

# How To View Your Bill As An Authorized User

Office of Student Accounts

Green Hall 119

[stuaccts@tcnj.edu](mailto:stuaccts@tcnj.edu)



# How To View Your Bill

**Step 1:** Visit the TCNJ Authorized Users page at <https://authorizeduser.tcnj.edu/> and enter your Authorized User credentials

## TCNJ Authorized Users

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### TCNJ Authorized Users (Auxiliary Access)

An Authorized User is an individual who has been granted permission to view and discuss a student's billing, financial aid, and/or education records. TCNJ students are eligible to grant this access to up to three individuals with whom they wish to share their account details. Once enrolled as Authorized Users, these individuals are granted auxiliary access to the College's information system (PAWS), where they can log in to complete the following tasks:

- View financial aid
- View the student To-Do list
- View the bill
- View education records

Authorized Users are also eligible to discuss pertinent account details with TCNJ officials, who would otherwise only be able to discuss this information directly with the student. [Students can sign up an Authorized User by following the instructions.](#)

LOGIN

TCNJ login for Authorized Users. Usernames are UPPERCASE.

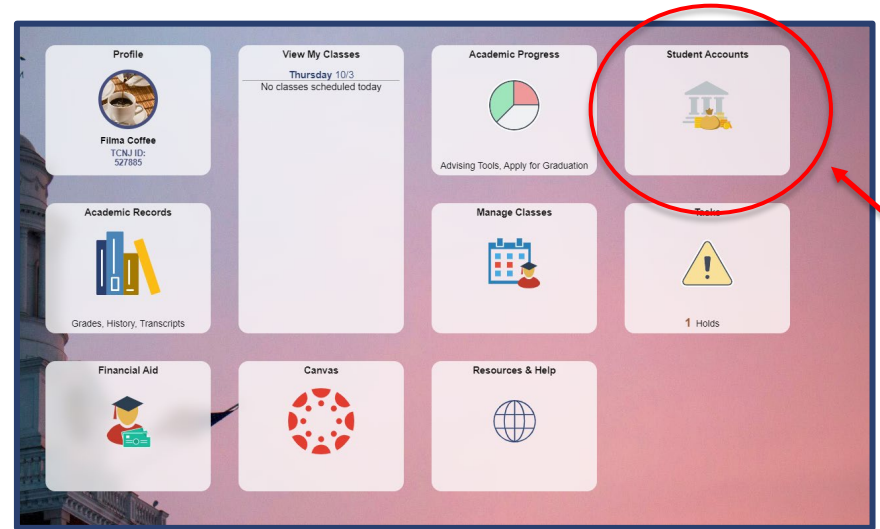
Username

Password

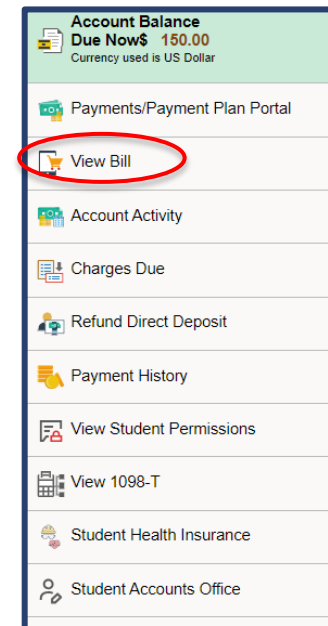
SIGN IN

# How To View Your Bill

**Step 2:** Once logged into PAWS, click on the Student Accounts tile



**Step 3:** To view all invoices generated for your account click "View Bill" on the side bar menu



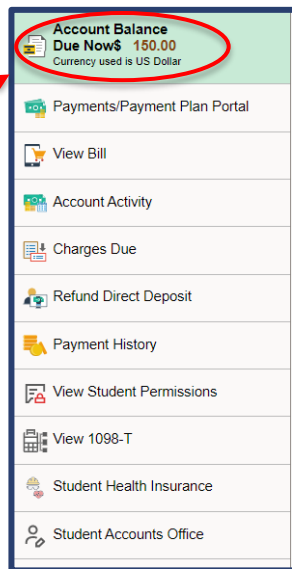
# How To View Your Bill

**Step 4:** After clicking “View Bill”, select the invoice you would like to view by clicking the yellow “View” option

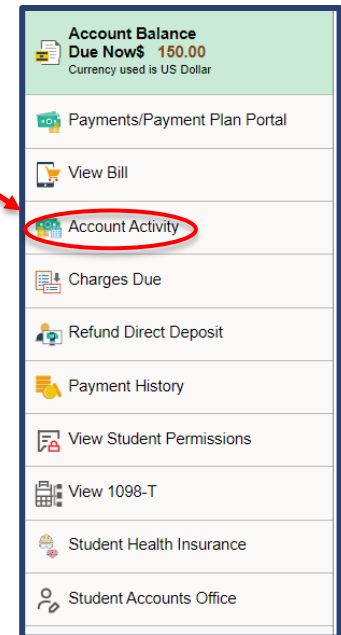
Coffeecup,Filma

View Bills		Find   	First  1 of 1  Last
View	Invoice Date	Invoice Number	
	07/13/2009	FALL20090000010095TCNJ	

**Step 5:** For your most up to date balance, click on “Account Balance”



**Step 6:** To see all activity on the account select “Account Activity,” this will give you a breakdown of all the charges and payments that have applied to the account along with corresponding dates



# How To Read Your PDF Bill

**\*Please note:** the current invoice will also include any disbursed payments since the last bill

**Total Amount Due:** total balance owed including any aid or awards

**Current Invoice Amount:** the most recent charges not including aid or awards

**Prior Invoice Amount:** any credits or balances due from previous bills

**Total Term Anticipated Aid:** any loans, scholarships, or grants that have been awarded but not yet been applied to the account

**TCNJ THE COLLEGE OF NEW JERSEY**  
Office of Student Accounts  
Green Hall 119  
609-771-2172

Invoice: FALL20150000395030TCNJ Due Date: 2015-08-25  
Invoice Date: 2015-07-22 **Total Amount Due(USD): 5,133.04**

Invoice For:  
PAWS ID:  
Career: Undergradu  
School: C&S

Item Description	Amount (USD)
Fall UG Card Service Fee	10.00
Fall UG Computing Access Fee	229.03
Fall UG Gen Serv Fee/Capital	1,419.89
Fall UG Student Activity Fee	137.70
Fall UG Student Center Fee	124.50
Fall UG Student Service Fee	372.44
Fall UG Tuition In State	6,130.48
<b>Current Invoice Amount:</b>	<b>7,733.04</b>
Prior Invoice ID: SUM2015 0000387733TCNJ	<b>Prior Invoice Amount: .00</b>
	Anticipated Aid Amount: -2,600.00
	<b>Total Amount Due: 5,133.04</b>

Item	Term	Aid Year	Career	Amount (USD)
TCNJ Merit InState Scholarship	2015 Fall	2015	Undergrad	2,600.00
			<b>Total Term Anticipated Aid:</b>	<b>2,600.00</b>

Item	Term	Amount(USD)
Charge	2015 Fall	7,733.04
<b>Total Term Summary:</b>		<b>7,733.04</b>

Health Insurance waiver period is from June 30, 2015 through September 9, 2015. For more information, please refer to: <http://studenthealthinsurance.pages.tcnj.edu/>  
Payment options:  
In person: cash or check - Green Hall Rm 119  
By mail: TCNJ, Office of Student Accounts, P.O. Box 781791, Philadelphia, PA 19178-1791  
Include the student's name and PAWS ID.  
Online: Credit or ACH - <http://studentaccounts.pages.tcnj.edu/>  
For information about the College's tuition payment plan, please visit [www.tuitionpaymentplan.com/tcnj](http://www.tuitionpaymentplan.com/tcnj) or contact the College's payment plan representative at 609-771-3145.