

HOW DO I....

*** PAY ONLINE * SET UP A MONTHLY PAYMENT PLAN * VIEW MY E-BILL *
* CREATE PARENT/AUTHORIZED USERS ***

Access for Students:

Login to <https://one.bellarmine.edu>
Click the **One Payment Gateway** link

Access for parents/authorized users:

[bellarmine.edu/finance/office-of-student-accounts](https://one.bellarmine.edu/finance/office-of-student-accounts)
Click on Authorized User Payments
Log in with the login information provided by your student

Once you've logged in, your screen will look similar to this:

The screenshot shows a web interface for a student account. At the top, there is a navigation bar with links: My Account, View Statements, Make Payment, Shopping Cart, Help, and a search box. A 'Student' dropdown menu is visible. Below the navigation bar, a message states: "All first-time borrowers must complete Entrance Loan Counseling and sign their Master Promissory Note at www.studentloans.gov before loan funds will be disbursed to their student accounts."

The main content area is divided into several sections:

- Your Account:** Shows a balance of \$-100.00. Includes links for "Click here to make a payment" and "Click here to view Account Activity".
- Your Recent Payments:** Lists "On-Line Transactions" with a "View All" link. One transaction is shown: 01/13/2016 for \$200.00.
- Parent PINs:** Shows "Add New" and "Logins set up." for "Mom" and "Dad", with "Edit Delete" links for each.
- Your Bills:** Includes a "View All" link and a list of bills: Bellarmine eBill (08/06/2016), Bellarmine eBill (07/28/2016), and Bellarmine eBill (07/20/2016), each with a "View" link.
- Installation Payment Plans:** States "You are not eligible to enroll in an installment plan at this time."
- Saved Accounts:** States "You have no saved payment methods." with an "Add New" link.
- Account Details:** Includes a link for "SMS Alert Setup".

Callouts with arrows point to specific features:

- "Pay ONLINE" points to the "Click here to make a payment" link in the Your Account section.
- "View and print your e-bills here" points to the "View" link for a bill in the Your Bills section.
- "Set up a payment plan each semester (Fall and/or Spring)" points to the "Installation Payment Plans" section.
- "Store your online banking info (not required)" points to the "Add New" link in the Saved Accounts section.
- "Sign up for text alerts when your bill is available" points to the "SMS Alert Setup" link in the Account Details section.
- "Set up your parent/authorized user to receive e-mail when your tuition bill is available as well as view & pay your bill online!" points to the "Add New" link in the Parent PINs section.

If you have any questions, you may contact the Office of Student Accounts
at

(502) 272-8264 or studentaccounts@bellarmine.edu.

E-refund is set up at <https://one.bellarmine.edu>

Self Service/Banking Information

(this is only for direct deposit for student account credit balances)

HOW DO I...

PAY ONLINE?

Payments can be made with eCheck (free option) or VISA, MasterCard, Discover, American Express (2.75% credit card fee). You may pay for Tuition, Declining Flex\$, Commuter Meal Plans, BU Dollars, Printing, etc. with this link.

SET UP YOUR PARENT/AUTHORIZED USER TO MY TUITION BILL ONLINE?

When you set your parent or other authorized user up under the Parent PINs, they will immediately receive an e-mail containing the Account Information Page link with their own ID and password. This only gives parents/authorized users access to payment/billing information; not grades, schedule, etc. These users will receive an e-mail letting them know when your tuition bill is available to view/pay. Parents/Authorized users must use <https://www.bellarmino.edu/finance/office-of-student-accounts/> then click on Authorized User Payments in order to sign in. They will also receive the direct link in their original e-mail when you set them up. If a parent/authorized user forgets their password, the student must edit the password which will prompt another e-mail to the parent/authorized user.

VIEW AND/OR PRINT MY E-BILL?

As the student, you will automatically be notified via Bellarmine e-mail when your tuition statement is available for viewing as well as when you or a parent/authorized user has made an online payment. If you do not login and look at this e-bill, you will receive a reminder that you have not viewed it. **Please VIEW your e-bill when you receive the e-mail by clicking on VIEW ALL under YOUR BILLS and choose the most recent e-bill.** You will receive an e-bill if you have a balance due to Bellarmine OR a credit balance on your account. You may also print the statement for your records.

SET UP A MONTHLY PAYMENT PLAN (MPP)?

Under 'Installment Payment Plans' choose the MyPaymentPlan link: The Fall semester can be paid for over 6 months starting as early as the end of May, and the Spring semester can be paid over 5 months starting as early as December 1st each year. Payments are due on the 10th of each month, and you MUST pay your monthly payment ONLINE through the Bellarmine portal when you choose this option. Autopay is an option that you may set up so that the funds will pull from your checking account on the 10th of each month. If you need to change your payment plan amount, please contact the Office of Student Accounts.

SAVE YOUR VARIOUS PAYMENT METHODS AND CHOOSE ONE TO SET UP FOR MONTHLY AUTOPAY WITH THE MONTHLY PAYMENT PLAN (MPP)?

Under 'Saved Accounts' you can store your banking information securely to pay online. If you enroll in automatic payments for the Monthly Payment Plan, your banking information for autopay can be found here.

This page also allows you to view all of your online payments made as well receive SMS Text messages when your tuition bill and/or monthly statements is available. *Be aware that some of the automatic reminder processes run overnight and it is possible to receive a text message overnight from the billing system.*