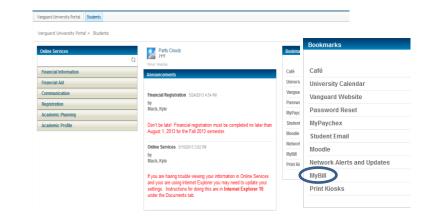


### LOGIN

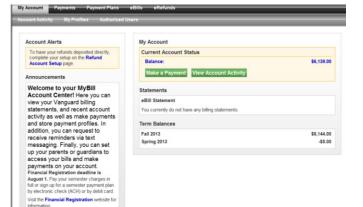
To access the MyBill website, login to your MyVU and click the MyBill link.



#### **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**

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

Account Activity			
View transactions by term: Spring 2013: -1,	755.00 • Go		
Estimated Financial Aid			
Description		Code	Amount(\$)
Outside Scholarship		OSC1	250.0
Wells Fargo Loan		WELL	1,500.0
Spring 2013 Account Activity		Total Estimated Aid:	1,750.0
To sort, click on the desired column header.			
To sort, click on the desired column header.	Code	Date	1,750.0 Amount(\$)
To sort, click on the desired column header. Description 0-Payment/Credit on Account	BANK	Date 5/16/13	Amount(\$)
To sort, click on the desired column header. Description 0-Payment/Credit on Account 0-Payment/Credit on Account	BANK BANK	Date 5/16/13 5/17/13	Amount(\$) -1.0 -2.0
To sort, click on the desired column header. Description 0-Payment/Credit on Account 0-Payment/Credit on Account 0-Payment/Credit on Account	BANK BANK BANK	Date 510/13 517/13 522/13	Amount(\$) -1.0 -2.0 -1.0
To sort, click on the desired column header. Description 0-Payment/Credit on Account 0-Payment/Credit on Account	BANK BANK	Date 510/13 517/13 522/13 528/13	Amount(\$) -1.0 -2.0 -1.0 -1.0
To sort, click on the desired column header. Description 0-Payment/Credit on Account 0-Payment/Credit on Account 0-Payment/Credit on Account	BANK BANK BANK	Date 510/13 517/13 522/13	Amount(\$) -1.0 -2.0

Payment Options Payment Method



## >>> 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.

#### You may update your personal profile and preferences here. If you choose to enter a secondary e-mail address (in addition to your school-asi address), e-mais generated by this system will be sent to both addresses. You will receive a notification when a new balling statement is post your account. If you winh to provide a parent or guardian access to your account information, or allow them to enroll in a payment plan, please the "Addressed Dem" tab. University ID: 0290048 Full name: Joanne Test E-mail address: TQuijano@Vanguard.Edu Alternate e-mail address: beverly.moore@vanguard.edu Save Changes To get optional text messages about new bills and upcoming payments, enter your mobile phone number and carrier. Messages may be sent dur 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 Save Changes Altel AT&T

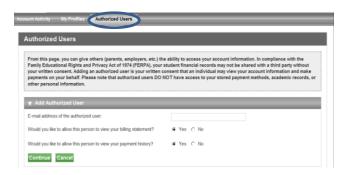
unt Activity My Profiles Ar

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 drog-down list and click "Select".
You can have refunds sent to witchnee bank account profile or edit an existing one to accept
endunds. To use an account forrefunds, check the Refund Option box on its "Bank Account Information" screen.
My Payment Methods
Use for Refunds
Kocount
Nio
Edit[Delete

umber and account number. Payments can be made from a personal hecking or savings account. You cannot use corporate checks, i.e.	elact ronic Check - Electronic payments require a bank routing er and account number: Payments can be made from a personal ing or saving account? You cannot use cooprate checks, i.e.	Colorit Davana	ut Mathad					
Select Sectoralic Check - Electronic payments require a bank roufing unber and account number. Payments can be made from a personal herking or saving account. You cannot use corporate checks, i.e. redic cards, home equiry, traveler's checks, etc.	renic Check - Electronic payments require a bank routing et and account number: Payments can be made from a personal ing or savings account. You cannot use corporate checks, i.e. cards, home equity, harwelf's: checks, or the check of the c	Select Payme	nt Method					
lectronic Check - Electronic payments require a bank routing umber and account number. Payments can be made from a personal hecking or saving account. You cannot use corporate checks, i.e.	renic Check - Electronic payments require a bank routing et and account number: Payments can be made from a personal ing or savings account. You cannot use corporate checks, i.e. cards, home equity, harwelf's: checks, or the check of the c	Select						
umber and account number. Payments can be made from a personal tecking or savings account. You cannot use corporate checks, i.e.	er and account number. Payments can be made from a personal ing or savings account. You cannot use corporate checks, i.e. cards, home equity, traveler's checks, etc.	Select						
mber and account number. Payments can be made from a personal ecking or savings account. You cannot use corporate checks, i.e.	er and account number. Payments can be made from a personal ing or savings account. You cannot use corporate checks, i.e. cards, home equity, traveler's checks, etc.							
mber and account number. Payments can be made from a personal ecking or savings account. You cannot use corporate checks, i.e.	er and account number. Payments can be made from a personal ing or savings account. You cannot use corporate checks, i.e. cards, home equity, traveler's checks, etc.							
ecking or savings account. You cannot use corporate checks, i.e.	ing or savings account. You cannot use corporate checks, i.e. cards, home equity, traveler's checks, etc.							
	cards, home equity, traveler's checks, etc.	ectronic Checi	k - Electronic payr	nents require a l	ank routing			
	cards, home equity, traveler's checks, etc.					nal		
		imber and acco	unt number. Paym	nents can be ma	de from a person			
	t Card - We accept the following credit cards.	mber and acco tecking or saving	unt number. Paym gs account. You ci	nents can be ma annot use corpo	de from a person			
redit Card - We accept the following credit cards.		mber and acco lecking or savin edit cards, hom	unt number. Paym gs account. You ci e equity, traveler's	nents can be ma annot use corpo checks, etc.	de from a person			

## >> Authorized Users

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





### 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.

ccount Payment					
Cancelled making payment!					
ccount Payment					
Current balance includes activity	since your last stateme	ent, including	recent payments and ne	w charges.	
Balance:		20,740.00			
Estimated Financial Aid: Balance Including Estimated Aid:		10,000.00			
	y	_	_	_	
Payment Histor	y Payment Meth	nod	Confir	mation	Receipt
ccount Payment Histor		od	Confir	mation	Receipt
ccount Payment Histor Amount Select Payment	Payment Meth	10740.00	Confir Payment Date:	mation 6/29/13	Receipt
Amount Payment Histor CCOUNT Payment Amount Select Payment C Current account balance:	Payment Meth				Receipt
ccount Payment	Payment Meth		Payment Date:		Receipt

## >> 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 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)
C Show only payments made online through this system
▼ Select the Time Period
No specific time period (full payment history)
C Show payments since my last billing date
C From: 04/29/2013 To: 05/29/2013

#### ▼ Select a Paye

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.

n Enrollment		
Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement
View Payment Plans for Term:	Fall 2013 Select	
UG/GRAD 4mo Payment Plan 💌 Select		
IG/GRAD 4mo Payment Plan Io Not Use This Payment Plan		
IG/GRAD 4mo Payment Plan Details	Fall 2013	
inrollment deadline:	8/30/13	
cheduled payments:	Optional	
	\$40.00	
etup fee:		
	25.00%	
inimum down payment:	25.00% 3	
ietup fee: linimum down payment: lumber of payments: 'ayment frequency:		

Payment Plans

Enroll Now

Available Paynent Plans New Payment Plans are available.

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

Select Payment Plan	Schedule Payment Plan	Payment Plan A	greement
Please note that all amounts listed belo statement. For more information about schedule carefully before completing yo	w include the most recent activity on your account, and may not n recent charges and/or credits, please view your activity since las ur enrollment.	ecessarily match your l it statement. Please re	atest billing wiew your payment
Eligible Charges and Credits			
Description	Charges(\$)	Credits(\$)	Down Payment(\$)
luition	4,275.00		
Course Fees	270.00		
Fees	1,002.00		
leals	2,175.00		
lousing	2,585.00		
Cleaning Deposit	150.00		
Catalina Hall	2,400.00		
Dorm Repair	35.00		
Smart Option Loan		7,500.00	1
Down payment			1348.00
Display Payment Schedule Previous Step Cancel Payment Schedule			
Display Payment Schedule Previous Step Cancel Payment Schedule The payment plan schedule provided be	low only includes charges and credits that are eligible for the payn may make a payment toward the amount not included in the plan.		
Display Payment Schedule Previous Step Cancel Payment Schedule The payment plan schedule provided b that will need to be paid separately. You			
Display Payment Schedule Previous Step Cancel Payment Schedule The payment plan schedule provided by the will red to be paid separately. You Description		after enrolling in the pay	Amount(\$)
Display Payment Schedule Previous Step Cancel Payment Schedule The payment plan schedule provided bi that will need to be paid separately. You Description Setup fee		after enrolling in the pay Due Date	ment plan. Amount(\$) 40.00
Display Payment Schedule Previous Step Cancel Payment Schedule The payment plan schedule provided by that will need to be paid separately. You Description Step fee Down Payment		after enrolling in the pay Due Date Due now	ment plan. Amount(\$) 40.00 1,348.00
Display Payment Schedule Previous Step Cancel Previous Step Cancel Payment Schedule Payment Schedule Payment Schedule Sc		after enrolling in the pay Due Date Due now Due now	ment plan. Amount(\$) 40.00 1,348.00 1,348.00
Display Payment Schedule Previous Step Cancel Payment Schedule The payment plan schedule provided by that will need to be paid separately. You Description Down Payment Is installment Ind installment		after enrolling in the pay Due Date Due now Due now 9/1/13	ment plan. Amount(\$) 40.00 1,348.00 1,348.00 1,348.00
Display Payment Schedule Previous Step Cancel Payment Schedule The payment plan schedule provided by that will need to be paid separately. You Description Down Payment Is installment Ind installment	may make a payment toward the amount not included in the plan	Due Date Due now Due now 9/1/13 10/1/13	ment plan. Amount(\$) 40.00 1,348.00 1,348.00 1,348.00
Display Payment Schedule Previous Step Cancel Payment Schedule The payment plan schedule provided be	may make a payment toward the amount not included in the plan.	Due Date           Due now           Due now           9/1/13           10/1/13           11/1/13	Amount(\$)           40.00           1,348.00           1,348.00           1,348.00           1,348.00           1,348.00

# vanguard university office of accounting operations BILL PRESENTATION THROUGH MyBill

★ 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.
- Payment Plans Select Payment Plan Schedule Payment Plan Select Payment Method Payment Plan Agreement You must pay for plan fees before your enrollment can be processed. You will be responsible for making installment payn system, in person, or via mail. Select Payment Method Payment Method . Select Previous Step Cancel Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a pe checking or savings account. You cannot use corporate checks, credit cards, home equity, traveler's checks, etc. Credit Card - We accept the following credit cards. Select Payment Plan Schedule Payment Plan Select Payment Method Payment Plan Agreement Please read the following appement carefully before you conti Annual Percentage Rate The cost of your credit as a yearly rate.
  Finance Charge The dollar amount the credit will cost you, including all fees. \$40.00 
   Finance Charge
   The dollar amount the credit will cost you, including all fees.

   Amount Financed
   The amount of credit provided to you or on your behalf.

   Total of Payments
   The amount you will have paid after you have made all payments as scheduled.
   \$4 004 00 \$4,044.00 You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable nization. you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge If you pay our plan off early, you will not have to pay apenalty and you will not be entitled to a return of part of the thrance charge. L, John Test, hereby agree to pay the balance observed as stated in this agreement in a binatimers payments on or behow the due date instalment. L understand that INSTALLINENT AMOUNTS BLAY CHANGES over time to account for any new charges, payments, or balance and the state of the state of the state of the state of the agreement may be due to the state massessife or each what here the state. Take understand that falance to meet the terms of the agreement may end the state meeting of the state of the state. Take and payable to law, C) refuse statespart registration for any classes and our (1) declasse (3) deep Maine endersten in an agroement plan, and (1) withhold payable to meet the terms of the agreement may include (1) declasse (3) deep Maine endersten in a genoment plan, and (1) withhold payable to be the terms of the agreement may include (1) declasse (3) deep Maine endersten in a genoment plan, and (1) withhold payable to be the terms of the agreement may be appressible and the state. Take the agreement plan, and the state of the agreement may be appressible and the state of the agreement of the state of the agreement of the state of the agreement of the state of the agreement plan, and the state of the agreement of the state of the state of the agreement of the state of the state of the state of the agreement of the state of the al aid due will be d University to 2nd installment in the amount of \$1,348.00 due on 10/1/13. 3rd Installment in the amount of \$1,348.00 due on 11/1/13 This agreement is dated Wednesday, May 29, 2013. For fraud detection purposes, your internet address has been logged: 173.226.117.150 at 5/29/13 3.04.04 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 EXTERT OF THE LAW. To revoke this authorization agreement you must contact accountsreceivable@vanguard.edu Please check the box below to agree to the terms and co □ I Agree Continue View Worksheet Print Agreement Previous Step Cancel

## ➢ eBills

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

Nost Recent Billing Statement				
You have no billing statements at this time.				
Current Account Balance				
Current balance includes activity since your last	statement, including recent payments	and new ch	arges.	
account Description		Current Ba	lance	Action
Student Accounts			\$9,392.00	Pay
annunt Antivity Ginne Lant Statem				
Account Activity Since Last Staten	nent	_		
To sort, click on the desired column header.				
Description	C	ode	Date	Amount(\$)
PP Enrollment Fee	FE	EPUG	5/29/13	40.00
-Payment/Credit on Account	B	NK	5/29/13	-1,388.00
inthropology Class Fee	C	ANTH	5/24/13	50.00
rt Class Fee	Ci	ART	5/24/13	35.00
Biology Class Fee	CI	BIOL	5/24/13	200.00
Theatre Class Fee	C.	THEA	5/24/13	20.00
lealth Insurance Fee	F	ILTI	5/24/13	877.00
JG Orientation Fee	FU	JORI	5/24/13	125.00
5 Meal/Week Plus \$150 Dinning	M	LP15	5/24/13	2,175.00
Cleaning Deposit	R	ESCD	5/24/13	150.00
Catalina Hall		ESCH	5/24/13	2,400.00
orm Repair	RE	ESDR	5/24/13	35.00
uition UG Full Time	ти	UFT	5/24/13	14,250.00
	TU	ISPM	5/16/13	4,275.00
uition SPS Major				

nent Plans eBills eRe