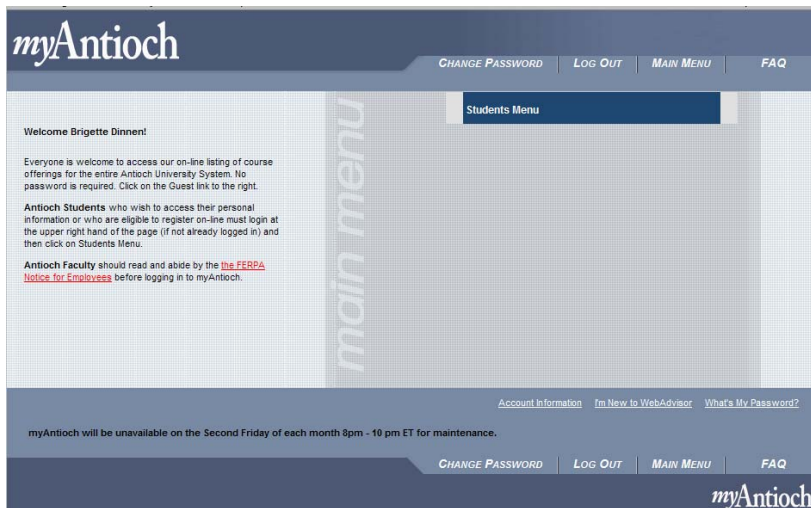
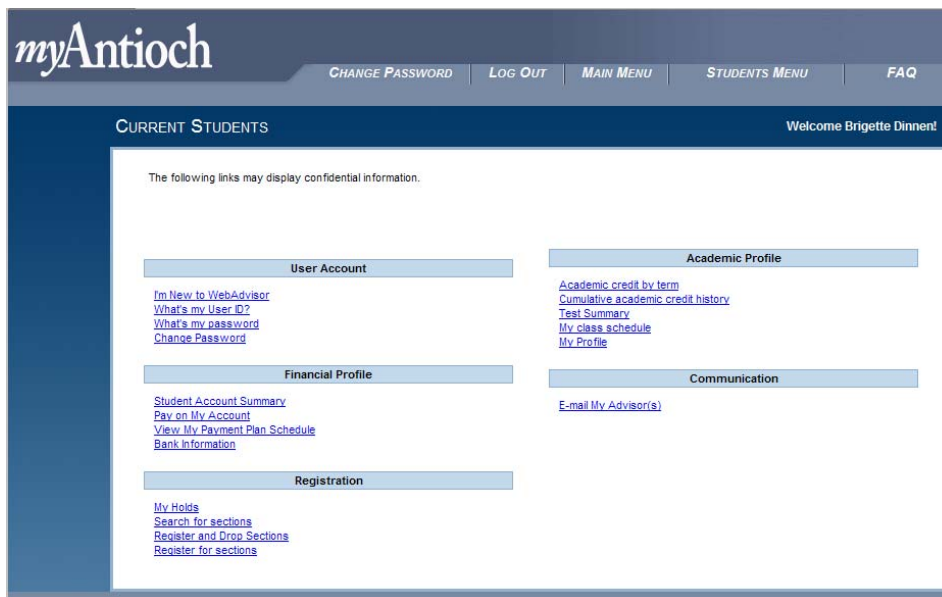


# MyAntioch – Making a Payment Online

To use the payment online feature of MyAntioch, a student would need to login to their MyAntioch account. Once the student is logged into the online system, the student would click “Students Menu” as shown below.



The Student’s menu will appear. Under the first column in the second section on the left side of the screen under the title “Financial Profile”, the student would click “Student Account Summary” link to view the total balance due on their account.



If the student has a balance due, it will be visible on the Student Account Summary screen.

### Student Account Summary

**VIEW ACTIVITY** on your student account by entering a date range for the period of time you wish to see.  
For current information, leave the ending date blank. Enter each date as MMDDYY. After entering the date(s), click "SUBMIT".


This information is subject to change.

\* = Required

McG 1300 Student Acc	\$55.00-
Total	\$55.00-

Enter Beginning Date\*  Enter Ending Date

[SUBMIT](#)

[Business Office Contacts](#)  
[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [FAQ](#)  


To view more detailed information concerning the balance, a student can enter a beginning date in the specified field and then click "SUBMIT". If you leave the ending date field blank, this will provide you with a statement beginning from the date you entered to current.

### Student Account Summary

**VIEW ACTIVITY** on your student account by entering a date range for the period of time you wish to see.  
For current information, leave the ending date blank. Enter each date as MMDDYY. After entering the date(s), click "SUBMIT".


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McG 1300 Student Acc	\$55.00-
Total	\$55.00-

Enter Beginning Date\*  Enter Ending Date

[SUBMIT](#)

[Business Office Contacts](#)  
[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [FAQ](#)  


Results are shown below:

Ref No	Date	Term	Code	Description	Charges	Payments/ Credits	Balance
	03/17/07			*** Balance Forward ***	0.00	0.00	0.00
000554712	01/16/08	08WI70		Registration - 08WI70			
			7SSF	Student Service Fee	150.00		150.00
			7U5	Teacher Cert Tuition	5,130.00		5,280.00
000157653	01/17/08	08WI70	70EUS	Electronic Unsubsidized		6,000.00	-720.00
000157654	01/17/08	08WI70	70ESS	Electronic Subsidized St		4,250.00	-4,970.00
V0444042	01/17/08		FA	Fin Aid Refund	4,970.00		0.00
000556771	01/28/08			Application Fee			
			7V1	Application Fee	63.75		63.75
000380509	01/28/08		108	Payment - Thank You		63.75	0.00
000561243	03/17/08	08SP70		Registration - 08SP70			
			7SSF	Student Service Fee	150.00		150.00
			7U5	Teacher Cert Tuition	5,130.00		5,280.00
000163055	04/16/08	08SP70	70EUS	Electronic Unsubsidized		6,000.00	-720.00
000163056	04/16/08	08SP70	70ESS	Electronic Subsidized St		4,250.00	-4,970.00
V0451189	04/16/08		FA	Fin Aid Refund	4,970.00		0.00
000588592	07/02/08	08SU70		Registration - 08SU70			
			7SSF	Student Service Fee	150.00		150.00
			7U5	Teacher Cert Tuition	5,467.50		5,617.50
000592519	07/29/08			Student Request Fee			
			7T1	Registrar Transcript Fee	10.00		5,627.50
Total:					26,191.25	20,563.75	5,627.50

If a student would like to make a payment online from the “Students Menu, click on “Make a Payment” link.

CURRENT STUDENTS
Welcome Joshua Wulff!

The following links may display confidential information.

**User Account**

- [I'm New to WebAdvisor](#)
- [What's my User ID?](#)
- [What's my password](#)
- [Change Password](#)

**Academic Profile**

- [Academic credit by term](#)
- [Cumulative academic credit history](#)
- [Test Summary](#)
- [My class schedule](#)
- [My Profile](#)

**Financial Profile**

- [Student Account Summary](#)
- [Pay on My Account](#)
- [View My Payment Plan Schedule](#)
- [Bank Information](#)

**Communication**

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

**Registration**

- [My Holds](#)
- [Search for sections](#)
- [Register and Drop Sections](#)
- [Register for sections](#)

The “Pay on My Account” screen will provide the balance and the ability to enter an amount to pay on the student account. A student will be able to pay by credit card.(American Express, Visa, MasterCard, Discover or by an e-check.)

CURRENT STUDENTS Welcome Kaitlin Robinson

## Pay on My Account

\* = Required

Payment Amount	Balance	Description
<input type="text"/>	7,642.50	Account Balance, McG 1300 Student Acc

Total Amount Due 7,642.50

Payment Type\*

**SUBMIT**

CHANGE P

Enter the payment amount in the field provided and click on the down arrow to select a payment type then click “SUBMIT”:

Pay on My Account

\* = Required

Payment Amount	Balance	Description
<input type="text" value="600.00"/>	7,642.50	Account Balance, McG 1300 Student Acc

Total Amount Due 7,642.50

Payment Type\*

**SUBMIT**

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP FAQ

myAntioch

The required fields to enter information are designated by the red asterisk located after the field name. Enter the credit card number, expiration date of the credit card, the expiration year and the card security code. The rest of the information is pre-populated. If any of the pre-populated information needs to be changed or updated, enter the correct information in the specific fields then click “SUBMIT”.

## Electronic Card Entry

[How do I find the security code?](#)

\* = Required

Payment Amount	600.00
Convenience Fee	0.00
Total Payment Amount	600.00

---

Credit Card Number\*

Expiration Date\*  Expiration Year\*

Card Security Code\*

---

Name on Card\*

Billing Address\*

City\*  State/Province\*  Postal Code\*

E-mail Address\*

---

Once you click “SUBMIT” you will receive a confirmation screen if there were no errors in the process. The student will also receive an email in their email account. Click “OK” to be taken back to the Students Menu screen (See test example below).

## Payment Confirmation

Thank you for your payment of \$ 27.50, it will be credited to your account pending final confirmation and approval of the payment. The transaction confirmation number for this payment is 4553994. For detail regarding your student account history, please log into myAntioch to review your Student Account Summary. NOTE: This is a TEST confirmation. If you have received this in error please email [lhunt@antioch.edu](mailto:lhunt@antioch.edu). debugging info: rcpt.non.cash.trans.nos : 4553994 rcpt.confirm.nos : rcpt.confirm.amts : 27.50 FROM LORNA: this confirmation notice is a work in progress. We are investigating what custom fields are available. The same notice that appears on the web screen also is sent via email.

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

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

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To pay by e-check the student would select e-check in the payment type field on the “Pay on My Account” screen and enter the payment amount then click “SUBMIT”.

The screenshot shows a web form titled "Pay on My Account". At the top, it says "\* = Required". Below this is a table with three columns: "Payment Amount", "Balance", and "Description". The first row shows a payment amount of 600.00, a balance of 7,642.50, and a description of "Account Balance, McG 1300 Student Acc". Below the table, it states "Total Amount Due: 7,642.50". There is a "Payment Type\*" dropdown menu set to "E-CK - E-Check Payment". A "SUBMIT" button is located at the bottom of the form. The footer of the page contains navigation links: "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "STUDENTS MENU", "HELP", and "FAQ", along with the "myAntioch" logo.

Payment Amount	Balance	Description
600.00	7,642.50	Account Balance, McG 1300 Student Acc

Total Amount Due: 7,642.50

Payment Type\*

The student will be provided with a screen to enter the checking account information such as the routing number, account number and check number. The rest of the student’s information is pre-populated. If any of the pre-populated information needs to be changed or updated, enter the correct information in the specific fields then click “SUBMIT”.

The screenshot shows a web form titled "Electronic Check Entry". At the top, it says "\* = Required". Below this is a summary section with "Payment Amount" of 100.00, "Convenience Fee" of 0.00, and "Total Payment Amount" of 100.00. The main form fields include: "Routing Number\*" (062203298), "Account Number\*" (999999999), "Check Number\*" (1583), "Driver's License" (empty), and "State" (dropdown menu). Below these are "Name on Check\*", "Address\*", "City\*" (Wilmington), "State/Province\*" (OH - Ohio), "Postal Code\*" (45177), and "Email\*" (redacted). A "SUBMIT" button is at the bottom. The footer contains navigation links: "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "STUDENTS MENU", "HELP", and "FAQ".

Payment Amount 100.00  
Convenience Fee 0.00  
Total Payment Amount 100.00

Routing Number\* 062203298 Account Number\* 999999999  
Check Number\* 1583  
Driver's License [ ] State [ ]

Name on Check\* [ ]  
Address\* [ ]  
City\* Wilmington State/Province\* OH - Ohio Postal Code\* 45177  
Email\* [ ]

The student will be provided with a payment confirmation screen to verify the process is complete. They will also receive an email confirmation in their email account. Click “OK” to be taken back to the Students Menu screen (See test example below☺).

## Payment Confirmation

Thank you for your payment of \$ 100.00, it will be credited to your account pending final confirmation and approval of the payment. The transaction confirmation number for this payment is 4554009. For detail regarding your student account history, please log into myAntioch to review your Student Account Summary.  
NOTE: This is a TEST confirmation. If you have received this in error please email lhunt@antioch.edu. debugging info: rcpt.non.cash.trans.nos : 4554009  
rcpt.confirm.nos : rcpt.confirm.amts : 100.00 FROM LORNA: this confirmation notice is a work in progress. We are investigating what custom fields are available.  
The same notice that appears on the web screen also is sent via email.

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](#)

[FAQ](#)

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