**Person Proxy Bill + 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 a Person Proxy in Self-Service 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 and select Archway Self-Self Service Menu -> Student – Bursar’s Office.
2. Select the “Make A Payment”.

![Image of menu options](Image)
3. If this is the first-time accessing Make-A-Payment, you will need to re-enter your McDaniel credentials. Once you Sign-In you will be re-directed to Bill+Payment.

4. Review the Electronic Authorization select “I Agree” to continue.
**How do I add a Person Proxy?**

1. Log into Colleague Self-Service (link may be found under Quick Links at my.mcdaniel.edu)
2. In the upper right corner, click on your username
3. Select View/Add Proxy Access
4. Click on the Select a Proxy drop down menu and select the person you wish to give access to.
5. Check that the email shown for them is correct. Emails will be sent to this address with information on how to access Self-Service. If the address is not correct, submit a completed Self-Service Person Proxy Request Form with the correct information to the Registrar’s Office before you add the Person Proxy.
6. Designate the access you wish this person to have
7. Read and agree to the Disclosure Agreement at the bottom on the page
8. Click Save
9. If you do not have a Select a Proxy drop down menu, or you do not see the name of the person you wish to grant access, please submit a completed Self-Service Person Proxy Request Form to the Registrar’s Office.
10. Once you’ve designated a proxy, the proxy will receive an email indicating that access has been granted. You will receive a copy of the email as confirmation.
11. You’ll be able to see your designated proxies under Active Proxies and can change their access by clicking on the pencil icon.

![Image showing how to add a Person Proxy](image-url)
How does a Person Proxy user access Bill+Payment?


From McDaniel College’s Login page, navigate to Resources -> Family & Friends -> Resources, located under Family & Friends on the left of this page.
You are redirected to the McDaniel College’s Family and Friends Resources Portal. Select Self-Service Proxy Access. Use the McDaniel College credentials that you received in separate 2 emails from regoffice@mcdaniel.edu.

- **Email 1**
  Subject: Access granted to *(Student’s Preferred Name)*'s information at McDaniel College.
  The message will contain the Proxy’s College ID.

- **Email 2**
  Subject: Information about your proxy access at McDaniel College
  The message will contain the Proxy’s username and instructions.
**Self-Service login screen for Person Proxy:**

When logging in as a Person Proxy, select the person’s account that you want to view.
Self-Service Proxy view - > select Student Finance

Student Finance-> Select Make a Payment
Select Continue to Payment Center –

First time you will need to re-enter their McDaniel College Credentials.
If Person Proxy is already a Bill + Payment Authorized User, enter “Existing Authorized Users” credentials. This is a one-time step to sync the Authorized User account in Bill + Payment to Person Proxy credentials.

If Person Proxy is new to Bill + Payment, enter their email under “Create New User”. To make a payment on a student’s account, “Select Student” drop down on right side of page.
How do I view the current account balance on Bill+Payment?

**Students and Person Proxy:** 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.

![Current Activity Table](image)

**How do I make a payment through Bill+Payment?**

Students and Person Proxies 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.
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 Person Proxy:** You can make a credit card payment in Bill+Payment using the following cards: Visa, MasterCard, American Express, Discover, Diners Club International, JCB, UnionPay, BCcard 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.

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.