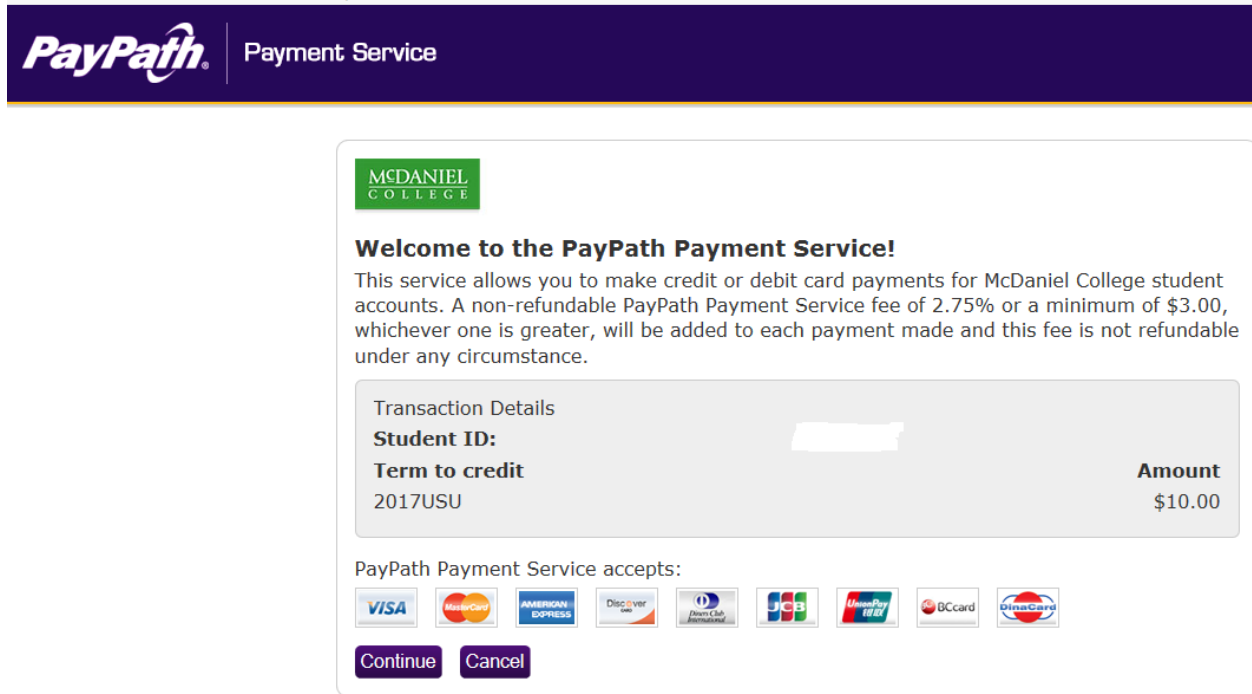
Credit Card through PayPath®, a tuition payment service.

[Continue to PayPath](#)

[Back](#)

[Cancel](#)

5. Select "Continue" on the "PayPath Payment Service" screen to proceed with your payment.



The screenshot shows the PayPath Payment Service interface. At the top, there is a dark blue header with the PayPath logo and the text "Payment Service". Below this, the McDaniel College logo is displayed. The main heading reads "Welcome to the PayPath Payment Service!". A paragraph explains that the service allows for credit or debit card payments for student accounts, with a non-refundable fee of 2.75% or a minimum of \$3.00. A "Transaction Details" box contains the following information: Student ID (redacted), Term to credit (2017USU), and Amount (\$10.00). Below the transaction details, it states "PayPath Payment Service accepts:" followed by logos for VISA, MasterCard, AMERICAN EXPRESS, Discover, Diners Club International, JCB, UnionPay, BCard, and DinersCard. At the bottom of the transaction details box, there are "Continue" and "Cancel" buttons.

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.



### Payment Amount Information

In addition to the amount paid to McDaniel College, a non-refundable PayPath Payment Service fee of 2.75% or a minimum of \$3.00, whichever one is greater, will be added to each payment made and this fee is not refundable under any circumstance.

Payment amount:	\$10.00
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[Continue](#) [Cancel](#)

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.



## Payment Card Information

PayPath Payment Service accepts:



\*Indicates required fields

\*Name on card:

\*Card account number:

\*Card expiration date:

\*Card security code:  [What is this?](#)

## Billing Address

Check if address is outside of the United States:

\*Billing address:

\*City:

\*State:

\*Zip code:

\*Email address:

\*Confirm email address:

Phone number:

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.