

MARIETTA COLLEGE AUTHORIZED USER: eBILL INSTRUCTIONS

PLEASE NOTE: Due to FERPA regulations, students must grant others the ability to access their account information by adding them as Authorized users. You must receive a confirmation email with your log-in information in order to access the eBill system.

MARIETTA COLLEGE

175th

LeadershipSkills
Alumnus participates in state youth forum

Quick Links

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- Tuition & Billing Schedule
- Payment Options
- Refunds
- Insurance Information
- Deposit Information
- Departmental Charges
- Forms
- FAQ
- Staff

Marietta Home > Departments > Student Accounts

Paying Your Bills

Student Accounts

The Student Accounts Office is a component of the Business Office at Marietta College. Our staff can provide assistance regarding [tuition](#), [refunds](#), and student-related charges and fees.

Goodbye to Paper Bills!

Living On Campus
Student Activities
Fine Arts Events
Multicultural Marietta
International Programs
Study Abroad
Career Center
Commuter Students

eBill Student
Make a Payment

eBill Authorized User
Make a Payment

From the Student Accounts home page, select “**Authorized User Make a Payment**” link. This will take the Authorized User to the Login Page.

Welcome to Marietta College Student Account Suite. This site is a service offered to students and their families for viewing bills, making payments and managing their student account. This site will be unavailable between 1:15AM and 3:00AM EDT for nightly maintenance.

Authorized Users

Use this for parents or others who have been granted access.

E-mail:

Password:

[Login Now](#)

Forgot your password? [View your password hint](#), or have your password e-mailed to you.

Authorized Users must enter their **E-mail address** and **Password** to access the eBill system.

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 view your bill and make payments

E-Billing

- View and print your billing statement

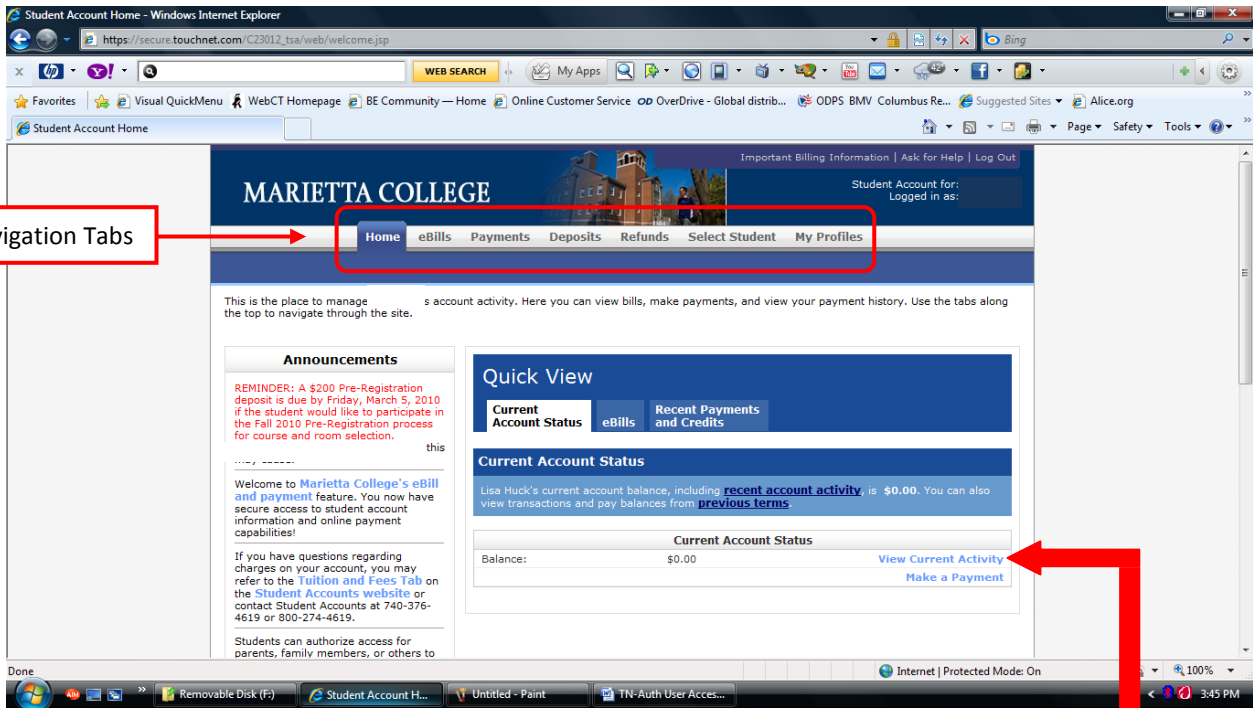
Refunds

- Enter your bank account information so that refunds can be deposited into your account electronically

Students and staff may log in from WebAdvisor in the MyMC portal. Parents, guardians, or employers wishing to access the system require student permission via the student’s authorized user process. If you have any questions about the system, please send e-mail to mcbill@marietta.edu

Note: This site works best with Microsoft Internet Explorer 6.0, Mozilla Firefox 1.x, and Netscape Navigator 7 or later. JavaScript must be enabled.

This is the Home page in the eBill System, from here you are able to view eBills, recent account activity, pay deposits, and make payments on the student’s account. The tabs on the upper portion of the screen allow easy navigation through the site.



View Transactions by Term: Spring 2010

Note: If a balance is due on the term, the amount will be displayed in brackets.

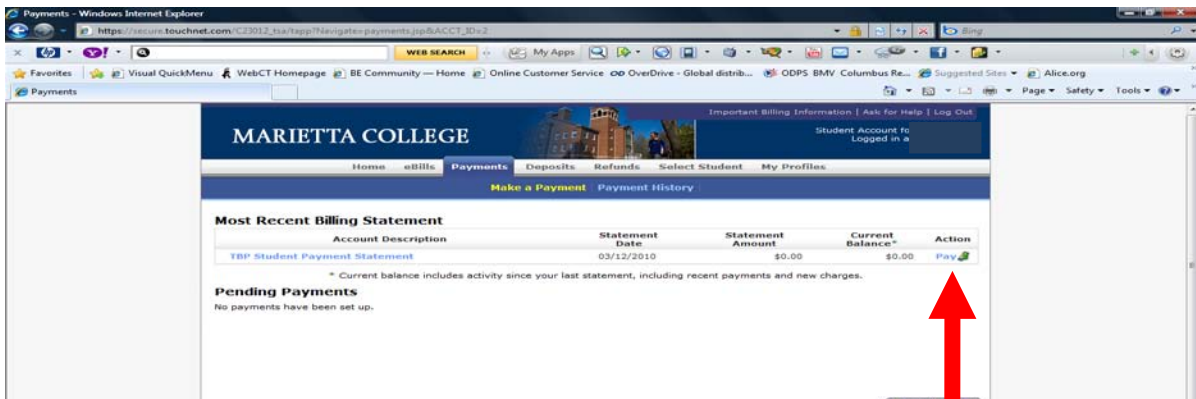
Estimated Financial Aid
Currently you don't have any pending financial aid on your account.

Current Activity

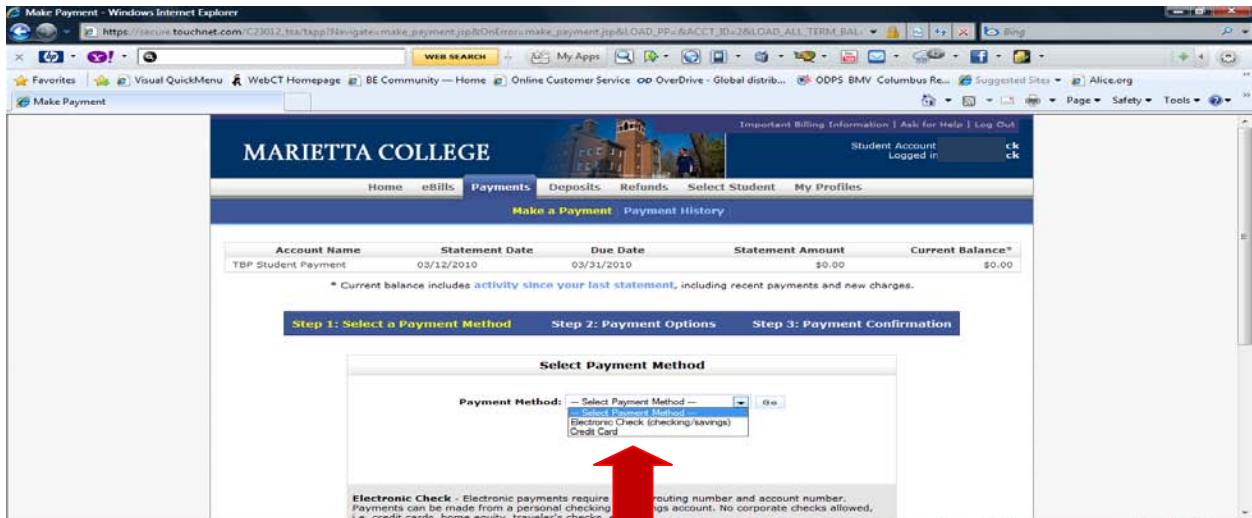
Description	Code	Date	Amount (\$)
Tuition	200	12/04/2009	13,193.00
Student Fee	222	12/04/2009	288.00
Health Center Fee	226	12/04/2009	52.00
Board	230	12/04/2009	1,823.00
Room	240	12/04/2009	2,200.00
Douglas Putham Scholarship	DOPT	12/04/2009	-6,625.00
Tuition Management System	TMS	12/22/2009	-500.00
Payment - Thank You	001	01/05/2010	-500.00
Tuition Management System	TMS	01/26/2010	-500.00
Direct Plus Loan	DIRP	02/04/2010	-2,438.00
Direct Subsidized Stafford Loan	DIRS	02/04/2010	-2,737.00
Direct Unsubsidized Stafford L	DIRU	02/04/2010	-995.00
Tuition Management System	TMS	02/25/2010	-500.00
Payment - Thank You	001	02/26/2010	-250.00
Library Fines	315	03/05/2010	25.00
Term Balance:			\$2,536.00

By Selecting "View Current Activity" you may review any transactions that have transpired since the last statement was loaded.

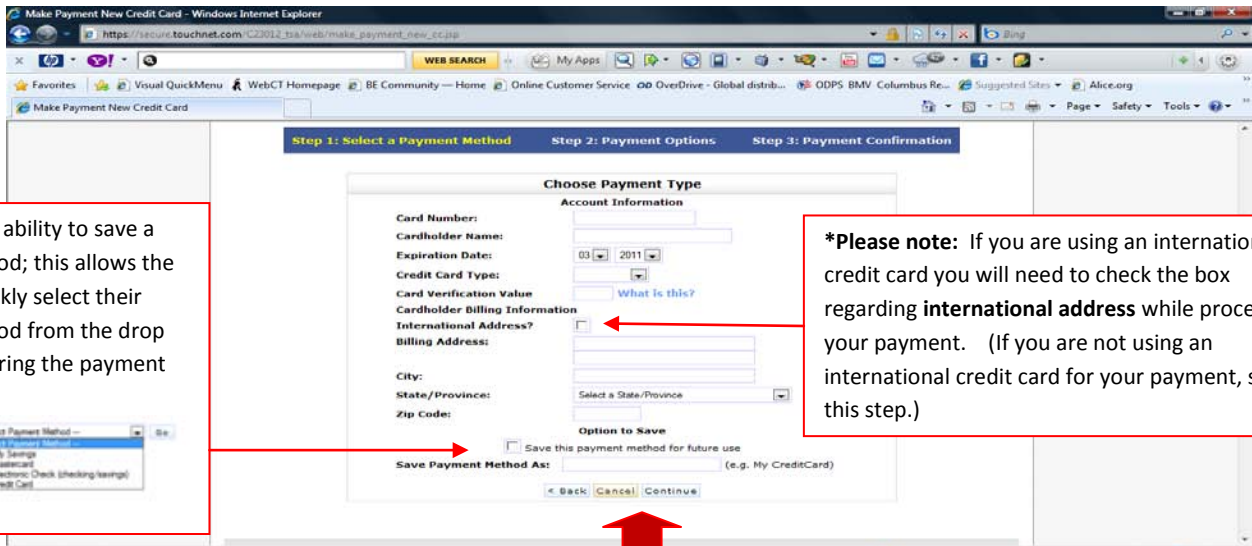
MAKING A PAYMENT ON THE STUDENT'S ACCOUNT



To make a payment on the student's account select the Payment Tab and click on "Pay". (The balance shown beside "Pay" is not the required payment amount. After clicking on "Pay" the User enters the desired amount of payment in the Payment Screen.)



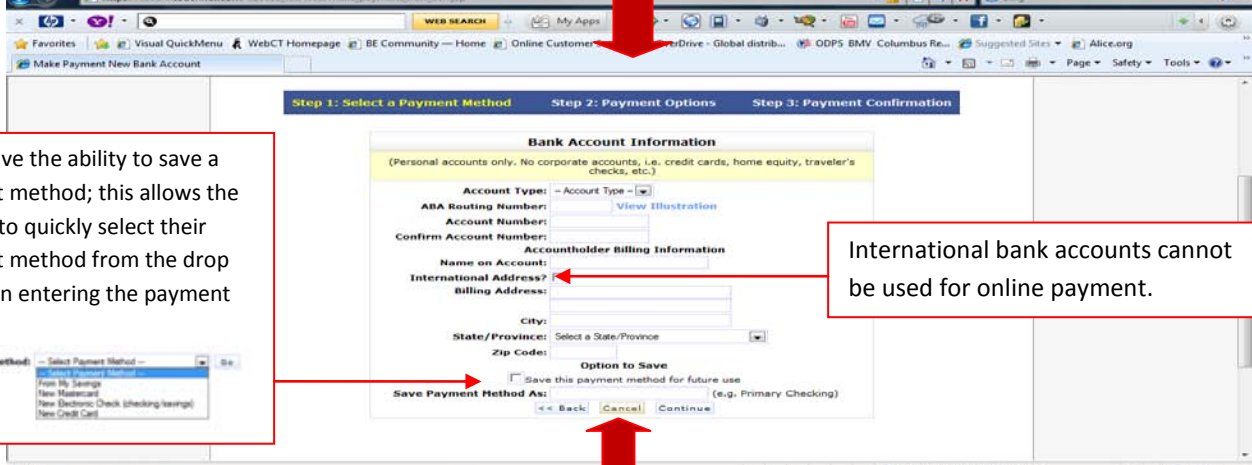
Step 1: Select the payment method you would like to use from the drop box and click on **GO**.



Users have the ability to save a payment method; this allows the student to quickly select their payment method from the drop box when entering the payment screens.

***Please note:** If you are using an international credit card you will need to check the box regarding **international address** while processing your payment. (If you are not using an international credit card for your payment, skip this step.)

Step 2: If using a credit or debit card, complete the card information and click on **Continue**.
Or, if using a savings or checking account to make a payment see below:



Users have the ability to save a payment method; this allows the student to quickly select their payment method from the drop box when entering the payment screens.

International bank accounts cannot be used for online payment.

Complete the information and click on **Continue**.

Confirm Payment - Mozilla Firefox
 https://secure.touchnet.com/8443/C23012test_tsa/web/make_payment3.jsp

MARIETTA COLLEGE
 Home eBills Payments Deposits Payment Plans Refunds Authorized Users My Profiles

Account Name: TBP Student Payments
 Statement Date: No statement has been issued for this account.
 Statement Amount: \$15,556.12
 Current Balance*: \$15,556.12

* Current balance includes activity since your last statement, including recent payments and new charges.

Step 1: Select a Payment Method Step 2: Payment Options Step 3: Payment Confirmation

Payment Method		Payment Options	
Payment Method:	My Checking	Payment Date:	09/29/2008
Account Number:	303456	Term Selected:	Fall 2008
ABA Routing Number:	101100045	Payment Amount:	\$500.00

Cancel Submit Payment Change these values.

Important Billing Info TouchNet

Step 3: After entering the desired payment amount, click on **Submit Payment**.

Payment Receipt - Mozilla Firefox
 https://secure.touchnet.com/8443/C23012test_tsa/web/payment_receipt.jsp

MARIETTA COLLEGE
 Home eBills Payments Deposits Payment Plans Refunds Authorized Users My Profiles

Thank you for your payment. We will send you a confirmation e-mail with payment details.

Payment Confirmation

Payment Date:	Monday, September 29, 2008
Payment Time:	02:36:49 PM CDT
Name of Payee:	Marietta College
Name on Bank Account:	in
Bank Account Type:	Checking
Account Number:	*
Depository:	VA
	PO BOX 27025
	RICHMOND, VA 232617025
	* 000 00
Amount Paid:	\$500.00
Student Name:	in
Confirmation Number:	18

Please print this page for your records.

Step 4: When the payment is completed you and the student will receive a confirmation email with payment details, the web page can also be printed for your records.

MAKING A DEPOSIT PAYMENT ON THE STUDENT'S ACCOUNT

MARIETTA COLLEGE
 Home eBills Payments Deposits Refunds Authorized Users My Profiles

Make Deposit Payment for Term

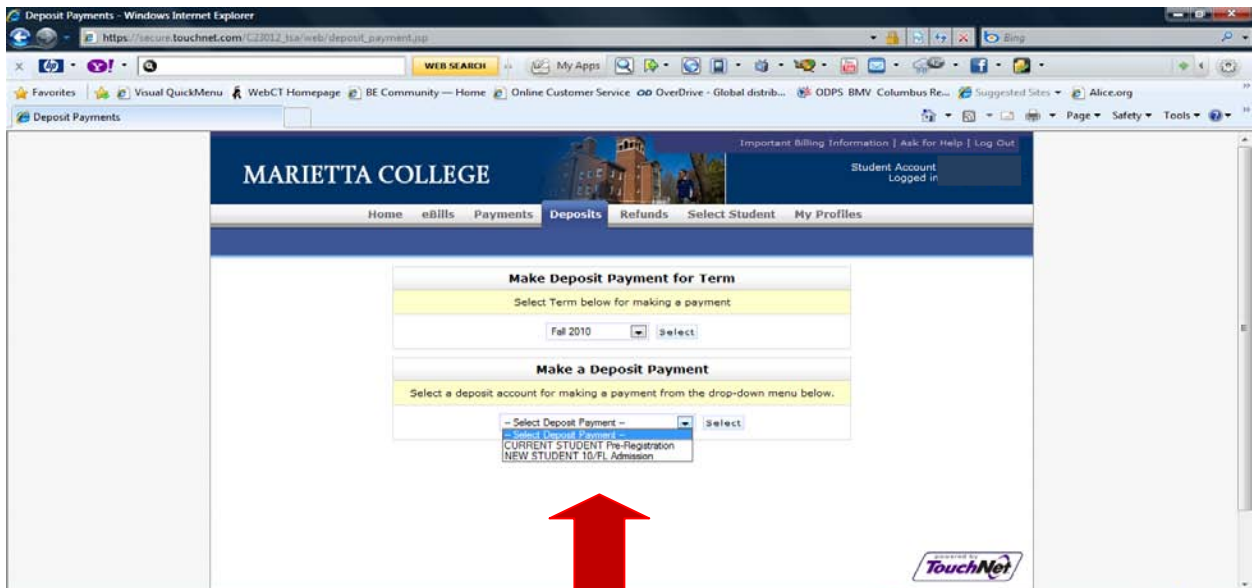
Select Term below for making a payment

Select

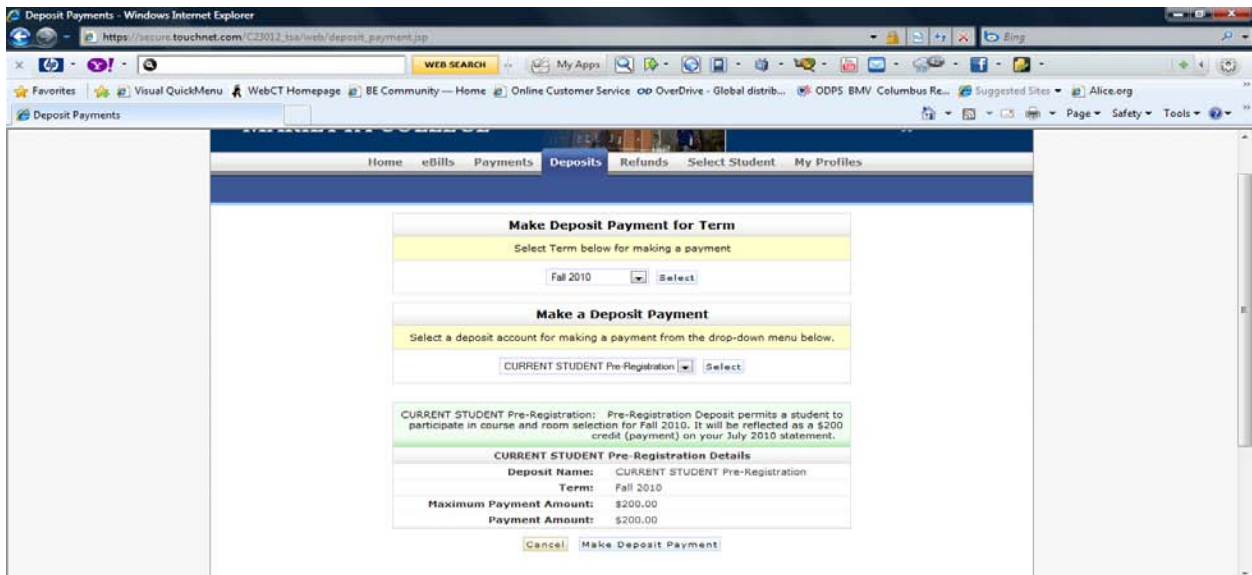
TouchNet

To pay the **Pre-Registration Deposit** on a student's account you must select the Deposit Tab. From the drop box select the term the deposit is for, for example...Fall 2010 as shown in the example.

SELECT THE TERM

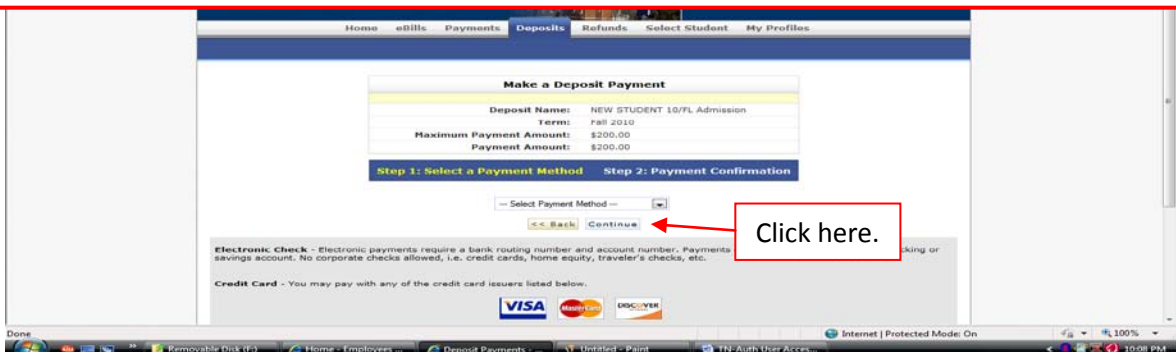


For current students, select Pre-Registration Deposit from the drop-down menu and press select.



The Pre-Registration Deposit permits a student to participate in course and room selection for the term selected; in this example the term is Fall 2010. To complete the deposit payment, select **“Make Deposit Payment”**.

Then you will need to enter the payment information for the payment method you choose to use, this uses the same payment screens used to make a payment on the student’s account.



VIEW/PRINT STUDENT'S eBILL

By clicking on the eBills Tab you will be able to view and print the current or previous eBill. You may select the statement you would like to view by using the drop-box to select the date you would like to view. If you would like to print the statement, click on **"Print This Statement"** and a printable version will open in another window. In this Tab you may also click on **"activity since your last statement"** to view any activity since the last eBill was uploaded. You may also access the payment screen by clicking on **"Pay"** from this Tab.

Account Name: TBP Student Payment
Statement Date: 03/12/2010
Due Date: 03/31/2010
Statement Amount: \$345.01
Current Balance*: \$345.01
Action: Pay

* Current balance includes activity since your last statement, including recent payments and new charges.

View Statement: 03/12/2010 [Go]

Select which statement you would like to view and click [Go].

Print This Statement

Click Here to Print

Marietta College
215 Fifth Street, Marietta, OH 45750
Email: mcbill@marietta.edu
Billing: (740) 376-4619 or (800) 274-4619
Financial Aid: (740) 376-4712
(800) 331-2709

ID Number	Bill Date	Due Date	Balance Forward	Current Charges	Amount Due
0400031	03/12/2010	03/31/2010	\$506.44	\$-161.43	\$345.01

Date	Term	Description	Charges	Credits	Balance
12/01/2009		*** Balance Forward ***	\$506.44		506.44
12/02/2009	09/FL	Finance Charge 1.5%			506.44
		Finance Charge 1.5%	6.78		513.22
12/04/2009	10/SP	Registration - 10/SP			513.22
		Tuition	13,193.00		13,706.22
		Student Fee	288.00		13,994.22
		Health Center Fee	52.00		14,046.22

Subject: New statement for your student

A new billing statement has been issued for a Marietta College student for whom you are an authorized user. You can view this statement at the Web site listed below. The website has been provided to make bill payment more convenient for you. Use your e-mail address and password to log in. Once logged in, you can pay the student's bill, schedule a payment for a future date, or choose to have future bills paid automatically.

You may access the eBill Web site here:
https://secure.touchnet.com/C23012_tsa/web/login.jsp

===== STATEMENT DETAILS =====

Student Name --- [Joe Student]
Student Account --- [xxxxx6789]
Amount Due --- [\$100.00]
Due Date --- [01/01/2001]

Thank you,

Marietta College
Student Accounts
740-376-4619
800-274-4619
740-376-4896 Fax

New eBill Issued

Each month a new eBill will be issued for any Student attending Marietta College. The student and any Authorized Users will receive an email to advise them that a new eBill has been issued and is available to be viewed online. The eBill can be printed or viewed at the User's convenience. Only the current eBill and the previous seven eBill statements are available.

Account Name	Statement Date	Due Date	Statement Amount	Current Balance*	Action
TBP Student Payment	03/12/2010	03/31/2010	\$345.01	\$345.01	Pay

* Current balance includes activity since your last statement, including recent payments and new charges.

View Statement:

[Print This Statement](#)



215 Fifth Street, Marietta, OH 45750

Email: mcbill@marietta.edu
 Billing: (740) 376-4819 or (800) 274-4819
 Financial Aid: (740) 376-4712
 (800) 331-2709

ID Number	Bill Date	Due Date	Balance Forward	Current Charges	Amount Due
	03/12/2010	03/31/2010	\$506.44	\$-161.43	\$345.01

Date	Term	Description	Charges	Credits	Balance
12/01/2009		--- Balance Forward ---	\$506.44		506.44
12/02/2009	09/FL	Finance Charge 1.5%			506.44
		Finance Charge 1.5%	6.78		513.22
12/04/2009	10/SP	Registration - 10/SP			513.22
		Tuition	13,193.00		13,706.22
		Student Fee	288.00		13,994.22
		Health Center Fee	52.00		14,046.22
12/04/2009	10/SP	PARS 401B			14,046.22
		Room	2,200.00		16,246.22
12/04/2009	10/SP	Campus Mealplan			16,246.22
		Board	1,823.00		18,069.22
12/04/2009	10/SP	Outside Scholarship			18,069.22
		Outside Scholarship		500.00	17,569.22
12/04/2009	10/SP	Marietta College Grant		3,800.00	13,769.22
12/04/2009	10/SP	Charles Summer Harrison Award		2,500.00	11,269.22
01/02/2010	10/SP	Payment - Thank You		179.00	11,090.22
01/12/2010	10/SP	Book Charges			11,090.22
		Book Charges	381.19		11,471.41
02/04/2010	10/SP	Finance Charge 1.5%			11,471.41
		Finance Charge 1.5%	4.98		11,476.39
02/04/2010	10/SP	G. Franklin White Loan		500.00	10,976.39
02/04/2010	10/SP	SEOG		1,500.00	9,476.39
02/04/2010	10/SP	Federal Pell Grant		2,675.00	6,801.39
02/04/2010	10/SP	OH College Opportunity Grant		1,128.00	5,673.39
02/04/2010	10/SP	Direct Subsidized Stafford Loan		2,239.00	3,434.39
02/04/2010	10/SP	Direct Unsubsidized Stafford Loan		2,692.00	742.39
02/09/2010	10/SP	Payment - Thank You		69.00	673.39
02/09/2010	10/SP	Payment - Thank You		41.00	632.39
02/19/2010	10/SP	Payment - Thank You		\$100.00	532.39
03/04/2010	10/SP	Finance Charge 1.5%			532.39
		Finance Charge 1.5%	7.62		540.01
03/05/2010	10/SP	Pharmacy Charges - Spring 10			540.01
		Pharmacy Charges	5.00		545.01
03/05/2010	10/SP	Payment - Thank You		100.00	445.01
03/09/2010	10/SP	Payment - Thank You		100.00	345.01
TOTAL \$:			\$ 18,468.01	\$ 18,123.00	\$ 345.01

Final Deferred Payment due March 31, 2010.
 Tuition Management Plan per payment schedule.
 All other balances due March 31, 2010.

When you have completed your transactions on the website please log out and close the browser.

