

Making a Payment for eBill

This page applies to the Enterprise Payment Platform. If you are looking for QuikPay or Commerce Manager, view the [QuikPay](#) section.

Learn about the Payer experience when an eBill is received.

eBill notice

eBill notifications are sent via email or text message (if opted in) to the Student (Payer) and Authorized Payers. The eBill notifications have customization options that are configured in the [eBill Settings](#) page in Enterprise. For instance, the institution may refer to it as a Bill, a Statement, or an Invoice and they may add a custom message, such as to encourage the Payer to pay online, or to set up a payment plan, etc.

ABC College

Bill Available

Martin Kane
Customer #: 1000668010
Student ID: 1330

Martin Kane:

Your bill is available. **Please pay the amount due by the due date.**

Amount Due:	\$5,100.00
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Due Date:	06/11/2021
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All payments are due on the last Friday of the month if a payment plan is not in place.

Go to ABC College Pay to view details. Go to www.ABCCollege.edu and log in to Student Center.

[Make a Payment](#)

Thank you,
ABC College

Si usted tiene preguntas sobre esta correspondencia,
llame al Servicio al cliente (800)609-8056.

Please do not reply to this automated message. The mailbox is not monitored.

Log In

Upon receipt of the eBill notification, the payer can click the **Make a Payment** button from within the communication.

- If unauthenticated payments are allowed, the Payer is passed to the Make a Payment screen to make a payment. The Payer can choose to log in.
- If unauthenticated payments aren't allowed, the Payer must log in.

The payer can view more detail and can use their stored financial account(s) if they log in.

If a Payer decides to log in, their log in is dependent on school configuration. They may need to log directly into Enterprise, or for institutions that use Single Sign On, clicking **Log In** will pass the Student to the log in page for their institution's student system (ERP). Authorized Payers are taken to the Enterprise Log in Page (unless SSO is configured for Authorized Payers too).

View the eBill

Upon authentication, the user is taken to the Billing Activity screen. From this page, the user can view their current and previous eBill statements, print the bill, mail in a payment (if applicable), and make a payment. The user can also view their [Class Schedule](#) on the bill when it has been configured to display there.

The **Make a Payment** button is only displayed on the most current eBill to ensure the Payer is viewing the most current summary of charges that are owed.



Tip

The Student / Authorized Payer can also navigate to the Billing Activity / Statement from their Home Page by clicking the **View Current Bill** link (based on your institution's configured verbiage).

Billing Activity

12 May 2021 Bill - Due 11 Jun 2021

Summary

Total Amount Due

\$5,100.00[Make A Payment](#)[Print](#)[Mail In Payment](#)

Bill Date: 12 May 2021

Due Date: **11 Jun 2021**

Student Name: Martin Kane

Student ID: 1330

Important Information

Information Message for Martin Kane

Please review your bill carefully.

Transaction Details

DATE	TERM	DESCRIPTION	CHARGE AMOUNT	CREDIT AMOUNT
4/26/2021	SP21	Payment - Online		(\$1,200.00)
3/5/2021	SP21	Payment - Online		(\$500.00)
2/5/2021	SP21	Tuition	\$2,500.00	
5/6/2021	SUM21	Tuition - Lab Fees	\$300.00	
5/6/2021	SUM21	Tuition	\$4,000.00	

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Make a Payment

Making a payment is a three-step process.

Step 1. The Payer checks the box for the **Account(s)** they wish to pay, for the corresponding school term(s). The full balance owed populates in the **Payment Amount** field. This field may be editable based on ePay configuration. To proceed to Step 2, the Payer clicks **Next-Payment Method**.



Note

Based on your configurations, you may allow Partial Payments, Over Payments, Minimum or Maximum amounts. Contact your Account Manager with questions pertaining to your options. A link to [Mail in Payment](#) is only displayed when a payment remittance form is configured in the eBill settings.

Make A Payment

Martin Kane ID: 1330

1 Select A
Payment

2 Payment
Method

3 Receipt

[Want to designate another payer?](#)

Select Accounts to Pay

ACCOUNT	TERM	CURRENT BALANCE	PAYMENT AMOUNT
<input type="checkbox"/> Student Account Balance ●	Summer 2021	4,300.00	\$ <input type="text" value="Enter Amount"/>
<input checked="" type="checkbox"/> Student Account Balance	Spring 2021	800.00	\$ <input type="text" value="300.00"/>

● \$4,300.00 Eligible for Payment Plan
[Set up a Payment Plan](#)

PAYMENT AMOUNT \$300.00

[Cancel](#) [Next - Payment Method](#)



Tip

A blue dot will appear next to balances that are eligible for Payment Plan enrollment, as well as a link to **Set Up a Payment Plan**.

Step 2. Payment Method is selected.

The following items are displayed to the Payer on this step:

1. Select a saved payment profile or **Add a New Account** such as a checking/savings or credit card.
2. Review additional fees under the **Payment Method Disclosure**.
3. Review the **Returned Payment Fee Policy**.
4. **Add** up to three Email addresses to receive a transaction receipt.
5. Review the **Authorization message**.
6. Click the **Pay Now** button.

Make A Payment

Martin Kane ID: 1330

1 Select A
Payment

2 Payment
Method

3 Receipt

Payment Method

Wells Fargo ending in 8351
or [Add a New Account](#)

1

2

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to **XX** %
- Debit Card - up to **XX** %
- Checking or Savings Account - no fee

Card transactions for ABC College are processed by Nelnet Campus Commerce, USA.

[Nelnet Returned Payment Fee Policy](#)

3

Total Amount

Institution Amount \$300.00

Total **\$300.00**

A transaction receipt will be sent to: jill.wolverton@nelnet.net. [Add another e-mail address](#)

4

Authorization

By clicking the Pay Now button, you authorize Nelnet on behalf of ABC College to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

5

[Cancel](#)

[Pay \\$300.00 Now](#)

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Step 3. Payment receipt and payment confirmation.

The final step is the payment confirmation. The Payer can print the payment receipt.

Thank You

Your payment for \$300.00 has been authorized and submitted.

A transaction receipt was sent to jill.wolverton@nelnet.net

[Proceed to Home](#)

Summary

Institution	ABC College
Customer	Martin Kane
Student ID	1330
Payment Date	18 May 2021
Account Holder Name	Martin Kane
Account	Wells Fargo - 8351
Institution Payment Amount	\$300.00




This is an immediate one-time payment and cannot be canceled. If you have any questions, contact Nelnet at (800)609-8056.

[Authorization](#) ▾


Home Page

The Payer clicks the **Proceed to Home** button to navigate to their home page.

Home My Profile Financial Accounts


 Signed in as Martin 

Hello Martin

 **Payment Activity**
[View Details](#)


Martin Kane ID: 1330





Current Balance
\$4,800.00 [Transaction Details](#)

Make a Payment

View Current Bill Current Bill Due 11 Jun 2021

SUMMER 2021 Current Charges	AMOUNT DUE \$4,300.00
<div style="background-color: #333; color: white; padding: 5px; width: fit-content; margin: 0 auto;">Set up a Payment Plan</div>	
SPRING 2021 Current Charges	AMOUNT DUE \$500.00

 **Martin Kane**

-  jill.wolverton@nelnet.net
-  [Register to receive text services on your mobile phone.](#)
-  [Wells Fargo - 8351](#)
-  [Want to allow a friend or family member to pay toward your balance?
Add an Authorized Party.](#)

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