HOW TO PROCESS YOUR BILL

1. Type the Web address: **my.AlfredState.edu/Finances**

2. Login: **Enter your username and network password**. Students receive their username and password through the Admissions process. Please contact the Alfred State College Help Desk by calling (607) 587- (HELP) or email them at helpdesk@alfredstate.edu if you need assistance logging in.

3. Click on: "**Pay Your Bill**" where you will be directed to **BannerWeb**

4. Click **"Pay/Process your bill"**.

5. Click **"Select Term"** if asked.

6. **Read Important Billing Information including - Due Date, Instructions, Contact Information, and Refund Policy.** The charges, payments, credits, and account balance will be displayed first.

7. You will be asked about **Adjustable and Optional Fees for your Meal Plan, Campus Spending Account (CSA), and Graduation Fee.** You must answer all of these questions before continuing. You must enter "0" if not adding any funds to CSA.

8. You will be asked for **authorization to use Title IV funds (Federal Loans and Grants) to pay for non-institutional charges (optional fees).** If you disagree, you will be responsible for payment of these charges out-of-pocket.

9. You will be asked for **authorization to use Title IV funds (Federal Loans and Grants) to pay for a prior balance up to $200.00**.

10. Click **"Next"**.

11. If you have a zero balance due, review the information regarding enrollment and financial responsibility and Click **"Process Bill"** to finalize. A message will then display stating **"Your bill has been processed successfully".** You will also receive a confirmation email sent within 24 hours to your Alfred State email account. If you do not receive this email, please contact the Student Records and Financial Services Office.   If your current "Term Credits" are greater than your current "Term Charges" you may be eligible for a refund. **Enrolling in E-Refund is the fastest and most convenient way to receive your refund**.

12. If you have a balance due and you would like to pay with a credit card click **"Online Credit Card Payment"**. Click **"Continue"** to transfer to our secure payment platform. Enter your credit card information and then select **"Pay Now".** Your bill will be processed when your credit card is approved.

13. If you have a balance due and you would like to perform a wire transfer click **"Wire Transfer Information"** and follow the instructions.

14. If you have a balance due and you would like to set up a Monthly Payment Plan click **"Set up a Monthly Payment Plan"**. The schedule of payments and the amount due immediately will be displayed. Please review the Terms and Conditions. **You are responsible for making the payment each month unless you complete the MPP Automatic Payment Credit Card Authorization Form.** Click "**I accept these MPP Terms and Conditions"** to proceed. Click **"Continue"** to transfer to our secure payment platform to pay the initial payment marked as **"due now"**. Enter your credit card information and then select **"Pay Now".** Your bill will be processed when your credit card is approved.

15. If you have a balance due and you would like to send the **payment by mail**, print off a copy of your bill after you have

made your selections for Adjustable and Optional Fees and the Title IV authorizations, sign it, and mail it along with your payment. Your bill will not be considered processed until the check is received in the Student Records and Financial Services Office, so please consider mailing time. Please make the check payable to "Alfred State College" and include the student ID number on the check. Payment should be addressed to Student Records and Financial Services, Alfred State College, 10 Upper College Drive, Alfred, NY 14802.

16. To logout, click the **"Exit"** button.

17. **CLOSE YOUR WEB BROWSER TO SECURE YOUR RECORDS.**

BANNERWEB HELPFUL HINTS

Use the *Return to Menu* button to move between screens. **DO NOT USE THE <u>BACK</u> BUTTON** or you will be logged off. If this happens, simply log in again.

If you try to access a menu option and receive the message *Request failed*, click the *Back* button **ONCE** and try again.