How to Navigate PAWS: Viewing and Paying your bill

## Viewing your PDF Billing Statements



- Once logged into your account, you arrive at the PAWS homepage
- Click on Student Center

Self Service	0	0 -
Student Center Use the student center to manage school related activities.		
Admissions Manage my application for Admissions Accept Admission Application Status Your Academic Requirements		
View All To Do List View pending to do items on you record. See how to complete them.		

- This is your Student Center page. You have the ability to see your schedule, search for classes and most importantly, view and pay your bill
- To view your PDF billing statement, please click **View Bill**

### ORACLE

Jane's Student Center





- On this screen you can view new and old billing statements
- Click the **View** button for a breakdown of ٠ your charges/payment transactions for each bill

### Doe, Jane

View Bills	Fine	d   🖾 🛛 First 🚺 1-18 of 18 D Last
View	Invoice Date	Invoice Number
View	09/07/2018	FALL20180000600176TCNJ
View	08/13/2018	FALL20180000593628TCNJ
View	07/25/2018	FALL20180000586214TCNJ
View	07/23/2018	SUM 20180000579952TCNJ
View	01/08/2018	SPR 20180000561879TCNJ
View	12/06/2017	SPR 20180000555189TCNJ
View	12/04/2017	FALL20170000547917TCNJ
View	09/08/2017	FALL20170000536164TCNJ
View	08/15/2017	FALL20170000529812TCNJ
View	07/26/2017	FALL20170000522438TCNJ
View	07/20/2017	SUM 20170000515795TCNJ
View	06/01/2017	SUM 20170000505774TCNJ
View	01/09/2017	SPR 20170000495380TCNJ
View	12/08/2016	SPR 20170000488970TCNJ
View	12/05/2016	WINT20170000481604TCNJ
View	09/14/2016	FALL20160000468561TCNJ
View	08/16/2016	FALL20160000465111TCNJ
View	07/27/2016	FALL20160000458298TCNJ
go to	• >>>	

### Once you open a billing statement, an invoice similar to the one on the right will appear

- In the first box is the invoice number, the date the invoice is produced and when the amount in yellow is due. In the yellow highlight, you can see the Total Amount Due. See item 1
- In the second box, is your name, address on file, PAWS ID, career and school. See item 2

Green Hall 11 609-771-2172	19					
609-771-2172	2					
	5. C					
Invoice:	FALL20180000	586214TCNJ				
and a second					Due Date: 2	2018-08-0
Invoice Date:	2018-07-25			Total Amount Due(USD): 5,976.9		
Doe, Jane 1 Main Street Anyishere, NJ 55555			Invoice For: PAWS ID: Career: School	Dos, Jans 123456 Undergrad Business	luate	
Invoice Items						
Item Description						Amount (USD)
Fall UG Card Service Fee					10.0	
Fall UG Gen Serv	Fee/Capital					1,521.6
Fall UG Student A	ctivity Fee					146.8
Fail UG Student Center Fee Fail UG Tuition Out Of State						12.331.0
Fraternity & Sorority Inv. Fee					New York Concerns of the	45.0
				Curre	nt Invoice Amount:	14,187.9
hier Invoice ID: SUM 20180000579952TCNJ Prior Invoice Amount:						
				Ant	icipated Aid Amount:	-8,211.0
					Total Amount Due:	5,976.5
Anticipated Ai	d					
	lem	Term	Ald	Year	Career	Amount (USD)
Federal Direct Sub	Loan	2018 Fall	20	19	Undergrad	2,721.0
Federal Direct Uns	ub Loan	2018 Fall	20	119	Undergrad	990.
TCNJ Merit Out S	late Scholar	2018 Fall	20	119	Undergrad	4,500.0
				Total Term	Anticipated Aid:	8,211.0
21 100				Total Term	Anticipated Aid:	8,211
Term Summar	У					ant min 1
Charne	.em	13	2018 Eall		Amount	14 187
An Inter Pro			4010 F88		2 I I I I I I I I I I I I I I I I I I I	14,107.3



- The third box, shows invoice items including an item description for what is due that billing cycle and the respective amount. See enlarged item 3
  - **Current Invoice Amount-** the total of these charges posted
  - **Prior Invoice Amount** the outstanding charges from the previous cycle
  - Anticipated Aid Amount- financial aid that is recently finalized or waiting to be dispersed
  - **Total Amount Due-** highlighted in yellow, is the amount due after subtracting anticipated aid amount from all charges.

#### SSF\_PRNT\_IN2.pdf THE COLLEGE OF NEW JERSEY Office of Student Accounts Green Hall 119 609-771-2172 FALL20180000586214TCNJ Invoice: Due Date: 2018-08-08 Invoice Date: 2018-07-25 Total Amount Due(USD): 5.976.93 Invoice For: Doe. Jane Doe, Jane PAWS ID: 2 123456 1 Main Street Caree Anywhere, NJ School: 55555 Rusiness Invoice Items Amount Item Description (USD) Fall UG Card Service Fee 10.00 Fall UG Gen Serv Fee/Capital 1,521.61 Fall UG Student Activity Fee 146 84 3 133.41 Fall UG Student Center Fee Fall UG Tuition Out Of State 12,331.07 Fraternity & Sorority Inv. Fee 45 00 Current Invoice Amount 14,187.93 Prior Invoice ID: SUM 20180000579952TCNJ .00 Prior Invoice Amount -8,211.00 Anticipated Aid Amount: Total Amount Due: 5,976.93 Anticipated Aid

### Invoice Items

Item Description	Amount (USD)
Fall UG Card Service Fee	10.00
Fall UG Gen Serv Fee/Capital	1,521.61
Fall UG Student Activity Fee	146.84
Fall UG Student Center Fee	133.41
Fall UG Tuition Out Of State	12,331.07
Fraternity & Sorority Inv. Fee	45.00
Current Invoice Amount:	14,187.93
Prior Invoice ID: SUM 20180000579952TCNJ Prior Invoice Amount:	.00
Anticipated Aid Amount:	-8,211.00
Total Amount Due:	<mark>5,976.93</mark>

- The fourth box labeled 'Anticipated Aid.' See item 4
  - This box lists all financial aid including loans/scholarships and the amount that is anticipated for that cycle
- You can find the amount that is anticipated next to Total Term Anticipated Aid
- The fifth box labeled, 'Term Summary,' is the total charges and payments this billing cycle is reflecting. *See item* **5**

609-771-2172						
Invoice:	FALL2018000	0586214TCNJ			Due Date: 2	018-08-08
Invoice Date:	2018-07-25			Total Am	ount Due(USD)	5,976.93
Dee, Jane 1 Main Street Anyshere, NJ 55555			Invoice For PAWS ID Career School	Dos, Jans 123456 Undergradua Business	te	
Invoice Items						
Item	Description					Amount
Fall UG Card Serv	ice Fee					10.00
Fall UG Gen Serv	Fee/Capital					1,521.6
Fall UG Student Ar	ctivity Fee					146.8
Fall UG Student Co	enter Fee					133.4
Fall UG Tutton Ou	t Of State					12,331.0
Frammy a Soron	Q HIN. FEE			Current	Involce Amount	14 187 91
Prior Invoice ID: SI	UM 2018000057995	ZTCNJ		Guirens	intoice Anount.	
				Prior	Invoice Amount:	.00
				Antici	pated Aid Amount:	-8,211.0
				Te	stal Amount Due:	5,976.93
Anticipated Ai	d					
th,	em	Term	Ald	Year	Career	Amount (USD)
Federal Direct Sub	Loan	2018 Fall	20	119	Undergrad	2,721.0
Federal Direct Uns	ub Loan	2018 Fall	20	119	Undergrad	990.0
TCNJ Merit Out St	ate Scholar	2018 Fall	20	119	Undergrad	4,500.0
				Total Term A	nticipated Aid:	8,211.0
Term Summer						
ierm oummar	<b>y</b>		Term		Amount	SD1
Charge		20	18 Fall		Philodella	14,187.9
		100	Total Term	Summary:		14,187.91

## Viewing your Account Activity-Real Time Transactions

- On your Student Center page, you have the ability to see your schedule, search for classes and most importantly, view and pay your bill
- To view real time activity (charges/payments), select Account Activity from the drop down link. Click on the arrow next to the drop down box to proceed



- Account Activity allows you to see the most current activity on your student account.
  - All charges Due, payments and refunds can be seen here
- In the **View By** field, you may search by calendar dates or a specific academic term. Select and click Go.
- This differs from your PDF bill, since Account Activity consists of real-time updates, and your PDF bill is a snapshot in time that is distributed monthly, similar to a credit card provider.
- You can also make a payment on your account balance from this screen by clicking the **Make A Payment** button

### Jane Doe

Account Inquiry	Account Services				
Summary   Activity	(   <u>Charges Due</u>	Payments	Pending Aid		
Account Activi	itv				

liew b	y							
From	04/26/2018	31	То	10/26/2018	31	All Terms	•	go

I Direct lized Loan I Direct Unsub Merit Out State r ayment by ACH	Term           2018 Fall           2018 Fall           2018 Fall	Charge	Payment 2,721.00 990.00	Refund
I Direct lized Loan I Direct Unsub Merit Out State r ayment by ACH	2018 Fall 2018 Fall 2018 Fall		2,721.00 990.00	
I Direct Unsub Merit Out State r ayment by ACH	2018 Fall 2018 Fall		990.00	
Merit Out State r ayment by ACH	2018 Fall			
ayment by ACH			4,500.00	
the Deckies Decal	2018 Fall		111.95	
ater Parking Decai	2018 Fall	105.00		
uter Parking Decal	2018 Fall	6.95		
ayment by ACH	2018 Fall		5,976.93	
nity & Sorority 2e	2018 Fall	45.00		
3 Card Service Fee	2018 Fall	10.00		
3 Gen Serv apital	2018 Fall	1,521,61		
3 Student Activity	2018 Fall	<mark>146.84</mark>		
3 Student Center	2018 Fall	133,41		
3 Tuition Out Of	2018 Fall	12,331.07		
- m m	pital Student Activity Student Center Tuition Out Of	Student Activity 2018 Fall Student Center 2018 Fall Tuition Out Of 2018 Fall	pital     core can     1,022.021       Student Activity     2018 Fall     146.84       Student Center     2018 Fall     133.41       Tuition Out Of     2018 Fall     12,331.07	pital Coro Fall 1,022102 Student Activity 2018 Fall 146.84 Student Center 2018 Fall 133.41 Tuition Out Of 2018 Fall 12,331.07 Cal First C 1-13 of 1

Currency used is US Dollar

MAKE A PAYMENT

Clicking Charges Due, Payments and ٠ Pending Aid provides an even further breakdown of the transactions on your student account.

ummary   Ad	tivity   Charges Due   Pa	<u>yments</u>   <u>P</u>	ending Aid		
ccount Ac	tivity				
iew by From <sup>04/26</sup>	5/2018 🛐 10/26/20	1 10 (7	Ali ns	▼ go	
Transaction	5 F	ind View	10   <sup>[2]</sup> Fi	rst 🚺 1-13	of 13 D
Posted Date	Item	Term	Charge	Payment	Refund
9/12/2018	Federal Direct Subsidized Loan	2018 Fall		2,721.00	
9/12/2018	Federal Direct Unsub Loan	2018 Fall		990.00	
9/12/20 <mark>18</mark>	TCNJ Merit Out State Scholar	2018 Fall		4,500.00	
9/08/2018	Web Payment by ACH	2018 Fall		111.95	
9/06/2018	Commuter Parking Decal	2018 Fall	105.00		
9/06/2018	Commuter Parking Decal Tax	2018 Fall	6.95		
8/02/2018	Web Payment by ACH	2018 Fall		5,976.93	
7/24/2018	Fraternity & Sorority Inv. Fee	2018 Fall	45.00		
7/23/2018	Fall UG Card Service Fee	2018 Fall	10.00		
7/23/2018	Fall UG Gen Serv Fee/Capital	2018 Fall	1,521.61		
)7/ <mark>23/2018</mark>	Fall UG Student Activity Fee	2018 Fall	146.84		
07/23/2018	Fall UG Student Center Fee	2018 Fall	133.41		
7/22/2018	Fall UG Tuition Out Of	2018 Fall	12,331.07		

Currency used is US Dollar

MAKE A PAYMENT

## How To Pay your Bill

- Once logged into your account, you arrive at your homepage of PAWS, as shown
- Click on Student Center

# Self Service Image: Student Center Student Center Use the student center to manage school related activities. Image: Admissions Admissions Manage my application for Admissions Accept Admission Accept Admission Application Status Image: Your Academic Requirements Image: Your Academic Requirements Image: View pending to do items on you record. See how to complete them.

Favorites 🔻

ORACLE'

Main Menu 🔻

### On your main Student Center page you have the ability to see your schedule, search for classes and most importantly, view and pay your bill

• To make a payment towards your bill electronically, click the Make a Payment link

### ORACLE

Jane's Student Center

_			
Academics			Search for Classes
<u>Search</u> <u>Plan</u>			
Enroll	This Week's Schedule		Holds
Advising Tools Enrollment Verification	Class	Schedule	No Holds.
(NSC)	HGS 200-01 LDI (81957)	Tu 5:30PM - 8:20PM Business Building 124	To Do List
other academic 🔻 🛞	MGT 320-01 LDI (80673)	TuFr 8:00AM - 9:20AM Business Building 204	No To Do's.
	MKT 300-01 LEC (80708)	MoTh 3:30PM - 5:20PM Business Building 204	Enrollment Dates
	SPA 211-02 INA (82152)	MoTh 2:00PM - 3:20PM Bliss Hall Annex 145	Shopping Cart Appointment Your Shopping Cart for the 2019 Spring Regular Academic Session
		weekly schedule ▶ enrollment shopping cart ▶	beginning October 17, 2018. Enrollment Appointment
▼ Finances			You may begin enrolling for the 2019 Spring Regular
My Account	(i) You have no ou	tstanding charges at this	Academic Session session on November 8, 2018.
<u>Account Inquiry</u> <u>Refund Direct Deposit</u>	time.		<u>Details</u> ▶
Semester Verification	view	make a payment Þ	
Financial Aid			▼ Advisor
<u>View Financial Aid</u> Accept/Decline Awards		*	Program Advisor
other financial 🔻 📎			Details 🕨
Personal Information			TCNJ Quick Links
Demographic Data	Contact Information		TCNJ Home Page PAWS Help & Tutorials

### **ID**: 123456

- After clicking the **Make a Payment** link, you are taken to a TCNJ Payment Type page
- Please read all sections of this page before clicking **OK** to ensure that you understand and agree with the statement
- Click the **OK** button to continue to pay your bill electronically



### TCNJ Payment Type

The College of New Jersey payment process utilizes CashNet (formerly Higher One) to process e-check and credit card transactions. The payment experience consists of

- 1. Inputting the appropriate amount for your payment
- 2. Selecting the payment method
- 3. Entering credit card / banking information

4. If enrolled in the CashNet payment plan or looking to enroll into the payment plan, please do not use this site for payment. Please visit our <u>payment plan website</u>

Please Note: CashNet charges a 2.75% (4.25% for international payments) convenience fee for all credit card transactions.

To ensure your payment processes, please be sure your computer pop-up blocker is turned off.



PLEASE DO NOT RE-SUBMIT PAYMENTS WITHOUT CHECKING FOR A CONFIRM EMAIL FIRST FROM YOUR FIRST PAYMENT.

\$5,976.93

NEXT

### TCNJ has partnered with a third party • provider for payment process. The current page shows the start of payment process.

- Please enter the amount that you wish to • pay in the field indicated by the arrow
- The TOTAL will reflect what you entered •
  - Please be sure amount entered is above • \$0.00
  - Please only click **NEXT** once ٠



E COLLEGE OF NEW JERSEY



THE COLLEGE OF NEW JERSEY

webce-c3dd spa\_checkout\_1010

- Be sure that your TCNJ PAWS ID and first and last name are correct
- On the right hand side, you will see the amount that you typed in on the previous page
- If all information is correct and you wish to proceed with the payment, click NEXT
- At any point that you wish to cancel your payment, please click CANCEL MY TRANSACTION

### THE COLLEGE OF NEW JERSEY ORDER SUMMARY ADDITIONAL INFORMATION PAYMENT METHOD REVIEW AND CONFIRM Step 1 of 3: ADDITIONAL INFORMATION ITEM AMOUNT All fields required unless marked (optional) PLEASE NOTE: Do not open multiple tabs during this process. You must complete payment for one item before initiating a payment for another item. Tuition and Fees (PLEASE ENTER A \$5,976.93 DOLLAR AMOUNT FOR PAYMENT TCNJ PAWS ID Number BEFORE PROCEEDING) 123456 First Name Subtotal \$5,976.93 Jane Last Name Total \$5,976.93 Doe \*\*\*\*PLEASE CHECK TO SEE THAT A PAYMENT AMOUNT IS ENTERED AND DISPLAYS AS THE TOTAL TO THE RIGHT BEFORE PROCEESING TO THE PAYMENT PAGE\*\*\*\* CANCEL MY TRANSACTION PREVIOUS NEXT



### THE COLLEGE OF NEW JERSEY



- Enter your credit card or your personal banking information on this screen then click **NEXT**
- If you choose to pay by a credit card payment, there is a convenience/processing fee charged by our third party vendor
- At any point that you wish to cancel your payment, please click CANCEL MY TRANSACTION

THE COLLEGE OF NEW JERSEY	ORDER SUMMARY		
ADDITIONAL INFORMATION O PAYMENT METHOD REVIEW AND CONFIRM			
Step 2 of 3: PAYMENT METHOD	ITEM AMOUNT		
All fields required unless marked (optional)			
No payment is required for these items.	1         Image: Display training of the set of the s		
	Subtotal \$5,976.93		
	Total \$5,976.93		
webce-c3dd spa_checkout_1010	CANCEL MY TRANSACTION		



- Review all of your information for accuracy, click **SUBMIT PAYMENT** 
  - Click SUBMIT PAYMENT once as multiple clicks with result in multiple payments being submitted
- At any point that you wish to cancel your payment, please click CANCEL MY TRANSACTION

THE COLLEGE OF NEW JERSEY	ORDER SUMMARY			
ADDITIONAL INFORMATION O PAYMENT METHOD O REVIEW AND CONFIRM				
Step 3 of 3: REVIEW AND CONFIRM	ITEM AMOUNT			
All fields required unless marked (optional)				
ADDITIONAL INFORMATION Edit	(1)			
TCNJ PAWS ID Number: 123456	Tuition and Fees (PLEASE ENTER A \$5,976.93			
First Name: Jane	DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)			
Last Name: Doe				
PAYMENT METHOD Edit	Subtotal \$5.976.93			
No payment is required for these items.				
ENTER EMAIL ADDRESS	Total \$5,976.93			
doej1@tcnj.edu				
PREVIOUS SUBMIT PAYMENT	CANCEL MY TRANSACTION			

- Once the transaction is approved, you will be provided with a receipt screen
- You will also get a copy of your receipt at your TCNJ email address.



### Other Methods of Payment

Mail **checks** to:

The College of New Jersey Office of Student Accounts P.O. Box 781791 Philadelphia, PA. 19178-1791 Cash, checks or money orders are accepted in our office, located at Office of Student Accounts Green Hall, Room 119 2000 Pennington Rd Ewing, NJ 08618