

HOW TO NAVIGATE THE WILDCAT PAY PORTAL

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Logging into the Wildcat Pay Portal

Students


- Go to www.acu.edu/payingyourbill.
- Click on “Student Login.”

Pay My Bill

Wildcat Pay Portal - **Student Login** | Authorized User Login

- To view account activity, statements, make payments, or enroll in a payment plan, please visit the Wildcat Pay Portal.

- Sign in using your six digit ACU user ID (abc18d) and password.

 **Single Sign-On**

USERNAME:

PASSWORD:

LOGIN

[Change your password.](#)
[Forgot your password?](#)
First time user? [Get your account info!](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

OR

- Go to www.my.acu.edu.
- Sign in using your six digit ACU user ID (abc18d) and password.

Login

Username:

Password:

LOGIN

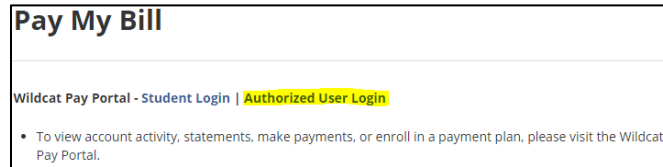
[Change your password.](#)
[Forgot your password?](#)
First time user? [Get your account info!](#)

- Click on “Wildcat Pay Portal.”

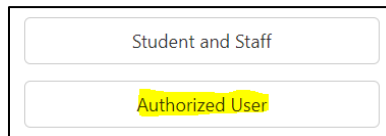
Accounts and Balances Mini		
Spiritual Formation Credits	not required	calendar, exemptions
Meal Plan	None	change
Bean Bucks	\$0.00	
Faculty/Staff Bucks	\$0.00	
Campus Cash	\$0.00	purchase
Printing	\$50.00	
Account Balance	Wildcat Pay Portal	

Authorized Users

- Go to www.acu.edu/payingyourbill.
- Click on “Authorized User Login.”



- Click “Authorized User.”



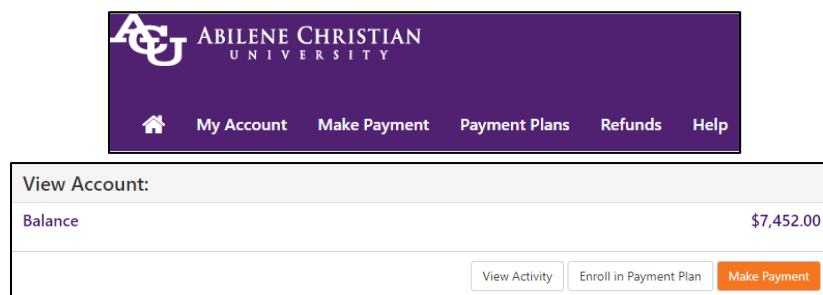
- Type in your email address and password and click “Login.”

- If you are an authorized user for multiple ACU students, you will need to choose which student you want to view on the top right hand side once logged in.

Making a Payment

Electronic Check (ACH) through Checking or Savings Accounts

- Click “Make Payment” at either the top left or the orange button in the middle of the homepage.



- Choose term. You can pay the amount in full or change the amount. Click “Continue.”

Account Payment

Amount
 Method
 Confirmation
 Receipt

Payment Date:

<input type="radio"/> Current account balance	\$7,452.00	<input type="text" value="7,452.00"/>
<input checked="" type="radio"/> Pay by term		
<input checked="" type="checkbox"/> Fall 2019	\$7,452.00	<input type="text" value="1000"/>

Payment Total: \$1,000.00

Memo:

[Continue](#)

- Select payment method. If you have a saved payment method and wish to use that method, the checkout process will be faster. If you do not have a saved payment method or wish to use a different checking/savings account, choose the Electronic Check option. If you would like to save this method, you will be able to later on.

Account Payment

Amount
 Method
 Confirmation
 Receipt

Amount: \$1,000.00

Method:

Select Method
Select Method
Saved Payment Methods
 Checking
Other Payment Methods
 Electronic Check (checking/savings)
 Credit Card via PayPath
 Bank Wire

*Credit card payments are h... ce. A non-refundable service fee will be added to your payment.


Electronic Check - Payments can be made from a personal checking or savings account.


Bank Wire - We accept payments in your local currency or US \$ through Western Union Business Solutions.


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- Type in your account and billing information. If you would like to save this payment method, check the box and name this method. If you would like to set this method as your preferred payment method, check the box. If you would like this payment method to be your refund account, click "Send Code" for a code to be sent to your two step verification phone number or email. You will then need to confirm the code. If you need help setting up your two step verification, see the [Security Settings](#) section.

Account Payment


 Amount


 Method


 Confirmation


 Receipt

Amount \$1,000.00

Method Electronic Check (checking/savings) ▼

Account Information

*** Indicates required fields**

You can use any personal checking or savings account.
 Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or travelers checks.
 Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type: Checking ▼

*Routing number: (Example) 123456789

*Bank account number: 987654

*Confirm account number:

Billing Information

*Name on account: A Student

Check here for an international address

*Billing address: 123 ACU

Billing address line two:

*City: Abilene

*State/Province: Texas (TX) ▼

*Postal Code: 79699

Option to Save

Save this payment method for future use

Save payment method as: My Checking
(example My Checking)

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Refund Options

A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.

- Verify your information. Check the box to agree to the terms and conditions. Click “Continue.”

ACH Payment Agreement

I hereby authorize **Abilene Christian University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$30.00** return fee will be added to my student account.

Name: **A Student**

Address: 123 ACU
Abilene TX 79699

Depository:

Routing Number:

Account Number: xxx654

Debit Amount: \$1,000.00

This agreement is dated 6/12/19 3:16:26 PM CDT.

For fraud detection purposes, your internet address has been logged: 150.252.155.198 at 6/12/19 3:16:26 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: finaid@acu.edu


I agree to the above terms and conditions. (Print Agreement)


- You will then see a confirmation page. If everything still looks correct, click "Submit Payment."

Account Payment



Amount


Method


Confirmation


Receipt

Please review the transaction details, agree to the terms and conditions, then submit your payment.

Payment Information		Paid To	
Fall 2019	\$1,000.00	Abilene Christian University	
Payment Amount	\$1,000.00 <input type="button" value="Change Amount"/>		
Payment Date	6/12/19 	Confirmation Email	
		Primary <input type="text" value="@acu.edu"/>	
Selected Payment Method			
WEBCHECK Account xxx485 Billing Address A Student 123 ACU Abilene, TX 79699 <input type="button" value="Change Payment Method"/>			

By selecting the Submit Payment button, you are agreeing to the [Terms and Conditions](#).

Debit/Credit Card

- Click "Make Payment" at either the top left or the orange button in the middle of the homepage.

Abilene Christian University

My Account Make Payment Payment Plans Refunds Help

View Account:

Balance	\$7,452.00
---------	------------

View Activity Enroll in Payment Plan **Make Payment**

- Choose term. You can pay the amount in full or change the amount. Click "Continue."

Account Payment

Amount Method Confirmation Receipt

Payment Date: 6/12/19

Current account balance: \$7,452.00 (input: 7,452.00)

Pay by term: Fall 2019 (\$7,452.00 (input: 1000))

Payment Total: \$1,000.00

Memo: [text area]

Continue

- Select Credit Card via PayPath as your payment method and click "Continue."

Account Payment

Amount Method Confirmation Receipt

Amount: \$1,000.00

Method: [dropdown menu open]

Back Cancel **Continue**

*Credit card payments are... A non-refundable service fee will be added to your payment.

Electronic Check - Payments can be made from a personal checking or savings account.

Bank Wire - We accept payments in your local currency or US \$ through Western Union Business Solutions.

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WU BUSINESS SOLUTIONS

- A confirmation page will show next. Verify the amount and click “Continue to PayPath.”

Account Payment

Amount
 Method
 Confirmation
 Receipt

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment Information		Paid To
Fall 2019	\$1,000.00	Abilene Christian University
Payment Amount	\$1,000.00 Change Amount	
Payment Date	6/12/19 	
Selected Payment Method		Confirmation Email
TOUCHNET PAYPATH Change Payment Method		Primary @acu.edu

By selecting the Submit Payment button, you are agreeing to the [Terms and Conditions](#).

Back Cancel Continue to PayPath

- Please note the **2.85% non-refundable fee (minimum of \$3)**. Click “Continue.”

Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for Abilene Christian University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.85% (minimum \$3.00) will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Your campus also accepts ACH bank transfers outside of this service without charge. Thank you for using PayPath.

Please enter the following information:

Student ID:	Amount
202010	\$1,000.00

PayPath Payment Service accepts:

Cancel Continue

- Please note, again, the **2.85% non-refundable fee (minimum of \$3)**. Click “Continue.”

Amount
 Payment
 Confirmation
 Receipt

Payment Amount Information


In addition to the amount paid to Abilene Christian University, a non-refundable PayPath Service Fee of 2.85% will be added to your payment with a minimum charge of \$3.00. You will have an opportunity to approve the complete transaction before submitting payment.

Payment amount:	\$1,000.00
-----------------	------------

Cancel Continue

- Enter your card and billing information. Click “Continue.”

PayPath Payment Service accepts:



*Indicates required fields

Payment Card Information

* Name on card:

* Card account number:

* Card expiration date:

* Card security code: [What is this?](#)

Billing Address

Check if address is outside of the United States:

* Billing address:

* City:

* State:

* Zip code:

* Email address:

* Confirm email address:

Phone number:

- Verify your information. **Acknowledge the service fee.** Check the box to agree to the terms and conditions. Click “Submit Payment.”

Review Your Payment Transaction

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to Abilene Christian University:	\$1,000.00
PayPath Payment Service Fee	\$28.50
Total payment amount:	\$1,028.50

School name:	Abilene Christian University
Student ID	000
Payer name:	A Student
Billing address:	123 ACU
City:	Abilene
State:	TX
Zip code:	79699
Email address:	student@acu.edu
Phone number:	Not entered
Card account number:	xxxxxxxxxxxx
Browser internet address:	150.252.155.198
Business correspondence address:	TOUCHNET INFORMATION SYSTEMS INC 15520 COLLEGE BLVD. LENEXA, KS 66219 UNITED STATES

Terms and Conditions

I hereby authorize charges totaling \$1,028.50 via my credit/debit card. I understand that a PayPath Payment Service fee of \$28.50 will be charged to my credit/debit card and is not refundable under any circumstances.

I agree to the terms and conditions.

Bank Wire

- Click “Make Payment” at either the top left or the orange button in the middle.

The screenshot shows the top navigation bar of the Abilene Christian University website. The navigation menu includes: Home, My Account, Make Payment, Payment Plans, Refunds, and Help. Below the navigation bar, the 'View Account' section displays a balance of \$7,452.00. At the bottom of this section are three buttons: 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'.

- Choose term. You can pay the amount in full or change the amount. Click “Continue.”

The 'Account Payment' form shows a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' step is active. The 'Payment Date' is set to 6/12/19. There are two payment options: 'Current account balance' for \$7,452.00 and 'Pay by term' for \$7,452.00. Under 'Pay by term', 'Fall 2019' is selected with a checkbox. A 'Payment Total' of \$1,000.00 is displayed. A 'Memo' field is present, and a 'Continue' button is at the bottom right.

- Select Bank Wire as your payment method and click “Continue.”

The 'Account Payment' form shows the 'Method' step active. The 'Amount' is \$1,000.00. The 'Method' dropdown menu is open, showing options: 'Select Method', 'Saved Payment Methods' (Checking), and 'Other Payment Methods' (Electronic Check (checking/savings), Credit Card via PayPath, Bank Wire). The 'Continue' button is highlighted in orange. Below the form, there is a note about credit card payments, a disclaimer about electronic checks, and a note about bank wire payments. The Western Union Business Solutions logo is at the bottom left.

- Type in the country you are paying from. Click “Continue.” ***If you are wiring funds from a US bank, there will be a \$20 fee***

Bank Wire

Choose the country you're sending your payment from

Student Name: _____

Term: 202010

Payment Amount: \$1,000.00 USD

Country

Country you are paying from:

Bank Wire

Pay with bank wire transfers from your home country, in your local currency. Your payment will be posted to your student account when cleared funds are received from your bank. Your bank may charge a fee for wire transfers. Please pay your bank separately for any wire fees. To pay by bank wire, follow the steps below:

Step One Fill in the information required on the next page.

Step Two Use bank wire transfer instructions and present to your bank.

Step Three Wire funds to Abilene Christian University within three business days.

Continue Cancel

- Type in the payer information and choose the currency using the drop down menu. Click “Continue.”

Payer Information

The following information is required about the payer who is the individual that initiates the wire transfer from their local bank.

*** Indicates required field**

*First Name:

*Last Name:

*Address Line 1:

Address Line 2:

*City:

*Country:

State/Province:

Postal/Zip Code:

*Pay By Currency: ▼

Please enter your email address to which you would like the payment instructions sent:

*Email Address:

Continue Cancel

- You will now see the exchange rate. This rate is guaranteed for only three business days. If you would like to accept, click “Accept.” An email will be sent with further instructions. The payment will not actually post to your student account until the fund transfer is complete.

Guaranteed Exchange Amount

Send This Amount: 7,142.82 CNY

Your payment of 7,142.82 CNY will be posted to your student account in the amount of \$1,000.00 USD upon receipt of the cleared funds.

Accept now to receive your Bank Wire Instructions. This exchange amount is guaranteed by Western Union Business Solutions and the wire must be sent from your bank within **3 business days**.


Your payment will be posted to your student account when the funds are received from your bank.

[Accept](#) [Cancel](#)

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- Download and follow the instructions to finish the payment process.

Bank Wire Area



Bank Wire Instructions

Your guaranteed exchange amount is provided through Western Union Business Solutions for a period of three business days. No payment has been made on your student account at this time. These instructions have been sent to

You must follow the specific instructions to pay via bank wire to TouchWet Tech University. Bank wires sent by any other means may not be recognized for payment, nor will they post to your student account.

Step One: Take these instructions and present them to your bank or any bank in your home country.
Step Two: Wire your funds to the university account as directed within three business days.
Step Three: Keep the bank wire receipt from your bank.
Step Four: Review your bank's receipt and confirm that the transfer information and Western Union Order number are correct.

Do NOT reuse these instructions for future payments.

Western Union fee has been included in the total US Dollar amount below.
Your bank may charge an additional fee for wire transfers. Please pay your bank separately for any fees they may charge.

[Download Payment Instructions](#) [Finish](#)

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Enrolling in a Payment Plan

- Click “Enroll in a Payment Plan” on the homepage, or click “Payment Plans” at the top left and “Enroll Now.”

View Account:

Balance	\$7,452.00
---------	------------

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)



Abilene Christian University

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Refunds](#) [Help](#)

Payment Plans

[Manage Plans](#) [Plan History](#)

You are not yet enrolled in a payment plan for the current term.

There are active plans for which you may be eligible to enroll.

[Enroll Now](#)

- Select the term using the drop down option and click “Select.” The payment plans will show the required set up fee, down payment, installment number, and late fee percentage. For more details, click “Details.” When you are ready to select a payment plan, click “Select” on the appropriate plan.

Payment Plan Enrollment



Select



Schedule



Agreement

Select Term

Fall 2019

Select

If plans are available for multiple accounts, you must select both account and term.

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
Fall 2019 6 Month	\$50.00	\$0.00	6	1.24%	Details Select
Fall 2019 5 Month, 5% Down	\$50.00	5%	5	1.24%	Details Select
Fall 2019 4 Month, 10% Down	\$50.00	10%	4	1.24%	Details Select

- ***If you are an ACU Online student, select the “Online Student” account and click “Select.” Then select the term and click “Select.” The payment plans will show the required set up fee, down payment, installment number, and late fee percentage. For more details, click “Details.” When you are ready to select a payment plan, click “Select” on the appropriate plan.

Payment Plan Enrollment



Select



Schedule



Agreement

Select Account

Residential Student - \$0.00

Select

Online Student - \$2,163.00

Select Term

Select Term

Select

- A list of eligible charges and credits will show, along with your anticipated installment amounts. If you would like to pay an additional down payment at the time of enrollment to decrease your monthly payments, you can add that amount here. ***Any PAYMENTS made after enrolling into the payment plan will apply toward your next installment. Any FINANCIAL AID (loans,

scholarships, etc.) processed after enrolling into the payment plan will apply equally to all remaining installments*** Click "Continue."

Fall 2019 6 Month

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Tuition	18,125.00	
Housing	2,675.00	
Meal Plans	2,700.00	
Fees	50.00	
Financial Aid		14,824.00
		Balance: 8,726.00
Optional down payment		<input type="text" value="500.00"/>

Payment Schedule		
Description	Due Date	Amount(\$)
Setup fee	Due now	50.00
Down payment	Due now	500.00
Installment 1	7/1/19	1,371.00
Installment 2	8/1/19	1,371.00
Installment 3	9/1/19	1,371.00
Installment 4	10/1/19	1,371.00
Installment 5	11/1/19	1,371.00
Installment 6	12/1/19	1,371.00
		Total of installments: 8,226.00
		Total due now: 550.00

Back Cancel Continue

- Select your payment method for today’s payment and the future installments. If you have a saved payment method, this process will be faster. If you do not have a saved payment method set up yet, choose Electronic Check or Credit Card and click “Continue.”

Payment Plan Enrollment



Select



Schedule



Payment



Agreement

This plan requires scheduled payments.

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Amount

Method

*Credit card payments are processed through our payment service.

Electronic Check - Payments can be made from a personal checking or savings account.

- If you chose Electronic Check, type in your account and billing information. You can also save this payment method here.
- If you chose a saved payment method or credit card, you will be prompted to read and accept the agreement. Check the agree box and click "Continue."

Payment Plan Agreement

- You must scroll through the full agreement and select "I agree" to continue.
- By agreeing and continuing, you will also be submitting a payment today of \$550.00 as a part of your enrollment

Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$50.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$6,952.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$7,002.00

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If 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.

I, _____, understand that I have scheduled my 6 installment payments and these payments will automatically be processed on the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$50.00. I understand that a late fee of 1.24% of the total remaining amount due will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **Abilene Christian 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.

Installment 1 in the amount of **\$1,158.67 due on 7/1/19.**
 Installment 2 in the amount of **\$1,158.67 due on 8/1/19.**
 Installment 3 in the amount of **\$1,158.67 due on 9/1/19.**
 Installment 4 in the amount of **\$1,158.67 due on 10/1/19.**
 Installment 5 in the amount of **\$1,158.67 due on 11/1/19.**
 Installment 6 in the amount of **\$1,158.65 due on 12/1/19.**

This agreement is dated 6/13/19 9:10:49 AM CDT.
 For fraud detection purposes, your internet address has been logged:
 150.252.155.198 at 6/13/19 9:10:49 AM 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 finaid@acu.edu.
 Print and retain a copy of this agreement.
 Please check the box below to agree to the terms and continue.

I agree to the terms and conditions.

Print Worksheet Print Agreement Back Cancel Continue

- You will need to agree with the terms and conditions again and click "Continue" for your payment to process, and you will be enrolled into the payment plan.

ACH Payment Agreement

I hereby authorize **Abilene Christian University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$30.00** return fee will be added to my student account.

Name:

Address:

Depository:

Routing Number:

Account Number:

This agreement is dated 6/13/19 9:16:03 AM CDT.

For fraud detection purposes, your internet address has been logged: 150.252.155.198 at 6/13/19 9:16:03 AM 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: **finaid@acu.edu**

Print and retain a copy of this agreement.

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

I agree to the above terms and conditions.

Back

Cancel

Print Agreement

Continue

- You will then receive a receipt for your payment.

Payment Receipt

- Your changes have been saved.
- Thank you, your payment was processed successfully.
- Your enrollment in Fall 2019 6 Month was processed successfully.

Payment Confirmation

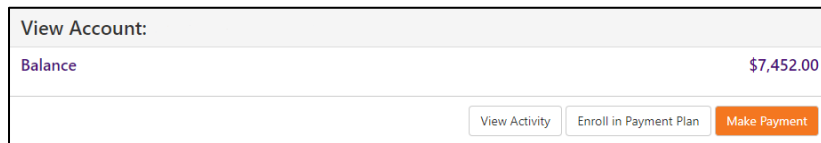
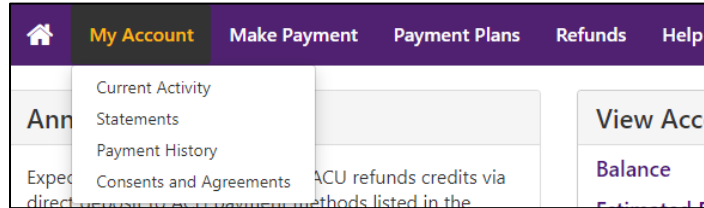
Payment date:	6/13/19
Payment Time:	09:21:12
Name of Payee:	Abilene Christian University
Name on Bank Account:	
Bank Account Type:	Checking
Account number:	xxx485
Depository:	
Amount paid:	\$550.00
Student name:	
Confirmation Number:	

Please print this page for your records.

Print

Viewing Current Activity

- Begin on the homepage.
- Click “My Account” at the top left and the drop down will show. Click “Current Activity.” Or, click “View Activity” in the middle of the homepage.



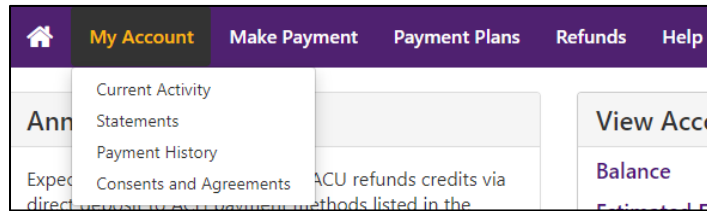
- Activity is sorted by semester. Click on the semester you want to view and the transactions will show.

Fall 2019		\$8,726.00	
<input type="button" value="Print"/> <input type="button" value="Excel"/> <input type="button" value="PDF"/>			
Estimated Financial Aid			
Description	Amount (\$)		
Federal Direct Subsidized Loan	\$1,732.00		
Federal Direct Unsub Loan	\$990.00		
ACU TEG Award	\$1,682.00		
ACU Grant	\$1,420.00		
John C. Stevens Award	\$7,500.00		
Wildcat Housing Grant	\$1,500.00		
Total Estimated Aid:			\$14,824.00
Account Activity			
			Search: <input type="text"/>
Description	Code	Date	Amount (\$)
Block Tuition - Fall	TU50	6/3/19	\$18,125.00
Student Activity Fee-Undergrad	STAF	6/3/19	\$25.00
CORE 110-Cornerstone Textbook	CNST	6/3/19	\$25.00
Meal Plan - All Access 5	MLPB	6/1/19	\$2,700.00
Housing	HOUS	6/1/19	\$2,675.00
Term Balance:			\$23,550.00
Term Balance Including Estimated Aid:			\$8,726.00

- You can also export this data via print, Excel, or PDF with ACU logo. Click the appropriate button at the top right.

Viewing Statements

- Begin on the homepage.
- Click “My Account” at the top left and the drop down will show.



- Click “Statements” to be directed to the next screen.
- Click the wheel next to the statement you want to view.

Statements

Billing Statements 1098-T Tax Statements

Please make sure your browser's pop-up blocker is disabled before you view a statement.

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

Show entries Search:

Statement Date	Statement Description	Due Date	Amount	Action
06/07/2019	Fall Statement		\$0.00	
02/06/2019	February Statement	03/01/2019	\$568	View

- Click “View.”
- The statement will open in another tab in your browser.

OR

- Begin on the homepage.
- Scroll down until you see the Statement section.

Statements

Your latest eBill Statement
(6/5/19) Statement : \$7,452.00

[View Statements](#)

- Click “View Statements.”
- Click the wheel next to the statement you want to view.

Statements

Billing Statements 1098-T Tax Statements

Please make sure your browser's pop-up blocker is disabled before you view a statement.

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

Show entries Search:

Statement Date	Statement Description	Due Date	Amount	Action
06/07/2019	Fall Statement		\$0.00	
02/06/2019	February Statement	03/01/2019	\$568	View

- Click "View."
- The statement will open in another tab in your browser.

Viewing 1098-T Statements

- Begin on the homepage.
- Click "My Account" at the top left and the drop down will show.
- Click "Statements" to be directed to the next screen.
- Click "1098-T Tax Statements" tab.
- Click the wheel next to the year you want to view.

Statements

Billing Statements 1098-T Tax Statements

Please make sure your browser's pop-up blocker is disabled before you view a statement.

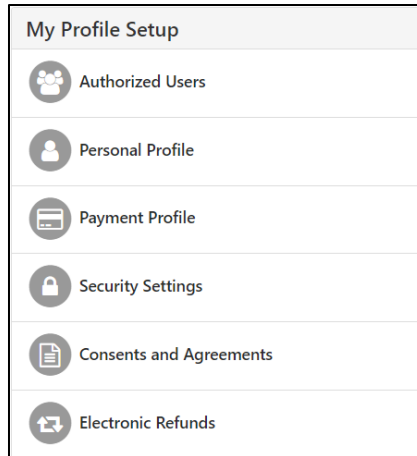
1098-T Tax Statement

Tax Year	Action
2018	
2017	View

- Click "View."
- The 1098-T form will open as a PDF.
- 1098-T's will be available on the Wildcat Pay Portal by the end of January.

Adding Authorized Users

- Begin on the homepage.
- Click "Authorized Users" on the right.



- Click the “Add Authorized User” tab.
- Enter the email address of the authorized user.
- Select the information you want this user to have access to.

Authorized Users

[Authorized Users](#) [Add Authorized User](#)

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.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity? Yes No

Would you like to allow this person to view your 1098-T tax statement? Yes No

Would you like to allow this person to view your payment history and account activity? Yes No

- Click “Continue.”
- Read agreement, click “I agree” and “Continue.”

Agreement to Add Authorized User ×

I hereby authorize **Abilene Christian University** to grant [redacted]@gmail.com 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.

Access to my accounts also includes the ability to :

- View my 1098-T tax statement

This agreement is dated Monday, June 10, 2019.

For fraud detection purposes, your internet address has been logged:
150.252.155.198 at 6/10/19 9:46:54 AM 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.

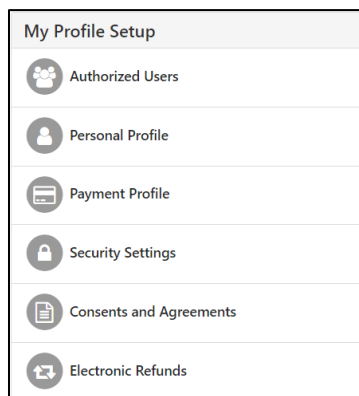
I Agree

Cancel Print Agreement Continue

- An email will automatically be sent with a temporary password.

Personal Profile

- Click “Personal Profile” on the homepage.



- On the “Personal Profile” tab, you can add a secondary email address and your mobile phone number if you would like text message reminders, along with the ACU email reminders.

My Profile

[Personal Profile](#) [Payment Profile](#) [Security Settings](#)

Student ID

Full name

If you choose to enter a secondary email address (in addition to your school-assigned address), emails generated by this system will be sent to both addresses.

Secondary email address: Edit

To get text messages about selected account events, 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.
Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.







Mobile Number Edit

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

Payment Profile

Students

- Click the “Payment Profile” on the homepage.

My Profile Setup	
	Authorized Users
	Personal Profile
	Payment Profile
	Security Settings
	Consents and Agreements
	Electronic Refunds

- You can add a saved payment method for an easier payment process.
- Click “Select Method” for the drop-down, click “Electronic Check,” then “Select.”

My Profile

Personal Profile | **Payment Profile** | Security Settings

A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page. When you add a bank account as a saved payment method, you can select it for direct deposit of your refunds.

Payment methods	Preferred	Use for Refunds	Modified	Action
Checking		No	1/22/19 14:33:51	

Add New Payment Method

Method

- Select Method
- Electronic Check (checking/savings)**

Electronic Check - Payments can be made from a personal checking or savings account.

- Type in your bank and billing information and name this payment method.
- ***This must be a checking or savings account, NOT a debit/credit or prepaid card number***
- If you would like to set up this method as your refund account, click “Send Code” for a code to be emailed to you for confirmation. Then click “Continue.”

Authorized Users – For Parent PLUS Refunds

- Click the “Refunds” tab at the top of the screen.

My Account | Make Payment | Payment Plans | **Refunds** | Help

eRefunds

eRefunds puts money in your account... **FAST!**
 Direct deposit is the secure way to get your Parent PLUS loan refund. Please note that eRefunds are for Parent PLUS loan refunds only.

- Type in your date of birth and last 4 digits of your SSN.

Direct Deposit

Typically received in 1-2 business days
 Funds will be transferred to the personal checking or saving account of your choice.

i Refund Method. Your date of birth and the last four digits of your social security number are required for verification purposes with your loan application.

A Direct Deposit account for refunds has not been set up.

Verification Information

* Indicates required information

* Date of birth:

* Last 4 digits of SSN:

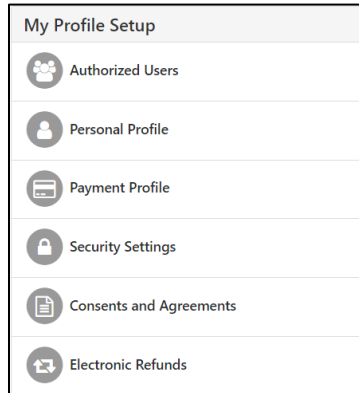
- Click “Set up a new account.”
- Enter account information, billing information, and continue.
- Agree to the terms and conditions.

- When a Parent PLUS refund is processed, you will receive an email that a refund is being processed to this refund account.

Security Settings

Students

- Click the “Security Settings” on the homepage.



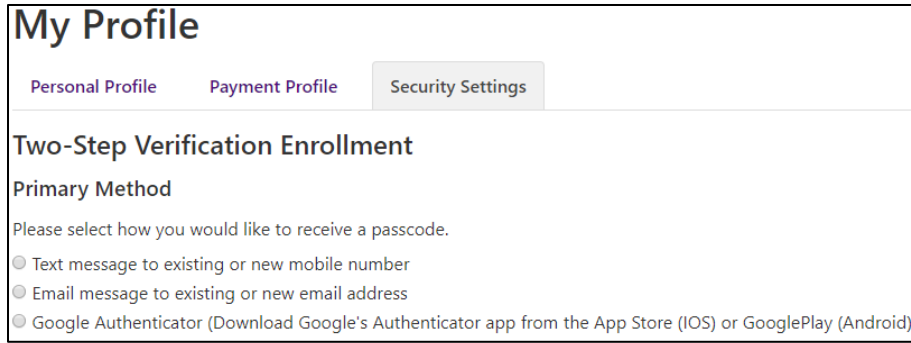
- You can add a backup method as extra security for codes to be sent to.
- Click “Setup Method.” A code will be emailed to your ACU email.

 A screenshot of the 'My Profile' page. At the top, there are three tabs: 'Personal Profile', 'Payment Profile', and 'Security Settings', with 'Security Settings' being the active tab. Below the tabs is the heading 'Two-Step Verification Enrollment'. Under this heading, there are two sections: 'Primary Method' and 'Backup Method (optional)'. The 'Primary Method' section shows 'Email message will be sent to email address @acu.edu' and an 'Edit' button. The 'Backup Method (optional)' section has a description: 'Adding a backup method allows a passcode to be sent to an additional mobile number or email address.' and a 'Setup Method' button.

- Type in the code and click “Verify.”
- You can then choose to add text message to an existing or new mobile number or email message to an existing or new email address.

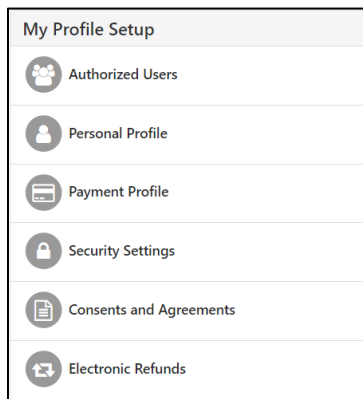
Authorized Users – For Parent PLUS Refunds

- Click “Security Settings” tab and set up two-step verification (text, email, or Google Authenticator). Go to Payment Profile [Authorized Users – For Parent PLUS Refunds](#) next.



Consents and Agreements

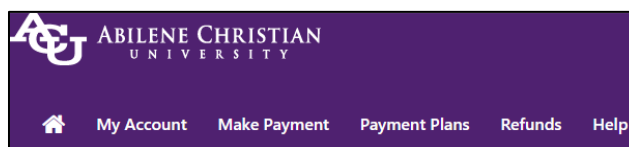
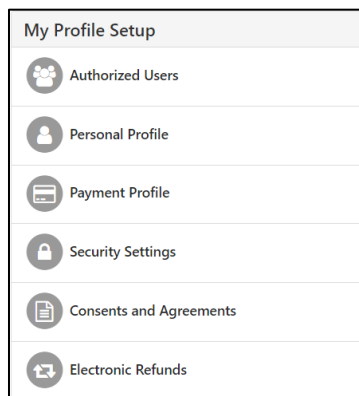
- Click “Consents and Agreements” on the homepage.



- Any consents and agreements will show. The most common consent is paperless 1098-T.

Electronic Refunds

- Click “Electronic Refunds” on the homepage, or click “Refunds” at the top left.



- On this screen, you can set up your refund account, or view previous refunds. Click “Set Up Account” to begin the set up.

- A passcode will be sent to your two-step verification email or phone number. Type in the passcode and click “Verify.”

- If you have a saved payment method, you can select it to be your refund account, or set up a new account. Click “Continue.”

- If you would like to update or remove your refund account, click the wheel and choose the appropriate option.

Current Refund Method	
Checking - xxx485	
	Update
	Remove

- ***If you have not set up your refund account before a refund is processed, you have 6 days to set up an e-refund account. A check will be mailed after 6 days if you do not set up your e-refund account***
- ***Your e-refund account must be a bank account number and routing number, not a debit, credit, or prepaid card!***
- ***Please allow 5-7 business days for the funds to show in your bank account***