



Student Payments in Web Advisor

Paying for tuition, fees, housing, insurance and other charges to your student account.



What do I need to know first

- You will have the option of paying by credit card or e-check.
- Credit card payments will include a convenience fee of \$35.
- E-checks are free for students.
- Processing occurs at Official Payments secure site.



What is a convenience fee?

- Credit card processing is expensive for the school. The fee that is charged helps to defray the costs of adding or continuing this convenience. Without this fee, schools would not be able to accept credit cards.
- E-Check processing is a very minor fee per transaction for the school. Because of that, no fee will be charged to students.

Using E Checks

- An E-check is basically debiting (removing) money from your checking account.
- You need to have a checking account
- You will be prompted to enter the routing number and account number (you can get the routing number from the bank if you don't have checks, otherwise it is part of the micr coding at the bottom of your checks)
- You will also be prompted to enter a check number, but this does not need to be a "real" check. You can make up any 4 digit number and enter it, if you don't have checks with your account.

Log into Web Advisor

Select Student Tab

Select Make a Payment

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

Welcome [redacted]

Please login to access any student information

Financial Information

- [Account Summary](#)
- [Account Summary by Term](#)
- [View My 1098-T Forms](#)
- [Show Health Insurance Choice](#)
- [Make a Payment](#)

Academic Profile

- [Grades](#)
- [Grade Point Average by Term](#)
- [Transcript](#)
- [Test Summary](#)
- [My class schedule](#)
- [My profile](#)

Financial Aid

- [Financial aid status by year](#)
- [Financial aid status by term](#)
- [Accept or reject my financial aid awards](#)
- [Financial aid award letter](#)

Communication

- [My Documents](#)
- [E-mail My Advisor\(s\)](#)

Registration

- [Get Permission to Register for Restricted Courses](#)
- [Check for Registration Blocks](#)
- [Search for Sections](#)
- [Register for Sections](#)
- [Register and Drop Sections](#)
- [Purchase Textbooks](#)

A red arrow points to the 'Make a Payment' link in the Financial Information section.

Select Pay on My Account OR Pay on My Payment Plan

The screenshot displays the WebAdvisor 3.1 interface for the Graduate Theological Union. At the top left, the logo and name 'GRADUATE THEOLOGICAL UNION' are visible, along with the tagline 'Where religion meets the world'. A navigation bar contains links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', and 'CONTACT US'. Below this, a dark blue header reads 'CURRENT STUDENTS - MAKE A PAYMENT MENU' and includes a 'Welcome' message followed by a redacted name. The main content area features two blue hyperlinks: 'Pay on My Account' and 'Pay on My Payment Plan'. A red arrow points to the 'Pay on My Account' link. A second navigation bar at the bottom repeats the 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', and 'CONTACT US' links. The footer includes the 'WebAdvisor 3.1' logo and the text 'POWERED BY DATATEL'.

Select Pay on My Account
Enter payment amount
Select payment type (drop down)
Hit SUBMIT

See Slides
18-21 for
payment
plan
differences

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your enrollment and eligible charges.

CURRENT STUDENTS Welcome

Pay on My Account

* = Required

Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
<input type="text"/>	52.50	Account Balance, Student Receivables	3,710.00	1,870.00	0.00	1,787.50	0.00

Total Amount Due 52.50

Payment Type*

- E Commerce VISA
- E Commerce Mastercard
- E Commerce Discover
- E Commerce American Expre
- E Commerce E Checks

[Account Summary](#) | [Account Summary by Term](#) | [Pay on My Payment Plan](#)

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

If you select a credit card, the next slides are what you will see (go to slide 15 for e checks)

GRADUATE THEOLOGICAL UNION
Where religion meets the world

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS Welcome

Processing My Credit Card Payment

Click Continue to enter your credit card information at our secure payment website.

Payment Amount	\$47.50
Convenience Fee	\$35.00
Total Payment Amount	\$82.50

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

WebAdvisor^{3.1}
POWERED BY DATTEL

Hit CONTINUE or select
Students Menu to start over

Going to Secure Official Payments Payment Gateway Site

You are being redirected to a secure payment website. Click the Start Payment button if the redirect has not occurred automatically.

Start Payment

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This screen takes a few seconds, so be patient.

Enter your credit card type and details

Please provide your payment method details:

Payer ID	Description	Amount
[REDACTED]	Payment on account	\$ 47.50

Total Payment

Select Financial Account Type: >
MasterCard

Card Number: *
[REDACTED]

Expiration Date (MM/YY): *
[REDACTED]

CV2 Security Code: *
[REDACTED]

Name: *
[REDACTED]

Street Address: *
[REDACTED]

City: *
[REDACTED]

State: *
[REDACTED]

Zip Code: *
[REDACTED]

Country: *
UNITED STATES

Email Address: >
[REDACTED]

Phone Number: >
[REDACTED]

* = Required

Continue

Select the same card type as you did on the initial screen

Name, address and e-mail will come from Web Advisor. If you have an international address, put in the state and zip of your school as the screen won't accept blanks for those boxes.

Hit CONTINUE

Review, check the box and Hit AUTHORIZE PAYMENT or CANCEL

San Francisco Theological Seminary Logo

1 PAYMENT AMOUNT 2 CONFIRMATION 3 RECEIPT

Confirmation

Please confirm your payment information:

Monday, August 29, 2011 2:51 PM (CST)

Your Contact Information:		Your Financial Information:	
Name:	[REDACTED]	Visa Card:	Ending in [REDACTED]
Street1:	[REDACTED]	Name:	[REDACTED]
City:	[REDACTED]	Street Address:	[REDACTED]
State:	CA	Zip Code:	[REDACTED]
ZipCode:	[REDACTED]	City:	[REDACTED]
E-Mail:	[REDACTED]	State/Province:	CA
		Country:	US

Pay to:		Your Payment Information:	
Provider:	San Francisco Theological Seminary	Amount:	\$10.00
Payer ID:	[REDACTED]	Fee:	\$35.00
Payment Date:	08/29/2011	Total:	\$45.00

Your payment will not be processed until you click the Authorize Payment button.

By clicking the Authorize Payment button below, I authorize ChoicePay to make a one time payment from my Visa Card ending in 0047 for the amount of \$45.00 USD. This includes a fee of \$35.00. Your payment will be made on 8/29/2011.

By clicking this box, you agree to the Terms and Conditions of this site.

Receipt to print, then hit COMPLETE

San Francisco Theological Seminary Logo

1
PAYMENT
AMOUNT

2
CONFIRMATION

3
RECEIPT

Receipt

The following payment has been processed:

Payer ID Confirmation Number Authorization Number Amount Authorized

Monday, August 29, 2011 2:51 PM (CST)

██████████ 242016134479 043368 \$45.00

Your Contact Information:

Name: ██████████
Street1: ██████████
City: ██████████
State: CA
ZipCode: ██████████
E-Mail: ██████████

Your Financial Information:

Visa Card: ██████████ Ending In: ██████████
Name: ██████████
Street Address: ██████████
Zip Code: ██████████
City: ██████████
State/Province: CA
Country: US

Pay to:

Provider: San Francisco Theological Seminary
Payer ID: ██████████
Payment Date: 08/29/2011

Your Payment Information:

Amount: \$10.00
Fee: \$35.00
Total: \$45.00

If you have any questions about your payment, please contact us at 510-649-2430 during business hours Monday - Friday:
8:30am - 4:30pm.

Print

Complete

Back in Web Advisor, Acknowledgement of receipt of payment. Hit OK

San Francisco Theological Seminary

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS Welcome Peterson Elbert

Payment Acknowledgement

Thank you for your credit card payment!

Receipt No: 000041151
DateTime: 06/09/2011 12:57:20
Merchant: San Francisco Theological Seminary
105 Seminary Road
San Anselmo CA 94960

Payer: [REDACTED]

Accountholder	Account Type	Term	Amount
[REDACTED]	TUITIONFEES	Non-term	10.00

Convenience Fee

	Amount
Tuition & Fees Convenience Fee	35.00

Payment Method	Control Number	Authorization Code	Transaction Number	Description	Total Amount
Visa	XXXXXXXXXXXX[REDACTED]	043988	242016134479	Payment on account	45.00

Account Summary | Account Summary by Term | Pay on My Account | Pay on My Payment Plan

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

WebAdvisor 1.1
POWERED BY ORACLE

In Student Menu, Select Account Summary to check your balance

The screenshot displays the WebAdvisor interface for San Francisco Theological Seminary. At the top, the header includes the seminary's name and navigation links: Change Password, Log Out, Main Menu, Student's Menu, Help, and Contact Us. A secondary navigation bar shows 'CURRENT STUDENTS' and a 'Welcome' message with a red-bordered box. The main content area is titled 'Account Summary' and contains a table of financial data. A 'OK' button is centered below the table. The footer features additional navigation links and the WebAdvisor 3.1 logo.

Account Item	Amount
Balance Forward	0.00
Current Charges	35.00
Total Charges	35.00
Student Payments	10.00
Financial Aid Payments	0.00
Financial Aid Remaining	0.00
Sponsor Payments	0.00
Payment Plans (Deferred Amounts)	0.00
Total Payments & Deferred Amounts	10.00
Refunds	0.00
Total Amount Currently Due	25.00
Amount Not Currently Due	0.00

If you selected E Check as your payment type in slide 7, you will see the next slides

SAN FRANCISCO THEOLOGICAL SEMINARY

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT U

CURRENT STUDENTS | Welcome [REDACTED]

Electronic Check Entry

[How do I find the routing number, account number, and check number?](#)

* = Required

Payment Amount : 15.00
Convenience Fee : 0.00
Total Payment Amount : 15.00

Routing Number * Account Number *

Check Number *

Driver's License State

Name on Check *

Address *

City * State/Province * California Postal Code *

Email *

Hit SUBMIT


CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT U

Web Advisor


Enter Routing number, Account number and check number. Other info comes in from Web Advisor if it is available.

Check number can be any 4 digit number


Payment acknowledgement in Web Advisor

 **SAN FRANCISCO THEOLOGICAL SEMINARY**


[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [CONTACT Us](#)


CURRENT STUDENTS Welcome 

Payment Acknowledgement

Thank you for your  payment!

Receipt No 000041150
Date/Time 08/26/2011 13:34:18
Merchant San Francisco Theological Seminary
105 Seminary Road
San Anselmo CA 94960

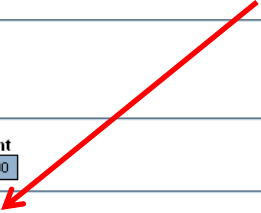
Payer 

Accountholder	Account Type	Term	Amount
	TUITION/FEES	Non-term	15.00

Convenience Fee Amount

Payment Method	Control Number	Authorization Code	Transaction Number	Description	Total Amount
E Commerce E Check	2446	239512185600	239512185600	Payment on account	15.00

Hit OK



[Account Summary](#) | [Account Summary by Term](#) | [Pay on My Account](#) | [Pay on My Payment Plan](#)

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [CONTACT Us](#)

WebAdvisor_{3.1}
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E-mailed payment acknowledgement

- No matter which type of payment you select, when you finish the process in Web Advisor (clicking OK on the payment acknowledgement screen), an e-mail will be sent to the e-mail that Web Advisor has for you. If you have a school assigned e-mail address, it will go there. If you have a new e-mail address, please notify your Registrar or your Business Office.

Pay on Payment Plan

- With the exception of the initial screens, the Pay on Payment plan works exactly the same as Pay on Account. You should only use Pay on Payment Plan if you have signed up for a payment plan for the current semester with your business office.

The first screen shows your current amount due.

GRADUATE THEOLOGICAL UNION
Where religion meets the world

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS Welcome []

Pay on My Payment Plan

* = Required

Plan Type	Student Receivables
Plan Term	FALL 2011
Total Plan Balance	\$13,250.00
Current Amount Due	\$3,312.50
Due Date	08/18/11

[View Plan Schedule](#)

Amount to Pay*

How do you want to pay?*

SUBMIT

To see payment plan schedule.

Payment Plan Schedule is a new window, close when finished reviewing.

Where religion meets the world
CHANGE PASSWORD

CURRENT STUDENTS

* = Required

Plan Type Student Receivables
Plan Term FALL 2011
Total Plan Balance \$9,937.50
Current Amount Due \$3,312.00
Due Date 09/15/11
[View Plan Schedule](#)

Amount to Pay*
How do you want to pay?*

View My Payment Plan Schedule

Plan Type Student Receivables
Plan Term FALL 2011
Original Plan Amount 13,250.00
Setup Charge 0.00
Current Balance 9,937.50

Due Date	Amount Due	Late Fees	Amount Paid	Date Paid
08/18/11	3,312.50	0.00	3,312.50	08/18/11
09/15/11	3,312.00	0.00	0.00	
10/15/11	3,312.00	0.00	0.00	
11/15/11	3,313.50	0.00	0.00	

MAIN MENU | STUDENTS MENU | HELP | CONTACT US
CHANGE PASSWORD | LOG OUT
POWERED BY ORACLE

Change amount to pay, if necessary, then select how to pay from drop down menu. After this the screens will be the same as the Pay on Account screens.

The screenshot shows a web interface for the Graduate Theological Union. At the top left is the logo and the text "GRADUATE THEOLOGICAL UNION" with the tagline "Where religion meets the world". A navigation bar contains links for "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "STUDENTS MENU", "HELP", and "CONTACT US". Below this is a header for "CURRENT STUDENTS" and a "Welcome" message with a blank input field. The main content area is titled "Pay on My Payment Plan".

* = Required

Plan Type	Student Receivables
Plan Term	FALL 2011
Total Plan Balance	\$13,250.00
Current Amount Due	\$3,312.50
Due Date	08/18/11

[View Plan Schedule](#)

Amount to Pay*

How do you want to pay?*

The bottom of the browser window shows the address bar with "Internet" and a zoom level of "100%".

Questions?

- Contact your School's Business Office.