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Login and the Home Page

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<td></td>
</tr>
<tr>
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<td></td>
</tr>
</tbody>
</table>
Student Login and Authorized User Login:
https://lmutpg.lmu.edu/C20995_tsa/web/login.jsp

Student Login: Students log in at the top of the page, in the box labeled “Students and Staff.” Students log in credentials are their University ID and their Prowl PIN.

Authorized User Login: The first time authorized users log in, they use the e-mail address and password from the login instructions that were-mailed to them. Immediately after the first login, the authorized user creates a password to use for future logins.

Note: If an authorized user changes the primary e-mail address in the user profile, the new e-mailed address must be used when logging in.
Authorized User Login – When Authorized User Forget Passwords

An authorized user who forgets his or her password must enter the login e-mail address, and then click on one of the links below the Login Now button.

If the user clicks the password hint link, the password hint is displayed:

Password hint displayed in the message below the welcome text.

If the user clicks the “e-mailed” link, the password will be e-mailed to the address currently used for logging in.
Authorized User Login – Authorized Users With Multiple Students

Select Student page, displayed after authorized user login.

More than one student might name the same person as an authorized user. At login, the first screen this authorized user sees is a selection screen. The authorized user can either select a student or click the Pay All button.

After login, the authorized user can switch to a different student’s account in the Select Student tab.
The Home Page and Header Bar

On the home page, students and authorized users see links and tabs for all of the features available to manage their student account. Shortcuts to some of the same features appear in the Quick View pane.

The Quick View tabs change the Quick View display while the user stays on the home page.
The Quick View

The Quick View gives students and authorized users a brief summary of the information on each tab and contains links to pages where the user can perform an action. The Quick View defaults to the Current Account Status tab.
Quick View: Current Account Status

In the Current Account Status tab, students and authorized users see information related to the student account and amounts due. For students enrolled in plans, the plan balance shows the latest result of plan recalculation, factoring in new charges and credits that are included in the plan.

Note: While students see the plans that their authorized users have set up, the student cannot pay toward the authorized users’ plans.
Quick View: eBills

When the eBills tab is highlighted, students and authorized users see information from the student’s current billing statement.

**Note:** If not billing statements have been prepared for a student’s account, the eBills tab displays a message that no billing statements are available.

Quick View

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Statement Date</th>
<th>Bill Amount</th>
<th>Make a Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Payment</td>
<td>08/15/2008</td>
<td>$5,000.00</td>
<td></td>
</tr>
</tbody>
</table>

You currently do not have any billing statements. However, you may still [Make a Payment] towards your account balance.
Quick View: Recent Payment and Credits

A credit was posted on 08/20/2008 for $150.00.

To view all payments that have been made, go to Payment History (located under the Payments tab). Items shown below include the most recent credits applied to your account.

<table>
<thead>
<tr>
<th>Description</th>
<th>Payment Date</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Check</td>
<td>08/20/2008</td>
<td>WCHK</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

In the Recent Payments and Credits tab, students and authorized users see the dates, and amounts for the last three recently posted credits. This list shows only payments made online through the Student Account Center and does not include payments made through other means. The Payment History link takes users to the Payment History tab.

**Note:** If no payments or credits have been posted for a student’s account, the Recent Payments and Credits tab will display a message that no payments have been received.
Quick View: Payment Plans

In the Payments Plan tab, students and authorized users see the name of the student’s current payment plan and the date and amount due of its next installment. Students will see changed installment amounts whenever plan recalculation spreads new charges and credits across the plan. Users can click either the plan’s name or the Payments link to open the payment plan’s details.

Note: While students see the plans that their authorized users have set up, the student cannot pay toward the authorized users’ plans. If the student is not enrolled in a plan, the Enroll in a Payment Plan tab displays a message detailing available plans. Users can click any link in the Quick View to open the payment plans setup page.
Quick View: Refunds Tab

If you haven’t yet done so, please visit the Payment Profile page to set up direct deposit into your checking or savings account. To view information about refunds that have been issued to you electronically, please see the Refund History page.

**Note:** Authorized users will not see the Refunds tab in the Quick View.

Within the refunds Quick View, students can:

- Click the Payment Profile shortcut to open My Profiles > Payment Profile tab, where they can set up an account to receive refunds
- Click the Refund History shortcut to open the Refunds > Refund History tab, where they can see past refunds.

If no direct deposit account has been set up, the Create a Refund Profile tab appears instead of the Refunds tab. It displays a message prompting the user to set up an account for receiving refunds.
eBills

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<tr>
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<td>17</td>
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</tbody>
</table>
Account Summary – Viewing the Bill

The Account Summary page within the eBills tab, the student can view the latest statement, previous statements, and the current balance. The current balance includes activity since the last statement.

Authorized Users and the Statement:
The student must give the authorized user permission to view the statement. If the authorized user cannot see the statement, the student has not allowed them to do so. The student can change this status in the Authorized Users tab.
Viewing Recent Account Activity

The Recent Account Activity page in the eBills tab shows Current Activity by default. Current Activity includes all account activity from the day of the last statement on. If no bill has been released for your account, Current Activity shows all activity on the account.

The student or authorized user who selects a term will see all account activity for that term.

The Make a Payment button, which takes the user to the Payments tab, is not shown on this page if the student has a credit balance on their account for the selected term.

This page also show estimated aid that has not yet been processed and paid to your student account, but is expected to come in as long as all the requirements for the aid are met.
Payments

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<td>25</td>
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<tr>
<td>Making a “Pay All” Payment</td>
<td>27</td>
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</tbody>
</table>
Make a Payment

The “Pay” link appears beside the billing statement line if the student is not enrolled in a payment plan for the current term.

Pending Payments:
No payments have been set up.

If the student is enrolled in a plan for the current term, an option box appears above the “Most Recent Billing Statement” section.

Pending Payments:
Students and Authorized Users who have saved payment methods can schedule payments for future date. When payments (including plan installments) are scheduled for future dates, they appear in the Pending Payments list.
Only the user who set up a payment can edit or delete it. To change the details of an upcoming payment, the user clicks its Edit link. To cancel a payment, the user clicks its Delete link.

**Note:** If a student deletes an authorized user, all of the authorized user’s scheduled and automatic payments will be deleted.

**Note:** If an administrator removes one of the user’s payment methods, all scheduled and automatic payments associated with that method will be deleted.

**Plan Installments:**

If the student is enrolled in a plan, the plan installments list shows each installment and its due date. In this list, the student or authorized user can:

- Click an installment link to go to the payment plan’s description page, which includes a link to pay off the plan.

- Click a Schedule/Pay link to schedule or pay a single installment.

**Note:** If a plan requires its installments to be scheduled, its payment method, but no other payment details, can be edited later by the user. If scheduled payments were optional for the plan, they can be edited once they have been added to the Pending Payments list.
Making a Payment – Select a Payment Method

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Statement Date</th>
<th>Due Date</th>
<th>Statement Amount</th>
<th>Current Balance*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Account</td>
<td>01/20/2010</td>
<td>01/30/2010</td>
<td>$975.00</td>
<td>$6,250.00</td>
</tr>
</tbody>
</table>

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

Step 1: Select a Payment Method

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e., credit cards, home equity, traveler's checks, etc.

To make a payment, users first select either a payment method they previously saved or select “New Electronic Check (checking/savings) and the type of account they want to use for payment.
New Bank Account Setup

A user who selects “New Electronic Check (checking/savings)” payment methods enters information about the account. The account can be either a checking or a savings account.
Making a Payment – Payment Options

After selecting a payment method, the user selects remaining payment options.

Payment Amount:
Users who are enrolled in payment plans cannot change the payment amount. It is based on their previous selection to the Make a Payment tab (see Make a Payment on page 18).

Payment Date:
On this date, funds will transfer from the user's personal account and be applied toward the amount due.

Scheduled Payments:
If the payment date is later than the current date, it will appear in the Pending Payments list on the Payments tab.
Making a Payment – ACH Agreement

Please read the following agreement carefully before you continue.

I hereby authorize Loyola Marymount University to initiate recurring debit or credit entries to my Depository according to the terms below, and for any Depository to debit or credit the same to such account. In the event that this or any future electronic payment is returned unpaid for any reason, I understand that a $25.00 return fee will be electronically debited from my account.

Name: Mrs. Lian
Depository: BANK OF AMERICA, N.A.
PO BOX 27025
RICHMOND, VA 23261-7025
Routing Number: 121000661
Account Number: xxxxxxxx3321

This agreement is dated Monday, March 29, 2010 For fraud detection purposes, your internet address has been logged. 157.242.204.142 at 03/29/2010 15:07:20 PM CEY ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact admin@lmu.edu.

Print and retain a copy of this agreement.

Check the box below to agree to the terms and continue.

<table>
<thead>
<tr>
<th>I Agree</th>
<th></th>
</tr>
</thead>
</table>

Users must complete an ACH agreement to:

- Make a payment from a bank account
- Save a bank account as a payment method
- Use a bank account with a payment plan
- Use a bank account to pay deposits
Making a Payment – Payment Confirmation

The Payment Confirmation screen is the user’s last opportunity to cancel the process before submitting the payment. The user clicks Submit Payment (for payments on the same day) or Schedule Payment (for payments in the future). The payment is processed or scheduled, and the user goes to the receipt.
The Payment Receipt

The payment receipt is the most detailed record of an individual payment and should be retained by the user. The student or authorized user should print it for their records.

If the user does not save his or her receipt and needs to see a record of payments, the user should go to the Payment History tab. The Payment History tab shows:

- Who made the payment
- Date and time of payment
- Amount
- Memo
- Reference number
Making a “Pay All” Payment

An authorized user who has more than one student sees the Pay All button on the Select Student screen immediately after login. The Pay All button also appears on the Select Student tab. The authorized user can click the Pay All button to make a single payment toward all accounts.

Note: “Pay All” does not mean the user must pay the entire amount due. It means a payment of some amount must go to every student account the authorized user has access to.
## Deposits

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<tr>
<td>Paying a Deposit – Confirming the Payment</td>
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</table>
Paying a Deposit – Selecting the Deposit

The student or authorized user selects a term, and then selects a deposit to pay for that term. The next screen allows the user to make the payment.
Paying a Deposit – Entering an Amount

Depending on which deposit you chose there will either be a maximum amount allowed (as above) to be paid or there will be a set amount for the deposit (as below).
Paying a Deposit – Selecting a Payment Method

The student or authorized user selects a bank account method. If the user has a saved payment method details in the payment profile, then those saved methods are also available.

**Note:** A user who selects a new electronic check (checking/savings) payment method will proceed through payment method setup (page XX) before confirming the payment.
Paying a Deposit – Confirming the Payment

After a saved payment method is selected (or new payment method details are entered), the user reviews payment details and submits the payment.

A payment receipt is generated.

To see a record of deposit payments, students and authorized users can go to the Payment History page in the Payments tab and select the “Show only deposit payments report” filter.
Refunds

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</table>
Refund Account Setup

The refund account is the bank account where refunds from LMU are deposited. Only students can set up refund accounts; authorized users cannot set them up.

The student chooses a refund account in the Payment Profile tab.

Payment Profile
To store payment profiles, enter the account information of your preferred bank account(s). To get started, select the payment type from the Add A Payment Method drop-down list and click "Go".

You can have refunds sent to whichever bank account profile you choose. You can add a new bank account profile or edit an existing one to accept refunds. To use an account for refunds, check the Refund Option box on its "Bank Account Information" screen.
Refund History

The refund history includes all of the refunds issued as well as a reference number for each refund.
### Payment Plan

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<tr>
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<tr>
<td>Paying Off a Plan – Reviewing Payment Details</td>
<td>51</td>
</tr>
<tr>
<td>Viewing Completed Payment Plans</td>
<td>52</td>
</tr>
</tbody>
</table>
Payment Plans Tab

On the Payment Plans tab, students or authorized users see the details of any payment plan currently used for the student’s account. Only one enrolled plan is allowed per student account, per term.

**Switching Plans:** Users may be able to switch plans depending on plan availability and their current enrollment. If eligible for a different available plan, the enrolled user can switch plans. If a student has enrolled in a plan, the authorized user can switch plan enrollment; in this case, the authorized user is then enrolled in the new plan. If an authorized user is enrolled in a plan, the student cannot switch to a new plan. To switch plans, the user clicks the "Sign Up for a New Payment Plan" link and reviews available plans. When the user signs up for the new plan, the system removes the user from the previous plan.
On the payment plans tab, a user can:

- Sign up for a new plan, if not currently enrolled
- Change the payment method for any scheduled payments on the plan
- Pay off the remaining plan amount
- View completed plans

**Note:** To pay a single installment, the user must go to the Payments tab. See “Paying a Plan Installment” on page 45.

**Changes in Plan Amounts:** Students will see changed amounts on plans as a result of recalculation. Plan recalculation spreads new eligible charges and credits across the plan.
Plan Enrollment – Selecting a Plan

The user first selects a term, then all available payment plans are listed for that term and based on the descriptions the user can select a payment plan from the drop down to view the plan details.
Plan Enrollment – The Budget Worksheet

Please note, tuition charges listed below reflect current registration. If you are an undergraduate student currently enrolled in 11 units or less and intend to enroll full time (12 units or more), your tuition charges and financial aid will significantly change. Your payment plan will be automatically recalculated.

If your financial aid is not listed on the budget worksheet below, it may be that you have not accepted your aid in PROOWL. Please log into PROOWL to accept your aid and allow 24 hours for processing before enrolling in a payment plan.

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your activity since last statement.

Please review your payment schedule carefully before completing your enrollment.

<table>
<thead>
<tr>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition:</td>
<td>$17365.00</td>
</tr>
<tr>
<td>Housing:</td>
<td>$2200.00</td>
</tr>
<tr>
<td>Registration Fees:</td>
<td>$57.00</td>
</tr>
<tr>
<td>Student Activity Fees:</td>
<td>$85.00</td>
</tr>
<tr>
<td>Recreation Fees:</td>
<td>$67.00</td>
</tr>
<tr>
<td>Presidential Scholar:</td>
<td>$6500.00</td>
</tr>
<tr>
<td>Previous Balance:</td>
<td>$23.89</td>
</tr>
<tr>
<td>Payment Plan Setup Fees:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Down Payment:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Flexi is not available for purchase through this payment plan enrollment process. To purchase Flexi please go to the Deposits tab located above.

Display Payment Schedule

This worksheet should be reviewed very carefully as it contains a plethora of important information for the user.

Most plans are set up to reflect actual charges on a student’s account; the budget worksheet shows the amounts due and allows the user to enter a down payment.

After the down payment is entered, the user clicks the Display Payment Schedule button to see a list of plan installments.

Charges on the Plan: Only the eligible charges including tuition, housing, meals plans and those mandatory fees that are most common to all students are included in the payment plan. Students may have other charges that were not included in the payment plan that they will need to pay as they are accrued.
Minimum Amounts: A minimum of $400.00 is required to be outstanding after aid to be included in any payment plan.

There are plans in which actual charges are not used to setup a payment plan. The only plan that uses estimated charges and credits are for those Undergraduate full-time students who would like to pay in full for the entire year. In this case the student would estimate their charges and financial aid based on the tuition and fees rates listed on the student account website at [www.lmu.edu/studentaccounts](http://www.lmu.edu/studentaccounts).

<table>
<thead>
<tr>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Accident Insurance</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Recreation City Fee</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Orientation Fee</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Media Fee</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Residence Fee</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Meal Plan Options</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Scholarships/Grants</td>
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<td>$ 0.00</td>
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<tr>
<td>Unsub. Stafford Loans</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Parent PLUS Loans</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Private Loan</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Down Payment</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

Please note, tuition charges listed below reflect current registration. If you are an undergraduate student currently enrolled in 11 units or less and intend to enroll full time (12 units or more) your tuition charges and financial aid will significantly change. Your payment plan will be automatically reactivated.

If your financial aid is not listed on the budget worksheet below, it may be that you have not accepted your aid in Prowl. Please log into Prowl to accept your aid and allow 24 hours for processing before enrolling in a payment plan.

Please estimate all charges and credits to be included in the payment plan.
Plan Enrollment – The Payment Schedule

After the student or authorized user enters amounts in the Budget Worksheet and clicks Display Payment Schedule, the Payment Schedule appears.
**Ability to Change Amounts:** Here, the user can see the due dates and amounts of each plan installment. The user can change the down payment amount. If the plan lets the user estimate amounts for each item, then the user can change those amounts as well, up to the maximum amount allowed. The user clicks Recalculate Payment Schedule to see how the new amounts change the plan installments.

**Options to Schedule Payments:** If the plan requires scheduled payments, then the scheduling options at the bottom of the screen do not appear. The user can edit the payment method for the installments later. If the plan doesn’t require scheduled payments, then the user can choose to schedule installments now or pay them individually later. If the user chooses to schedule payments when they are not required, then the payment plan fee may be waived and the installments are scheduled for the dates and amounts shown. However, the user can edit the payment method, date, and amount of any scheduled payment. See also “Paying a Plan Installment” on page 45.
Plan Enrollment – Selecting the Payment Method

After the student or authorized user view the payment schedule, the next step is to select a payment method for the plan.

The user can select an existing payment method from the payment profile, if you allow saved payment methods, or add a new payment method to the profile. (To see steps in adding a payment method go to the “New Account Account Setup” on page 21.)

Note: If a down payment is required for the payment plan, the instruction text displayed is slightly different:
Plan Enrollment – Signing the Agreement

Please read the following agreement carefully before you continue.

I, Julian A. Lis, hereby agree to pay the balance deferred as stated in this agreement in 5 installment payments on or before the due date specified for each installment. I understand that INSTALLMENT AMOUNTS MAY CHANGE overtime to account for any changes to registration, new charges, payments, or financial aid adjustments. I understand that a $20.00 late fee will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle Loyola Marymount University to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

1st Installment in the amount of $2,991.10 due on 04/12/2010.
2nd Installment in the amount of $2,991.10 due on 04/19/2010.
3rd Installment in the amount of $2,991.10 due on 04/16/2010.
4th Installment in the amount of $2,991.10 due on 04/15/2010.
5th Installment in the amount of $2,991.10 due on 04/16/2010.

By enrolling in this agreement I authorize Title IV aid, State Cal Grants, and Federal loan funds to be credited to my Student Account. I authorize the excess current year aid to be applied to prior balances. Further, I agree to pay other costs I may incur at LMU. I accept responsibility for payment of actual costs and expense of collection, including and without limitation, reasonable attorney’s fees and collection costs. I waive any applicable statute limiting the period within which a complaint may be filed in the event of default on this obligation for a period of four years.

I, Julian A. Lis, hereby authorize Loyola Marymount University to initiate recurring debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit same to such account. In the event that this or any future electronic payments is returned unpaid for any reason, I understand that a $25.00 return fee will be electronically debited from my account.

Name: Julian A. Lis
Depository: BANK OF AMERICA, N.A.
PO BOX 27025
RICHMOND, VA 232617025
Routing Number: 122000056
Account Number: hhhhh123

This agreement is dated Thursday, April 08, 2010.

For fraud detection purposes, your internet address has been logged.
157.242.193.245 at 04/08/2010 12:10:24 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact admin@lmu.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

Print Agreement
<< Back Cancel Continue

To agree to the plan enrollment, the student or authorized user checks the “I Agree” box and clicks the “Continue” button.
Paying a Plan Installment

Single plan installments can be paid from the “Make a Payment” screen under the Payments tab. What the user sees depends on whether plan installments were scheduled at the time of enrollment.

If plan installments were not scheduled, they appear in the Payment Plan Installments list.

Or, if installments were scheduled at the time of enrollment, they appear in the Pending Payments list.
Ability to Make or Edit Payments: Only the user who sets up the scheduled payments (or a plan with required scheduled payments) can edit those payments. Also, while an authorized user can pay off any plan, a student cannot pay toward a plan set up by an authorized user.

Listed Installments That Are Not Yet Scheduled: The user must pay the installments individually. They will not be paid automatically as a result of plan enrollment unless the plan required scheduled payments.

To pay all or part of an installment, or to schedule a payment, the user clicks the Pay link. The installment links take the user to the Payment Plans tab, where the plan can be paid in full.

Scheduled Installments (If Installments Were Optional during Enrollment): Scheduled installments will be made automatically on their scheduled dates.

To edit the payment, the user clicks the Edit link. The user can edit the payment to change the payment date, payment method, and memo. However, the user cannot change the payment amount.

If the User clicks the Delete link, the installment will appear in a Payment Plan Installments list. The user must then reschedule or pay the installment.

The installment name links take the user to the Payment Plans tab. There, the plan can be paid in full or the payment method can be changed for the plan.

Scheduled Installments: If Installments Were Required At Enrollment: Scheduled installments will be made automatically on their scheduled dates.
The user cannot edit the date or amount of the payment. However, the user can click an individual installment to go to the Payment Plans tab. There, the plan can be paid in full or the payment method can be changed for the plan.
Paying Off a Plan

Payment Plans
You are currently enrolled in the following payment plan:

<table>
<thead>
<tr>
<th>Enrollment Date</th>
<th>Payment Method</th>
<th>Payoff Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/20/2019</td>
<td>My Checking</td>
<td>$14,305.50</td>
<td>Pay off Plan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Installment</th>
<th>Due Date</th>
<th>Amount Due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 of 5</td>
<td>04/12/19</td>
<td>$2,861.10</td>
<td>Unpaid</td>
</tr>
<tr>
<td>2 of 5</td>
<td>04/13/19</td>
<td>$2,861.10</td>
<td>Unpaid</td>
</tr>
<tr>
<td>3 of 5</td>
<td>04/14/19</td>
<td>$2,861.10</td>
<td>Unpaid</td>
</tr>
<tr>
<td>4 of 5</td>
<td>04/15/19</td>
<td>$2,861.10</td>
<td>Unpaid</td>
</tr>
<tr>
<td>5 of 5</td>
<td>04/16/19</td>
<td>$2,861.10</td>
<td>Unpaid</td>
</tr>
</tbody>
</table>

Note: To pay an installment or other partial plan amount, please go to the Payments tab.

To pay off the remaining amount on a plan, the student or authorized goes to the Payment Plans tab. The user clicks the Pay Off Plan link to start the payment process.

To change the payment method used to pay toward the plan, the student clicks the change link in the Payment Method row.

Note: Students cannot pay toward a plan that was set up by an authorized user.
Paying Off a Plan – Selecting a Payment Method

The student or authorized user selected a payment method at plan enrollment time. The user who wants to pay off the plan can choose a different payment method or can add a new method to the payment profile.

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler’s checks, etc.

The student or authorized user selected a payment method at plan enrollment time. The user who wants to pay off the plan can choose a different payment method or can add a new method to the payment profile.
Paying off a Plan – Reviewing Payment Details

After selecting a payment method to pay off the plan, the student or authorized user reviews the payment to be made, then clicks the "Submit" button to process the payment and display a receipt.

Payment Plans
Please make sure that the details below are correct. Click the "Submit" button to finish paying off your plan.

<table>
<thead>
<tr>
<th>5 Month-Automatic Deduction (No Enrollment Fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Method Name: My Checking</td>
</tr>
<tr>
<td>Account Number: xxxxx1130</td>
</tr>
<tr>
<td>ABA Routing Number: 122000661</td>
</tr>
<tr>
<td>Payment Amount: $14,005.50</td>
</tr>
</tbody>
</table>

After selecting a payment method to pay off the plan, the student or authorized user reviews the payment to be made, then clicks the Submit button to process the payment and display a receipt.
Viewing Completed Payment Plans

To see the details of completed payment plans, the student or authorized user goes to the Payment Plans tab and clicks the View Completed Plans link.

A completed payment plan is a plan that has been fully paid. If a payment is overdue for a past term's plan, than that plan is still not considered complete and will not appear in the list.

Note: If you unenroll from a completed plan, the student will no longer be able to see the completed plan through the Payment Plans tab.
Authorized Users

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The Authorized User Tab

From this page, a student can add a new authorized user. If an authorized user has already been created, the page allows the student to update settings or delete the user.
Adding an Authorized User

The student enters the user's e-mail address and set options:

- **Allow the user to see the billing statement.** If the student says “No,” the authorized user will see the current balance but not the billing statement.

- **Allow the user to see the payment history.** If the student says “No,” then the authorized user will see only his or her own payments in the Payment History tab.

The student can change either of the options by licking the Update link on the Authorized Users tab.
The Authorized User Agreement

I hereby authorize Loyola Marymount University to grant Mrs_Lion@imu.edu full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Friday, April 09, 2010.
For fraud detection purposes, your internet address has been logged.
157.242.207.85 at 04/09/2010 05:08:20 PM CDT
ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

I Agree [ ]

The agreement shows the student exactly what information the authorized user will and will not be able to see.

When the student clicks the “Continue” button, login information is e-mailed to the new authorized user.
For Authorized Users: The Select Student Tab

The Select Student tab lists all student available for the authorized user.

The authorized user clicks a student name to switch to that student account or clicks a student’s e-mail address to send an e-mail.

To pay towards all student accounts, the authorized user clicks the “Pay All;” button. For steps, see “Making a “Pay All” Payment” on page 26.
Profiles

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<td>61</td>
</tr>
</tbody>
</table>
Personal Profile Tab

Personal Profile
You may update your personal profile and preferences here. If you wish to provide a parent or guardian access to your account information, please click the "Authorized Users" tab.

<table>
<thead>
<tr>
<th>Personal Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>University ID:</td>
</tr>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>E-mail Address:</td>
</tr>
</tbody>
</table>

E-mail Addresses: Authorized users can change the name or primary e-mail address in the profile, but student cannot.

Note: If the authorized user changes the primary e-mail address, the new address becomes the login ID and must be used at the next login.

Payment Reminders: Students and authorized users can set reminders for plan installments that have not been scheduled. If a payment has been scheduled for a plan installment, the user will receive a reminder.

Changing Passwords: Authorized user can click the Change Password link to change their login passwords. Student passwords are the same as their PROWL account therefore, if a student needs their password reset they must talk to the Registrar’s Office.
Payment Profile Tab

Payment Profile
To store payment profiles, enter the account information of your preferred bank account(s). To get started, select the payment type from the Add A Payment Method drop-down list and click "Go".

You can have refunds sent to whichever bank account profile you choose. You can add a new bank account profile or edit an existing one to accept refunds. To use an account for refunds, check the Refund Option box on its "Bank Account Information" screen.

<table>
<thead>
<tr>
<th>My Payment Methods</th>
<th>Action</th>
<th>Use for Refunds</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Checking</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e., credit cards, home equity, traveler’s checks, etc.

Payment Methods: Users can save a bank account payment method. User can save as many different payment methods as they want.

User cannot change the account number once the payment method is saved; if an account number changes later or becomes invalid, the user must delete the payment method and create a new one.

To add a new bank account payment method the student selects "Electronic Check (checking/savings) from the drop down and clicks go."
Editing a Bank Account Payment Method

Users can edit a saved bank account method by clicking on the pencil icon in the Payment Profile tab. Users are allowed to edit either the account nickname or the name on the account as it is recorded by the bank.

Refunds: Students can also designate what account they would like any electronic refunds by checking the box at the bottom of the Edit Bank Account Information box.