

BILL PRESENTATION THROUGH
MyBill

LOGIN

To access the MyBill website, login to your MyVU and click the MyBill link.

Vanguard University Portal > Students

Online Services

- Financial Information
- Financial Aid
- Communication
- Registration
- Academic Planning
- Academic Profile

Partly Cloudy 71°F Yahoo Weather

Announcements

Financial Registration 5/24/2013 4:54 PM by Mack, Kyle

Don't be late! Financial registration must be completed no later than August 1, 2013 for the Fall 2013 semester.

Online Services 5/15/2013 3:02 PM by Mack, Kyle

If you are having trouble viewing your information in Online Services and you are using Internet Explorer you may need to update your settings. Instructions for doing this are in Internet Explorer 10 under the Documents tab.

Bookmarks

- Café
- University Calendar
- Vanguard Website
- Password Reset
- MyPaychex
- Student Email
- Moodle
- Network Alerts and Updates
- MyBill**
- Print Kiosks

MyBILL HOME PAGE

On the MyBill home page, you can:

- » Read Account
 - * Alerts
 - * Announcements
- » View My Account
 - * Current Account Status
 - * Statements
 - * Term Balances

My Account Payments Payment Plans eBills eRefunds

Account Activity My Profiles Authorized Users

Account Alerts

To have your refunds deposited directly, complete your setup on the [Refund Account Setup](#) page.

Announcements

Welcome to your MyBill Account Center! Here you can view your Vanguard billing statements, and recent account activity as well as make payments and store payment profiles. In addition, you can request to receive reminders via text messaging. Finally, you can set up your parents or guardians to access your bills and make payments on your account. Financial Registration deadline is August 1. Pay your semester charges in full or sign up for a semester payment plan by electronic check (ACH) or by debit card. Visit the [Financial Registration](#) website for information.

- Payment Options
- Payment Method

My Account

Current Account Status

Balance: \$6,139.00

[Make a Payment](#) [View Account Activity](#)

Statements

eBill Statement

You currently do not have any billing statements.

Term Balances

Fall 2013	\$6,144.00
Spring 2013	-\$5.00

MY ACCOUNT

On the My Account tab, there are several items you can view and update:

- » **Account Activity**
 - * Select Transactions by Term
 - * View Estimated Financial Aid
 - * View Account Activity
 - * Make a Payment

My Account Payments Payment Plans eBills eRefunds

Account Activity My Profiles Authorized Users

Account Activity

View transactions by term: Spring 2013 -1,755.00 Go

Estimated Financial Aid

Description	Code	Amount(\$)
Outside Scholarship	OSCI	250.00
Wells Fargo Loan	WELL	1,500.00
Total Estimated Aid:		1,750.00

Spring 2013 Account Activity

To sort, click on the desired column header.

Description	Code	Date	Amount(\$)
0-Payment/Credit on Account	BANK	5/16/13	-1.00
0-Payment/Credit on Account	BANK	5/17/13	-2.00
0-Payment/Credit on Account	BANK	5/22/13	-1.00
0-Payment/Credit on Account	BANK	5/28/13	-1.00
Term Balance:			-5.00
Term Balance Including Estimated Aid:			-1,755.00

[Make a Payment](#)



» My Profiles

- * **Personal Profile:** You may update your personal profile and preferences here.
- * **Communication:** You may opt in to receive text messages.
- * **Saved Payment Method:** You may store payment profiles for future payments.
- * **Add New Payment Methods:** You may add new payment methods to store for future use.

Account Activity | **My Profiles** | Authorized Users

Profile Settings

Personal Profile

You may update your personal profile and preferences here. If you choose to enter a secondary e-mail address (in addition to your school-assigned address), e-mails generated by this system will be sent to both addresses. You will receive a notification when a new billing statement is posted to your account. If you wish to provide a parent or guardian access to your account information, or allow them to enroll in a payment plan, please click the "Authorized Users" tab.

University ID: 0290048
Full name: Joanne Test
E-mail address: TQujano@Vanguard.Edu
Alternate e-mail address: beverly.moore@vanguard.edu

[Save Changes](#)

▼ Communication

To get optional text messages about new bills and upcoming payments, enter your mobile phone number and carrier. Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.

Mobile phone: (555-555-5555) 714-619-5486
Select your mobile carrier: Verizon PCS
Select Carrier: Select Carrier
Carrier: AT&T

[Save Changes](#)

▼ Saved Payment Methods

To store payment profiles, enter the account information of your preferred credit card(s) or bank account(s). To get started, select the Add New Payment Method option below. Select the payment type from the drop-down list and click "Select". 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.

My Payment Methods	Use for Refunds	Action
College Fund Account	No	Edit Delete

▼ Add New Payment Method

Select Payment Method:
[Select](#)

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Credit Card - We accept the following credit cards:

VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS, CREDIT CARD

» Authorized Users

- * **Authorized Users:** From this page, you can give others (parents, employers, etc.) the ability to access your account information.

Account Activity | My Profiles | **Authorized Users**

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement? ☒ Yes ☐ No

Would you like to allow this person to view your payment history? ☒ Yes ☐ No

[Continue](#) [Cancel](#)



PAYMENTS

On the Payments tab, you can view your account balance, make one-time payments, schedule a payment, and view payment history.

» Account Payment

- * **Account Payment:** You may pay your current account balance or pay by term.

My Account **Payments** Payment Plans eBills eRefunds

Account Payment Payment History

Account Payment

Cancelled making payment

Account Payment

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

Balance:	\$20,740.00
Estimated Financial Aid:	\$10,000.00
Balance Including Estimated Aid:	\$10,740.00

Make a Payment

Account Payment Payment History

Account Payment

Amount	Payment Method	Confirmation	Receipt
Select Payment			
<input type="radio"/> Current account balance:	\$10,740.00 \$ 10740.00	Payment Date:	5/29/13
<input type="radio"/> Pay by term:		Memo:	
<input type="checkbox"/> Spring 2013	\$7,898.00 \$ 7898.00		
<input type="checkbox"/> Fall 2013	\$2,842.00 \$ 2842.00		
Continue			

» Payment History

- * **Select Payments to View:** You may select which payments you would like to view.
- * **Select the Time Period:** You may select the time period of the payments you would like to view.
- * **Select a Payer:** You may view payments made by individual Payers.

Account Payment **Payment History**

Payment History

Payment History provides you with a comprehensive report of all payments made by yourself or others. Choose from the reporting options below.

View account: Student Accounts: \$10,740.00 **Go**

Select Payments to View

☒ Show all payments (including payments made outside this system)

☐ Show only payments made online through this system

Select the Time Period

☒ No specific time period (full payment history)

☐ Show payments since my last billing date

☐ From: 04/29/2013 To: 05/29/2013

Select a Payer

Note: This option is available only for payments made through this system.

☒ Show payments made by All

☐ Show only payments made by Me

☐ Show only payments made by Authorized Users



PAYMENT PLANS

On the Payment Plan tab, you can enroll in a semester payment plan by clicking on “Enroll Now.”

» Plan Enrollment

- * **Select Payment Plan:** Select a term and a payment plan that is specific to your school program (UG, GRAD, SPS, etc.), then click to continue.

- * **Schedule Payment Plan:** View semester charges, financial aid, and amount of down payment.

Click on “Display Payment Schedule” to view payment amount and deadlines. For convenience, students may also set up automatic payments.

My Account Payments **Payment Plans** eBills eRefunds

Payment Plans

Available Payment Plans

New Payment Plans are available.
You are not currently enrolled in available payment plans but have the option to do so.

Enroll Now

Plan Enrollment

Select Payment Plan Schedule Payment Plan Payment Plan Agreement

View Payment Plans for Term: Fall 2013 **Select**

UG/GRAD 4mo Payment Plan **Select**

UG/GRAD 4mo Payment Plan
Do Not Use This Payment Plan

UG/GRAD 4mo Payment Plan Details

Term(s)	Fall 2013
Enrollment deadline:	8/30/13
Scheduled payments:	Optional
Setup fee:	\$40.00
Minimum down payment:	25.00%
Number of payments:	3
Payment frequency:	Fixed Dates
Late payment fee:	\$10.00

Continue Cancel

Plan Enrollment

Select Payment Plan **Schedule Payment Plan** Payment Plan Agreement

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.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)	Down Payment(\$)
Tuition	4,275.00		
Course Fees	270.00		
Fees	1,002.00		
Meals	2,175.00		
Housing	2,585.00		
Cleaning Deposit	150.00		
Catalina Hall	2,400.00		
Dorm Repair	35.00		
Smart Option Loan		7,500.00	
Down payment			1,348.00

Display Payment Schedule
Previous Step Cancel

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. You owe an additional 5,348.00 that will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the payment plan.

Description	Due Date	Amount(\$)
Setup fee	Due now	40.00
Down Payment	Due now	1,348.00
1st installment	9/1/13	1,348.00
2nd installment	10/1/13	1,348.00
3rd installment	11/1/13	1,348.00
Total of installments:		4,044.00
Total due now:		1,388.00

Set up Automatic Payments
Would you like to set up payments to be made automatically on the dates shown above?

☒ Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

☐ No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Continue Previous Step Cancel

BILL PRESENTATION THROUGH
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- ✱ **Select Payment Method:** Select a payment method. Students may choose a previously stored payment method.

- ✱ **Payment Plan Agreement:** Review the agreement for the payment plan and payments selected. You may view the Worksheet, and/or Print Agreement. Once you have agreed, click to continue to complete enrollment.

» **eBills**

- ✱ **eBills:** Allows you to view your monthly billing statements, current account balance, and account activity since their last monthly statement.