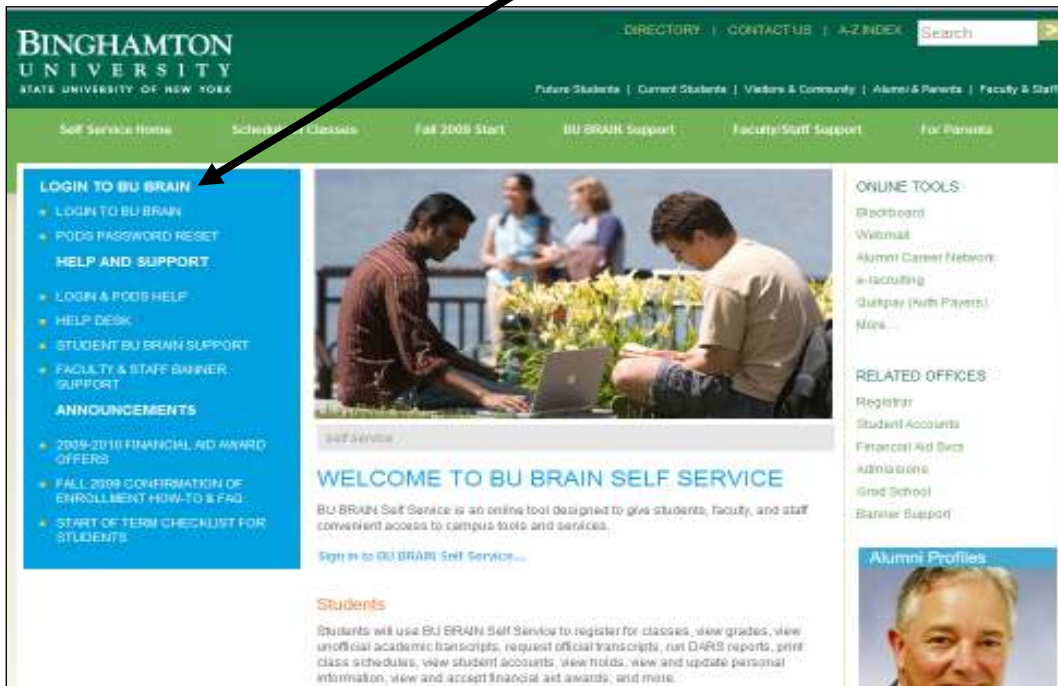


How to make a Web Payment as a Student

Go to the BU Brain at <http://bubrain.binghamton.edu>

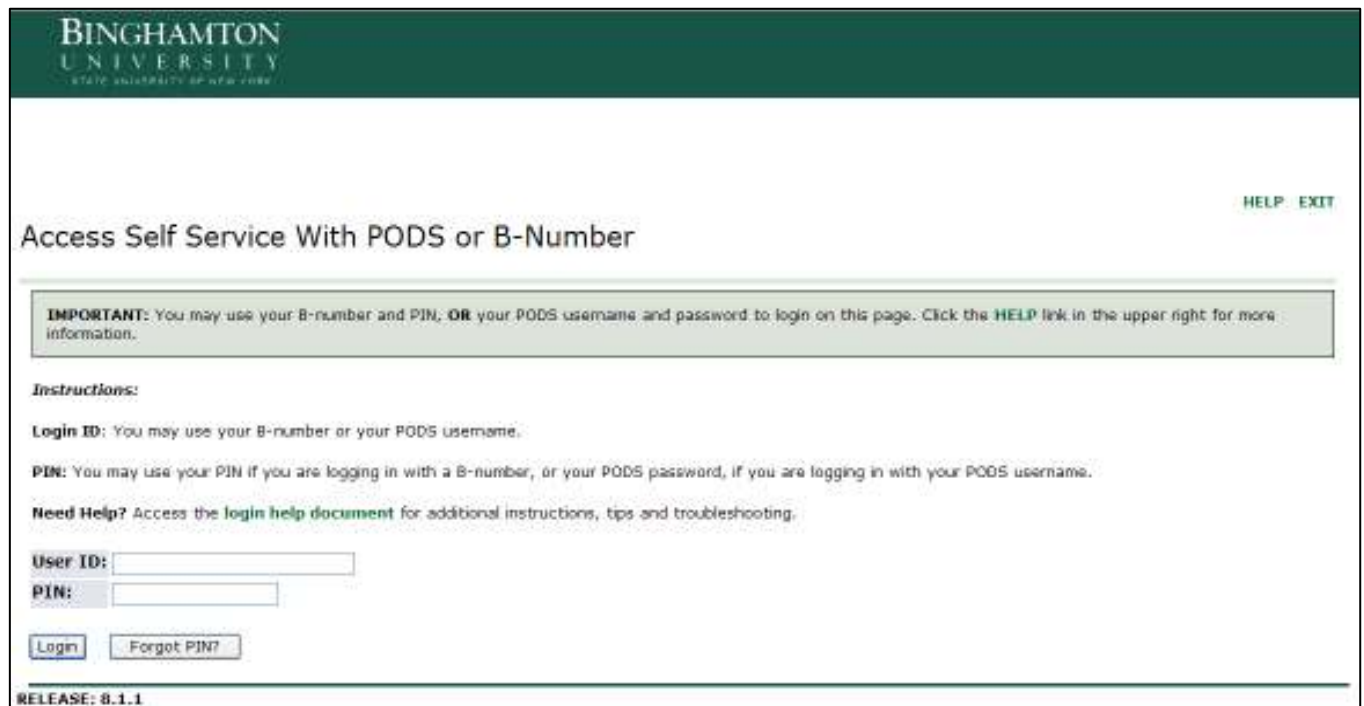
Click on the "Login To the BU Brain link"



The screenshot shows the Binghamton University website header with navigation links like 'DIRECTORY', 'CONTACT US', and 'A-Z INDEX'. Below the header is a green navigation bar with links for 'Self Service Home', 'Schedule My Classes', 'Fall 2009 Start', 'BU BRAIN Support', 'Faculty/Staff Support', and 'For Parents'. A blue sidebar on the left contains a 'LOGIN TO BU BRAIN' section with links for 'LOGIN TO BU BRAIN', 'PODS PASSWORD RESET', 'HELP AND SUPPORT', 'LOGIN & PODS HELP', 'HELP DESK', 'STUDENT BU BRAIN SUPPORT', and 'FACULTY & STAFF BANNER SUPPORT'. Below this is an 'ANNOUNCEMENTS' section with links for '2009-2010 FINANCIAL AID AWARD OFFERS', 'FALL 2009 CONFIRMATION OF ENROLLMENT HOW-TO & FAQ', and 'START OF TERM CHECKLIST FOR STUDENTS'. The main content area features a 'WELCOME TO BU BRAIN SELF SERVICE' section with a 'Sign into BU BRAIN Self Service...' link. A right sidebar contains 'ONLINE TOOLS' (Blackboard, Webmail, Alumni Career Network, e-recruiting, Quickpay (Auto Payments), News...) and 'RELATED OFFICES' (Registrar, Student Accounts, Financial Aid Dept, Admissions, Grad School, Banner Support). An 'Alumni Profiles' section shows a photo of a man.

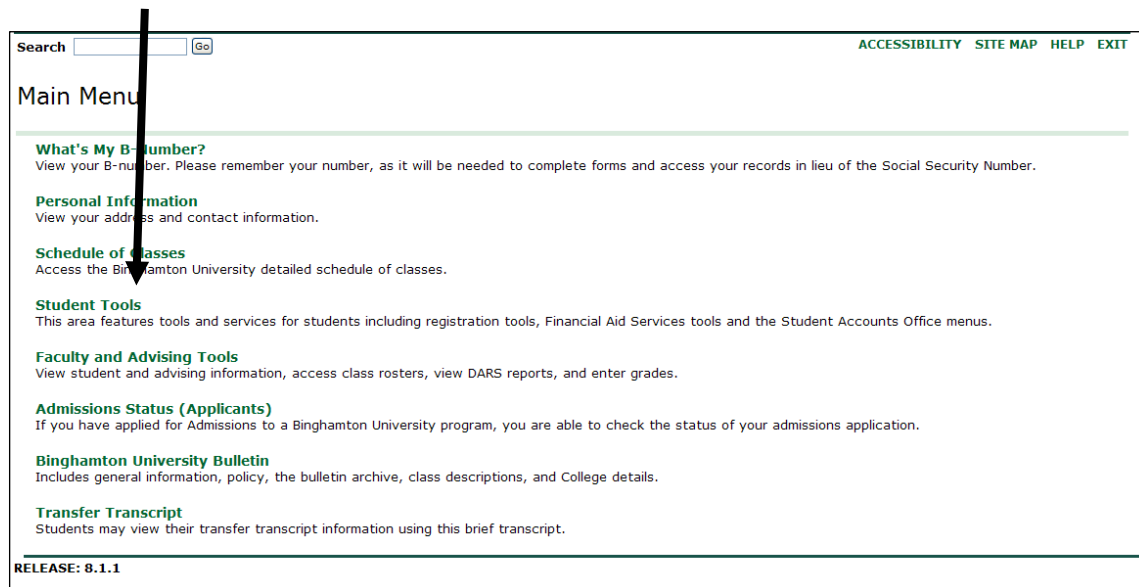
To login use:

"User Name" (is the first part of the BU email address) and
"Password" (is the PODS password) OR B# and pin.



The screenshot shows the BU Brain login page. At the top left is the Binghamton University logo. In the top right corner, there are links for 'HELP' and 'EXIT'. The main heading is 'Access Self Service With PODS or B-Number'. Below this is an 'IMPORTANT' notice: 'You may use your B-number and PIN, OR your PODS username and password to login on this page. Click the HELP link in the upper right for more information.' Underneath is an 'Instructions' section with the following text: 'Login ID: You may use your B-number or your PODS username.' and 'PIN: You may use your PIN if you are logging in with a B-number, or your PODS password, if you are logging in with your PODS username.' Below this is a 'Need Help?' link: 'Access the login help document for additional instructions, tips and troubleshooting.' The login form consists of two input fields: 'User ID:' and 'PIN:'. Below the fields are two buttons: 'Login' and 'Forgot PIN?'. At the bottom left, there is a 'RELEASE: 8.1.1' label.

This is the "Home" window for the BU Brain.
Click on the "Student Tools" tab in order to find the Student Accounts Menu.



Search ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

What's My B-number?
View your B-number. Please remember your number, as it will be needed to complete forms and access your records in lieu of the Social Security Number.

Personal Information
View your address and contact information.

Schedule of Classes
Access the Binghamton University detailed schedule of classes.

Student Tools
This area features tools and services for students including registration tools, Financial Aid Services tools and the Student Accounts Office menus.

Faculty and Advising Tools
View student and advising information, access class rosters, view DARS reports, and enter grades.

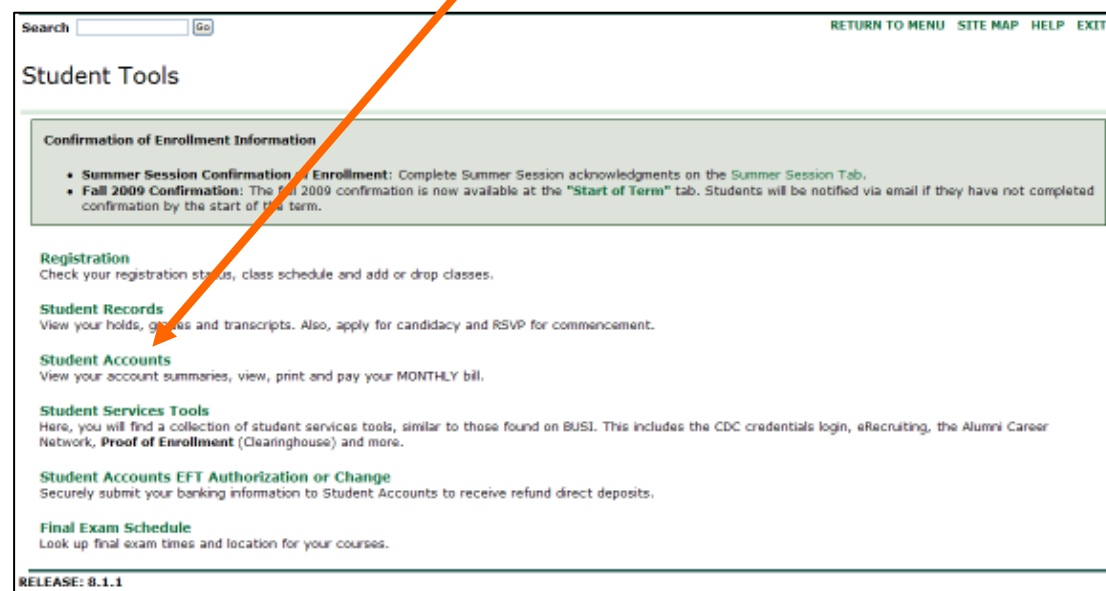
Admissions Status (Applicants)
If you have applied for Admissions to a Binghamton University program, you are able to check the status of your admissions application.

Binghamton University Bulletin
Includes general information, policy, the bulletin archive, class descriptions, and College details.

Transfer Transcript
Students may view their transfer transcript information using this brief transcript.

RELEASE: 8.1.1

Next, they need to click on the "Student Account Menu" link



Search RETURN TO MENU SITE MAP HELP EXIT

Student Tools

Confirmation of Enrollment Information

- **Summer Session Confirmation of Enrollment:** Complete Summer Session acknowledgments on the [Summer Session Tab](#).
- **Fall 2009 Confirmation:** The Fall 2009 confirmation is now available at the **"Start of Term"** tab. Students will be notified via email if they have not completed confirmation by the start of the term.

Registration
Check your registration status, class schedule and add or drop classes.

Student Records
View your holds, grades and transcripts. Also, apply for candidacy and RSVP for commencement.

Student Accounts
View your account summaries, view, print and pay your MONTHLY bill.


Student Services Tools
Here, you will find a collection of student services tools, similar to those found on BUSI. This includes the CDC credentials login, eRecruiting, the Alumni Career Network, **Proof of Enrollment** (Clearinghouse) and more.

Student Accounts EFT Authorization or Change
Securely submit your banking information to Student Accounts to receive refund direct deposits.

Final Exam Schedule
Look up final exam times and location for your courses.

RELEASE: 8.1.1

This is the Student Accounts Menu.
To make a payment, click on the "QuikPAY-Student Payments" link



Search RETURN TO MENU SITE MAP HELP EXIT

Student Accounts

Account Summary by Term - VIEW ONLY
Charges and credits by term

View Holds
View holds prohibiting registration

QuikPAY-Web Payments (View, print and pay bills)
NOTE: Parking fines, Library fines, replacement ID cost, late add fees, etc. are consolidated to your student account. You will be sent an email every month you have a balance.
CHECK YOUR ACCOUNT FREQUENTLY TO AVOID LATE FEES

Before you try to Login to your QuikPAY account make sure you have disabled your browser's popup blocker. Also, we recommend using Internet Explorer if you are experiencing "timeout" errors.

Nursing Loan Disbursement Information
Description: Nursing Loan Disclosure Statement - View Nursing Loan Disbursement Information

For added security the student must sign in again to verify their identity.

The screenshot shows the login interface for the Binghamton University QuikPAY system. At the top left is the Binghamton University logo and the text 'State University of New York'. The date and time 'August 10, 2009 08:27:03 EDT' are displayed. The main heading is 'Log into Binghamton University / QuikPAY® System'. Below this are two input fields for 'User name:' and 'Password:'. A 'Please login...' prompt is followed by a 'LOGIN' button. To the right of the button, a message states: 'You will go directly to the Binghamton University/QuikPAY® site to review your account and make payments.'

They will be sent to QuikPAY where they can view, print and pay their bills.

The screenshot displays the user dashboard for Roxanne Mestre. The header includes the Binghamton University logo and navigation links for 'Privacy Policy', 'Contact Us', and 'Log Off'. A left-hand menu lists options: 'Message Board', 'Payment Profiles', 'Authorize Payers', 'User Preferences', 'View Accounts', 'Make Payment', and 'Transaction History'. The main content area, titled 'Message Board', contains a welcome message and a list of 'IMPORTANT THINGS TO REMEMBER' regarding account registration and payment requirements. A red warning message states: 'CHECK YOUR ACCOUNT FREQUENTLY TO AVOID LATE FEES.' Below this, a instruction reads: 'Please click the "Make Payment" menu item to the left to pay a graduate admission deposit.' At the bottom, there is a 'Powered by QuikPAY' logo, a copyright notice for 'Nelnet Business Solutions, Inc.', and a 'VeriSign Secured' logo.

Next, click on "View Accounts", this is the next screen

SAMPLE

Message Board
Payment Profiles
Authorize Payers
User Preferences
View Accounts
Make Payment
Transaction History

Account Summary

Below is a list of all the accounts. For more information on how to pay your account, click on the "Select Action" button next to the account.

- Current Statement - view the current statement for the account.
- Statement History - view past statements.
- Make Payment - post a payment to that specific account.

Account			
Student Accounts	Due Date	08/13/08	Select Action <input type="button" value="v"/>
	Amount Due	\$3,049.92	
	Statement Date	06/27/08	
	Statement Balance	\$3,049.92	
	Current Balance	\$3,049.92	
Semester Billing Bills prior to July 2008	Due Date	Not Available	Select Action <input type="button" value="v"/>
	Amount Due	Not Available	
Telecom Billing Bills prior to July 2008	Due Date	Not Available	Select Action <input type="button" value="v"/>
	Amount Due	Not Available	

For information rates and other payment procedures visit the Student Accounts Office website at <http://studentaccounts.binghamton.edu>.

When the arrow next to "Select Action" is clicked a number of options will appear. Select "Make Payment to proceed.

Message Board
Payment Profiles
Authorize Payers
User Preferences
View Accounts
Make Payment
Transaction History

Enter Payment Amount

NOTE:
If you opted to make a partial payment, your account will be assessed a **non-refundable** fee of \$15.00.

Please enter in the amount you want to pay and click "Continue" button.

Account:	Student Accounts
Due Date:	08/13/2008
Statement Balance:	\$3,049.92
Statement Balance:	\$3,049.92
Current Balance:	\$3,049.92
Optional Field 5:	771.23
Payment Amount:	<input type="text"/>
Payment Method:	Select one... <input type="button" value="v"/>

Student Accounts will prepare a monthly billing statement. Students and their families have flexibility in structuring their payments during the first **three** billing statement cycles of the fall and spring terms before a hold is placed on the students record. An outstanding balance that results in a hold on the students record must be paid in full in order to participate in early registration for future terms and request official transcripts.

- Fall term - balances must be paid in full by the end of October
- Spring term - balances must be paid in full by the end of April

Enter the amount of the payment and select a method of payment (credit card or e-check).

Provide the required information to continue the transaction.

Message Board
Payment Profiles
Authorize Payers
User Preferences
View Accounts
Make Payment
Transaction History

Provide eCheck Information

Please enter your check information in the following fields and then click "Continue" button.
NOTE: All fields are required. Please be aware that not all payments from brokerage accounts can be made online. Please check with your brokerage account representative.

Current Payment	
Student Accounts	Payment Amount: \$3,049.75

Account Information

Holder's Name:

Account Type:

Routing Number:

Account Number:

Billing Address Information

Address 1:

(optional) Address 2:

City:

State:

Zip:

Contact Information

Daytime Phone:

e.g. (555) 555-1212x123 OR +31 42 123 4567

Email Address:

Enter a profile name and click the checkbox to save your account information for future use.

Profile Information

Profile Name: Save Profile

For help, please click on the question mark next to a field.

Verify the information and "Confirm". A receipt will be presented. Print the receipt for your records. Transactions will be kept in "Transaction History" for future reference.

Message Board
Payment Profiles
Authorize Payers
User Preferences
View Accounts
Make Payment
Transaction History

Payment Receipt

This is your receipt.

[Print](#)

The payment has been submitted by Roxanne Mestre. Thank you.

Confirmation Number: 2714

Payment Date: Jul 8, 2008 at 4:03 PM, EDT
Effective Date: Jul 8, 2008
Primary User Id: B00071524
Primary User Name: Roxanne Mestre
Account: Student Accounts
Payment Amount: \$3,049.75
Holder's Name: Sample Student
Payment Method: CHECKING *****6789

Billing Address Info: 1 Main Street
New York, NY 10040

Contact Info: (212)555-9999 (daytime phone)
samplestudent@binghamton.edu (e-mail)

Binghamton Student Accounts has received your payment.