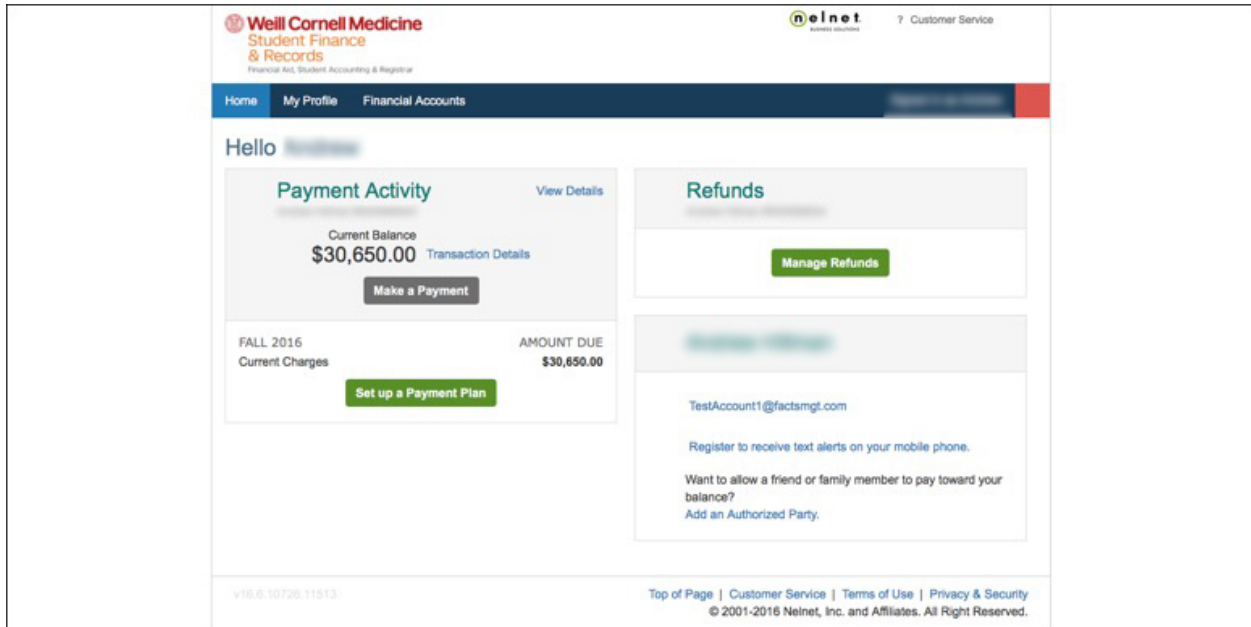


## Student Billing Portal in the Student Information System

### The Billing Home Page

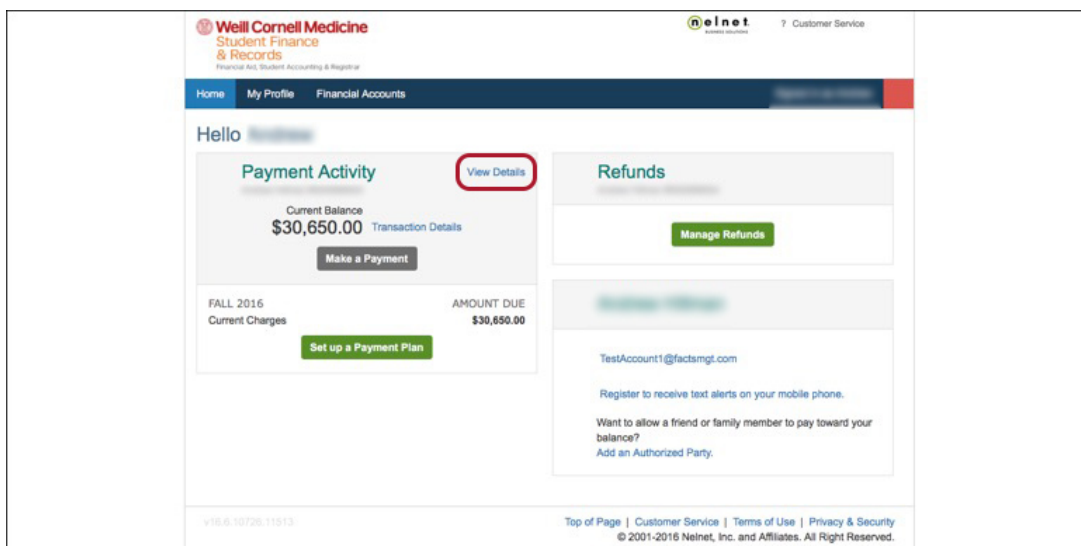
You have two options to pay your bills: 1. Select “Make a Payment” to pay in full, or 2. Set up a payment plan.



The screenshot shows the Weill Cornell Medicine Student Billing Portal Home Page. The page features a navigation bar with "Home", "My Profile", and "Financial Accounts". A "Hello" message is displayed. The main content area is divided into two columns. The left column contains a "Payment Activity" section with a "Current Balance" of \$30,650.00 and a "Set up a Payment Plan" button. The right column contains a "Refunds" section with a "Manage Refunds" button. The footer includes a version number "v18.6.10726.11513" and a copyright notice "© 2001-2016 Nelnet, Inc. and Affiliates. All Right Reserved."

### View your Institutional Summary

1. In the Billing Home Page, you will see a box called “Payment Activity.” Click **View Details**.

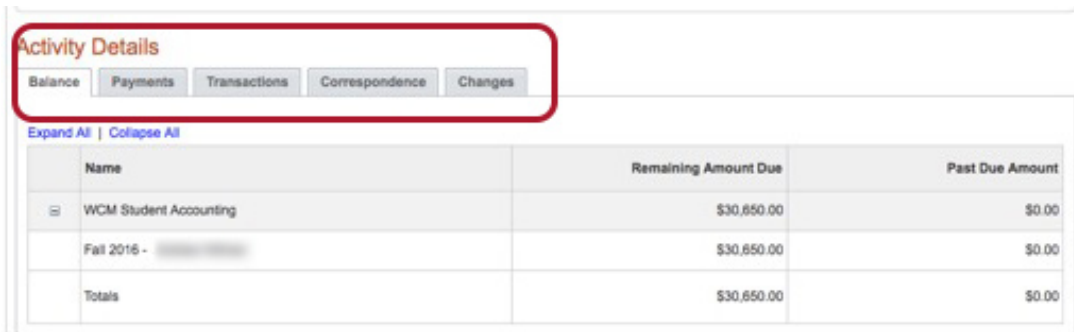


This screenshot is identical to the one above, but with a red circle highlighting the "View Details" link in the "Payment Activity" section.

2. You will be taken to your Institution Summary. Select the term in the dropdown box on the right that you would like to view activity details for.



- a. You can then see activity details at the bottom and go through various tabs to view your Balance, Payments, Transactions, Correspondence, and Changes.

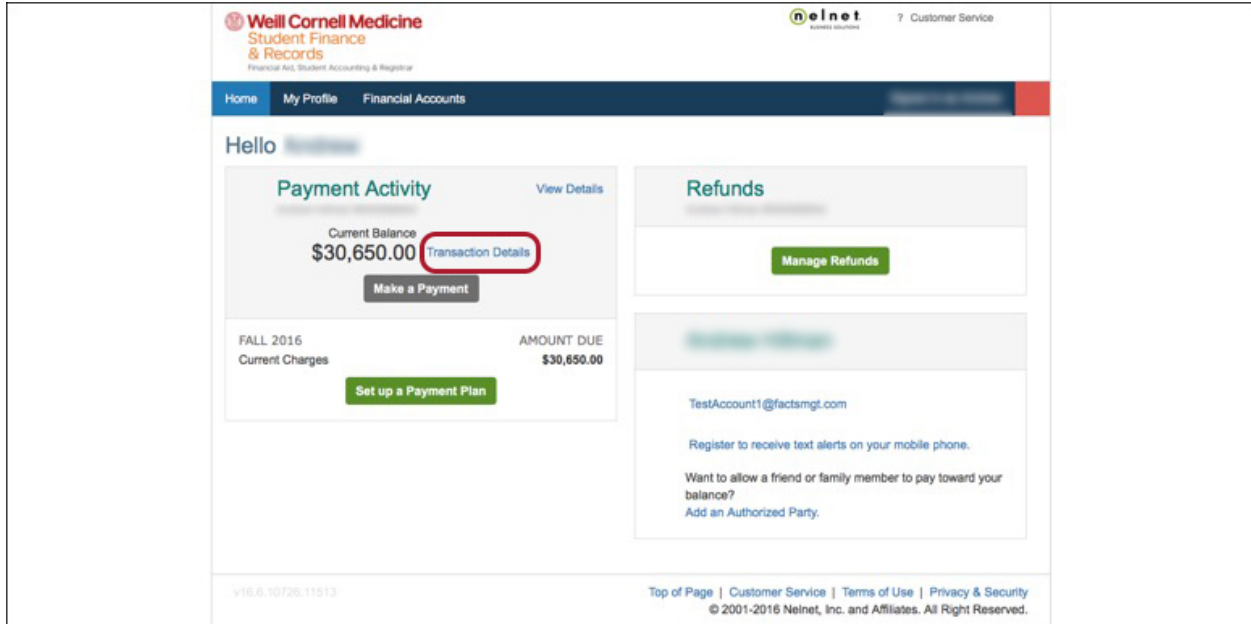


The screenshot shows the 'Activity Details' section of the portal. The 'Activity Details' header and the 'Balance' tab are highlighted with a red box. Below the tabs, there is a table with the following data:

Name	Remaining Amount Due	Past Due Amount
WCM Student Accounting	\$30,650.00	\$0.00
Fall 2016 - [redacted]	\$30,650.00	\$0.00
Totals	\$30,650.00	\$0.00

## View Transaction Details

1. Click **Transaction Details** from the Billing home page.

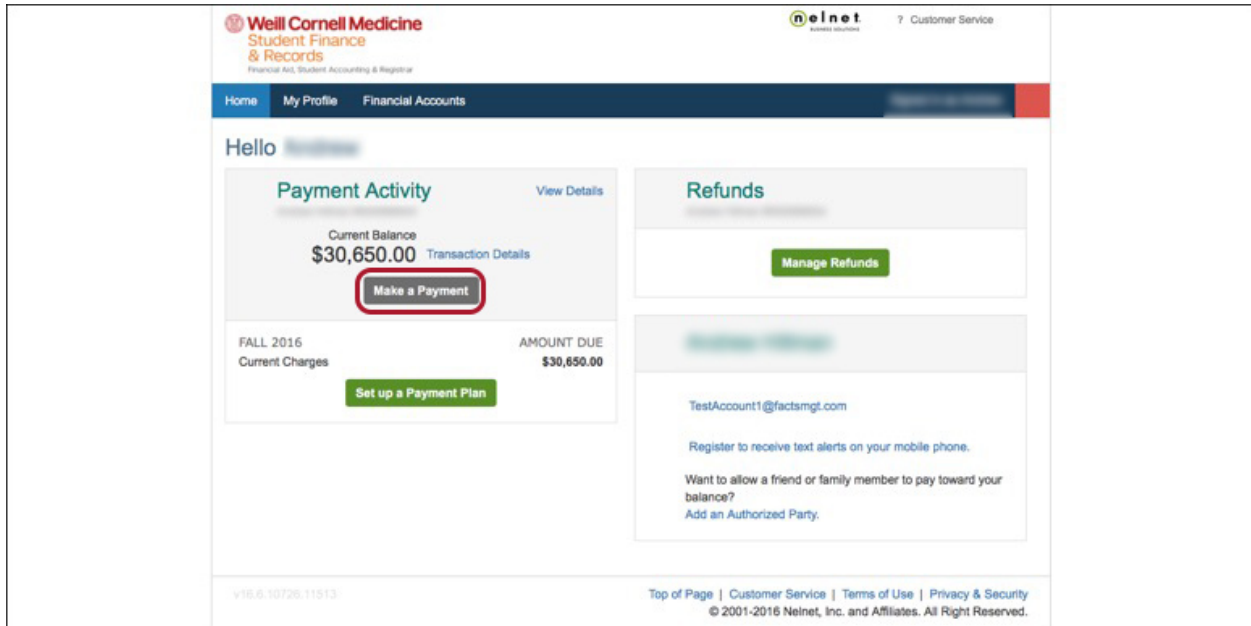


The screenshot displays the Weill Cornell Medicine Student Billing Portal. The header includes the Weill Cornell Medicine logo and name, the Nelnet logo, and a 'Customer Service' link. A navigation bar contains 'Home', 'My Profile', and 'Financial Accounts'. The main content area is titled 'Hello [User Name]' and features a 'Payment Activity' section. This section shows a 'Current Balance' of '\$30,650.00' and a 'Transaction Details' link circled in red. Below this, it lists 'FALL 2016 Current Charges' with an 'AMOUNT DUE' of '\$30,650.00' and a 'Set up a Payment Plan' button. To the right, there is a 'Refunds' section with a 'Manage Refunds' button. The footer contains version information 'v18.6.10726.11513' and a copyright notice: '© 2001-2016 Nelnet, Inc. and Affiliates. All Right Reserved.'

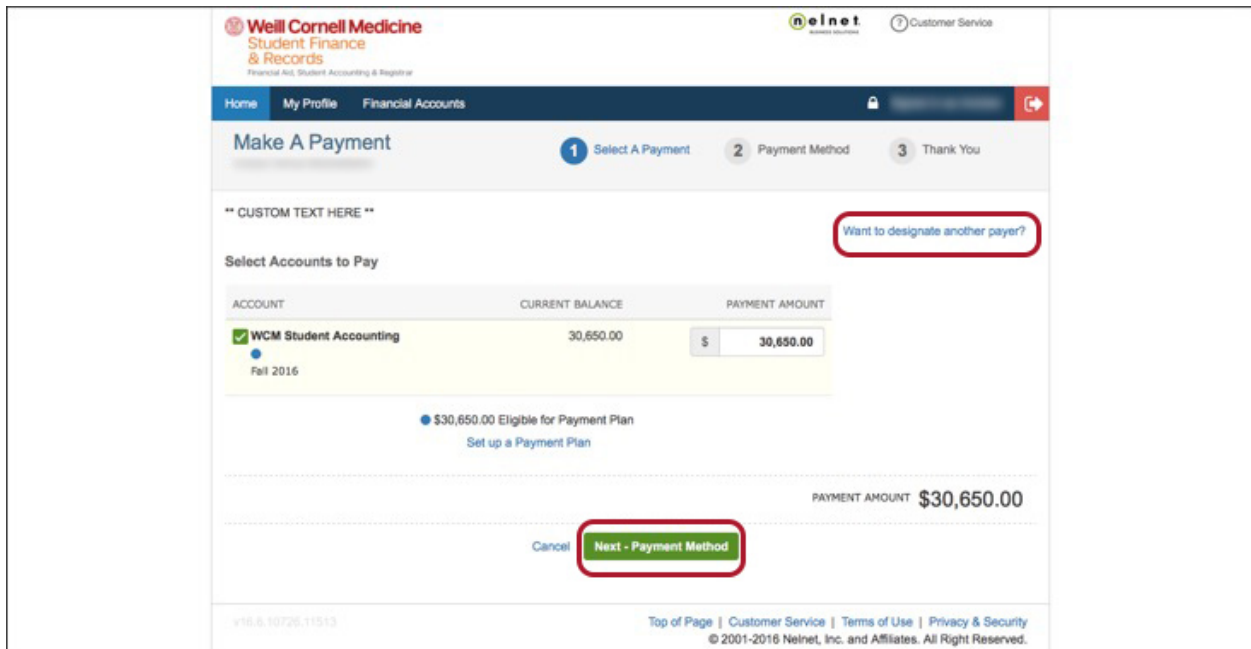
2. You will then be able to see all current account activity, which includes a list of all recent transactions you have made.

## Make a Payment

1. From the Billing home page, click the **Make a Payment** button.

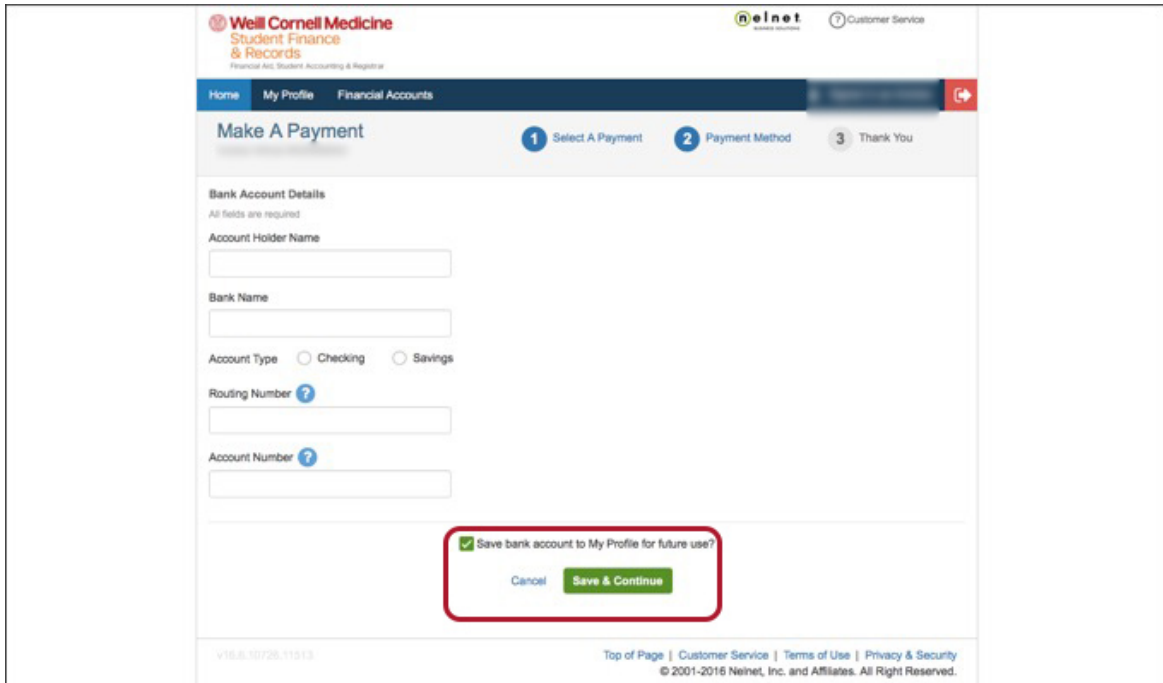


2. Select the payment you would like to make and click **Next - Payment Method**.



- a. NOTE: You can also click the **Want to designate another payer?** link to add an authorized party to make payments on your behalf.

3. Enter your payment details and click **Save & Continue**. Note that you can save these details for future use by checking the box right above the Save & Continue button.

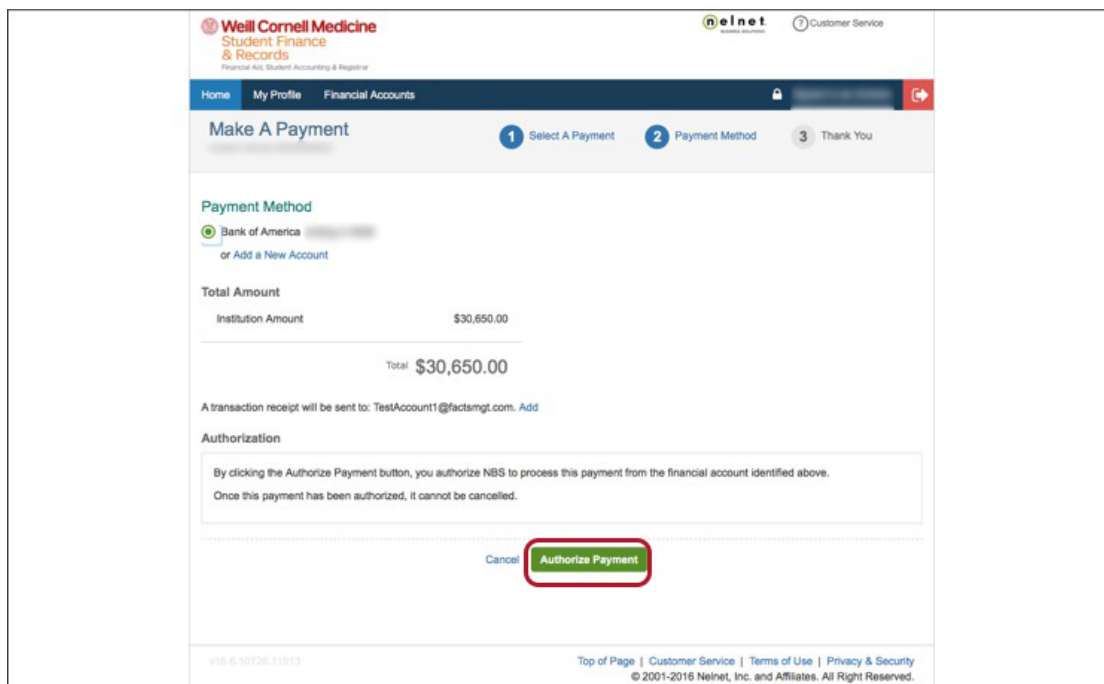


The screenshot shows the 'Make A Payment' page in the Weill Cornell Medicine Student Finance & Records portal. The page is titled 'Make A Payment' and has a progress bar with three steps: 1. Select A Payment, 2. Payment Method, and 3. Thank You. The current step is 'Payment Method'. The form contains the following fields:

- Bank Account Details (All fields are required)
- Account Holder Name:
- Bank Name:
- Account Type:  Checking  Savings
- Routing Number:  (with a help icon)
- Account Number:  (with a help icon)

Below the form, there is a checkbox labeled 'Save bank account to My Profile for future use?' which is checked. To the right of this checkbox are two buttons: 'Cancel' and 'Save & Continue'. The 'Save & Continue' button is highlighted with a red box. At the bottom of the page, there is a footer with the text: 'v16.6.10726.11513 Top of Page | Customer Service | Terms of Use | Privacy & Security © 2001-2016 Nelnet, Inc. and Affiliates. All Right Reserved.'

4. Once you confirm your payment details are correct on the next page, click **Authorize Payment**.



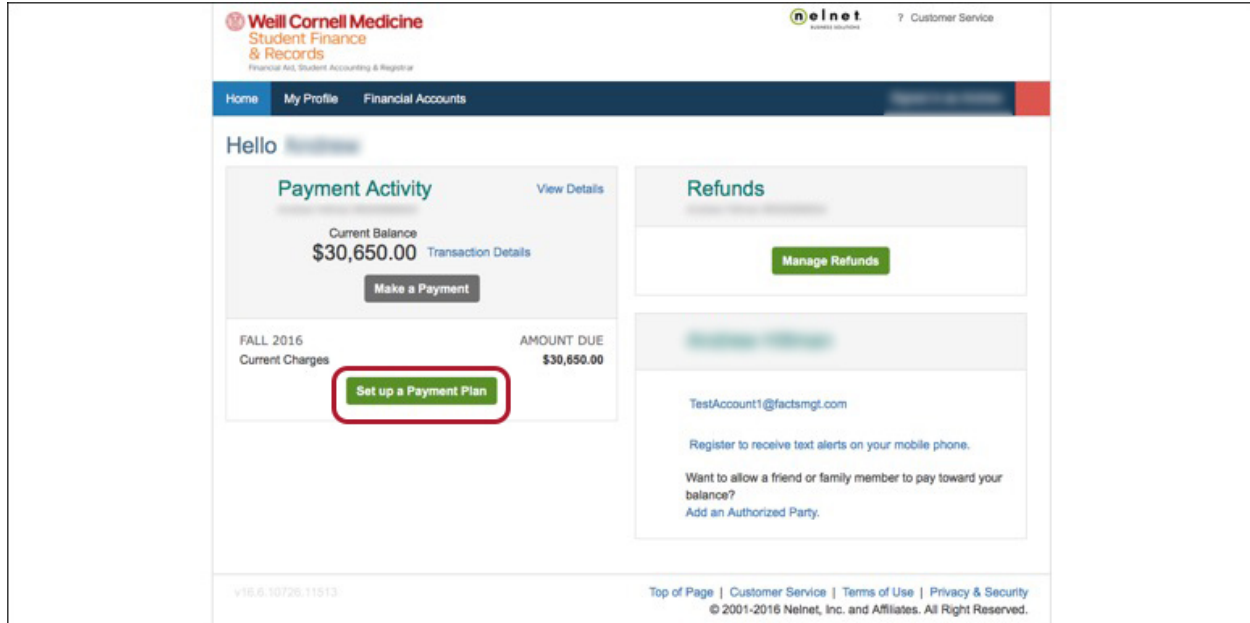
The screenshot shows the 'Payment Method' page in the Weill Cornell Medicine Student Finance & Records portal. The page is titled 'Payment Method' and has a progress bar with three steps: 1. Select A Payment, 2. Payment Method, and 3. Thank You. The current step is 'Payment Method'. The form contains the following information:

- Payment Method:  Bank of America (with a help icon) or [Add a New Account](#)
- Total Amount: Institution Amount \$30,650.00
- Total: **\$30,650.00**
- A transaction receipt will be sent to: [TestAccount1@factsmgt.com](mailto:TestAccount1@factsmgt.com). [Add](#)
- Authorization: By clicking the Authorize Payment button, you authorize NBS to process this payment from the financial account identified above. Once this payment has been authorized, it cannot be cancelled.

At the bottom of the form, there are two buttons: 'Cancel' and 'Authorize Payment'. The 'Authorize Payment' button is highlighted with a red box. At the bottom of the page, there is a footer with the text: 'v16.6.10726.11513 Top of Page | Customer Service | Terms of Use | Privacy & Security © 2001-2016 Nelnet, Inc. and Affiliates. All Right Reserved.'

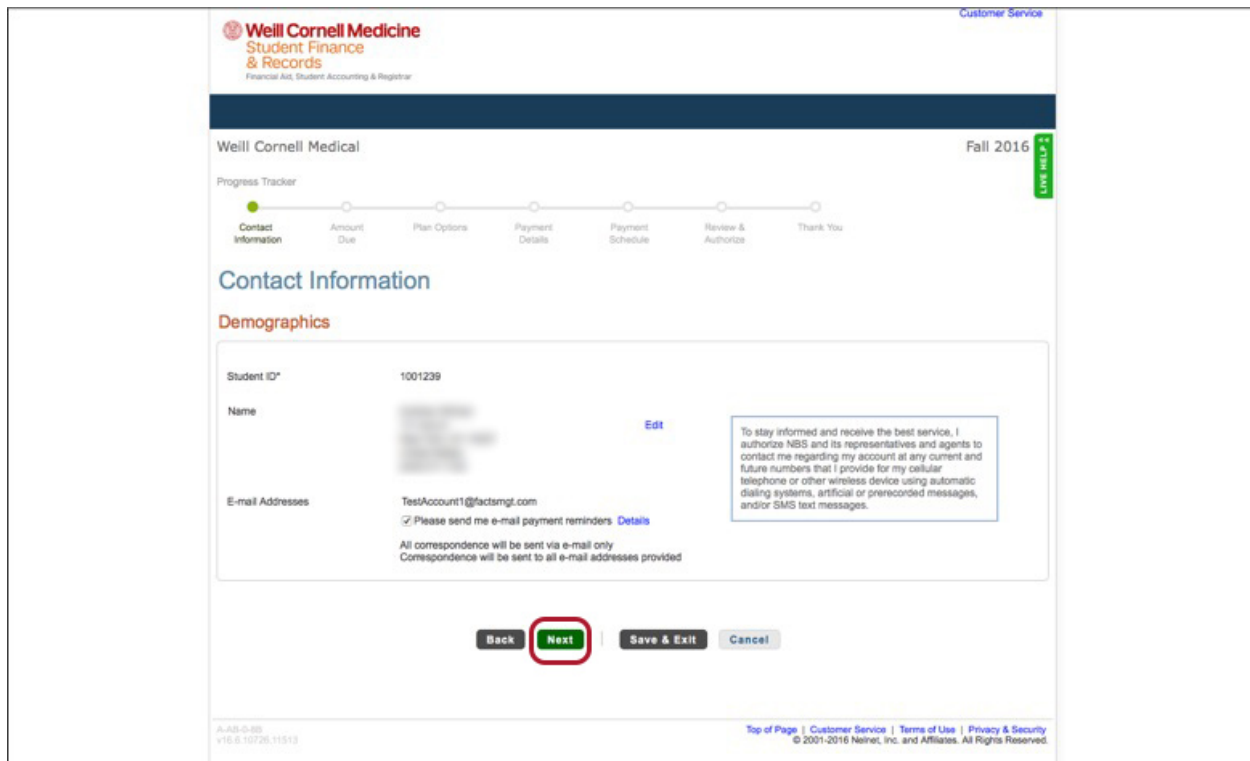
## Set Up a Payment Plan

1. From the Billing home page, click **Set up a Payment Plan**.



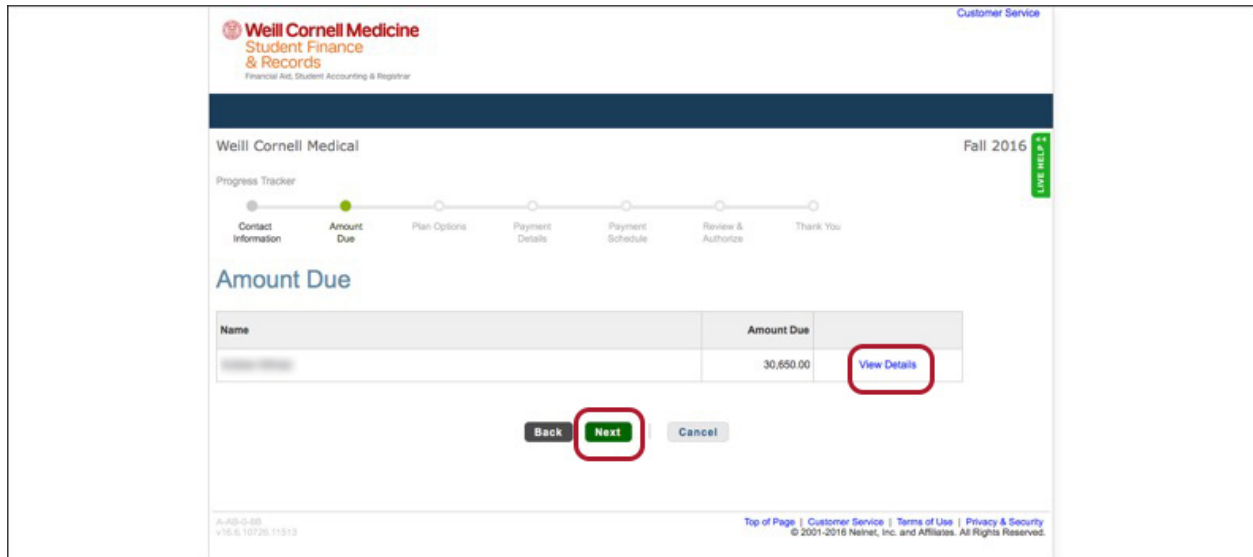
The screenshot shows the Weill Cornell Medicine Student Finance & Records portal. The current balance is \$30,650.00. Under the 'Payment Activity' section, the 'Set up a Payment Plan' button is circled in red. Other visible elements include 'Make a Payment', 'Manage Refunds', and a 'FALL 2016 Current Charges' section with an amount due of \$30,650.00.

2. Verify your contact information and edit as needed, and click **Next**.



The screenshot shows the 'Contact Information' page. A progress tracker at the top indicates the current step is 'Contact Information'. The 'Demographics' section shows the Student ID as 1001239 and the Name as [REDACTED]. The email address is TestAccount1@factsmgt.com. A checkbox for 'Please send me e-mail payment reminders' is checked. The 'Next' button is circled in red. A privacy notice box is also visible on the right side of the page.

- Review your amount due. You can also click the **View Details** link to see your transaction details. Click **Next** when you are finished reviewing.



**Weill Cornell Medical** Fall 2016

Progress Tracker

Contact Information | **Amount Due** | Plan Options | Payment Details | Payment Schedule | Review & Authorize | Thank You

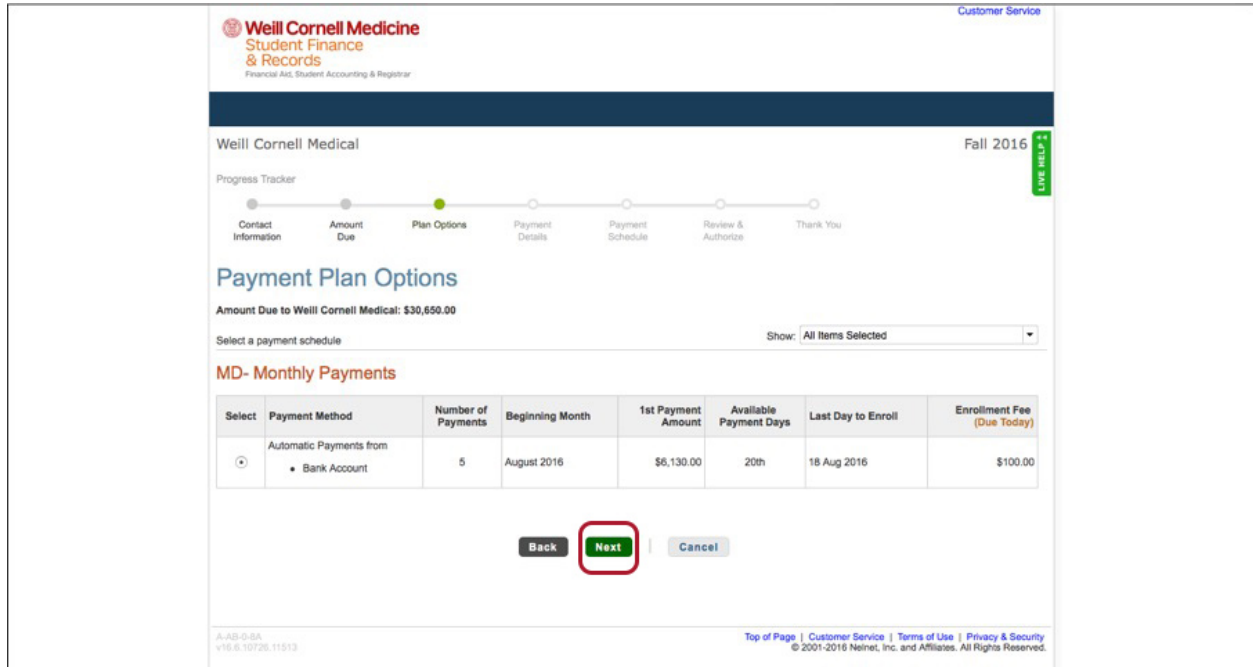
### Amount Due

Name	Amount Due	
[Redacted]	30,650.00	<a href="#">View Details</a>

Back | **Next** | Cancel

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- Select the payment option you would like to set up. Click **Next**.



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Progress Tracker

Contact Information | Amount Due | **Plan Options** | Payment Details | Payment Schedule | Review & Authorize | Thank You

### Payment Plan Options

Amount Due to Weill Cornell Medical: \$30,650.00

Select a payment schedule Show: All Items Selected

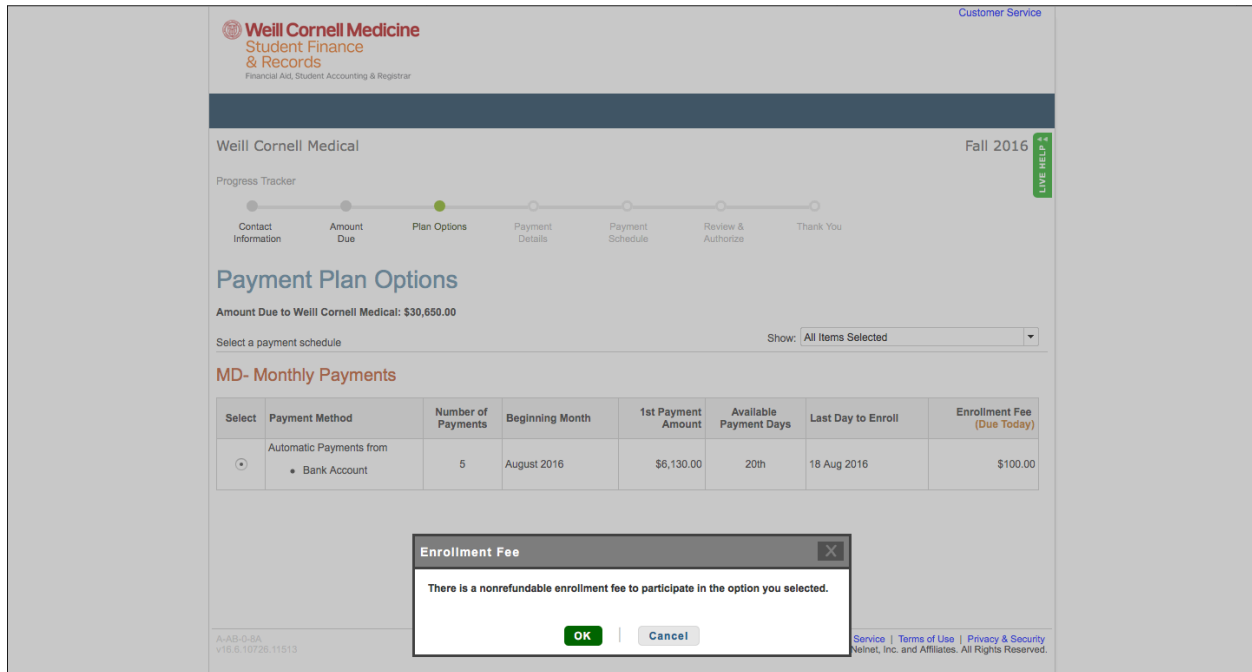
#### MD- Monthly Payments

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Enrollment Fee (Due Today)
<input type="radio"/>	Automatic Payments from • Bank Account	5	August 2016	\$6,130.00	20th	18 Aug 2016	\$100.00

Back | **Next** | Cancel

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- Confirm the enrollment fee in the pop-up window by clicking **OK**.



**Weill Cornell Medicine**  
Student Finance & Records  
Financial Aid, Student Accounting & Registrar

Customer Service

Weill Cornell Medical Fall 2016 [LIVE HELP](#)

Progress Tracker

Contact Information | Amount Due | **Plan Options** | Payment Details | Payment Schedule | Review & Authorize | Thank You

### Payment Plan Options

Amount Due to Weill Cornell Medical: \$30,650.00

Select a payment schedule Show: All Items Selected

#### MD- Monthly Payments

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Enrollment Fee (Due Today)
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"><li>Bank Account</li></ul>	5	August 2016	\$6,130.00	20th	18 Aug 2016	\$100.00

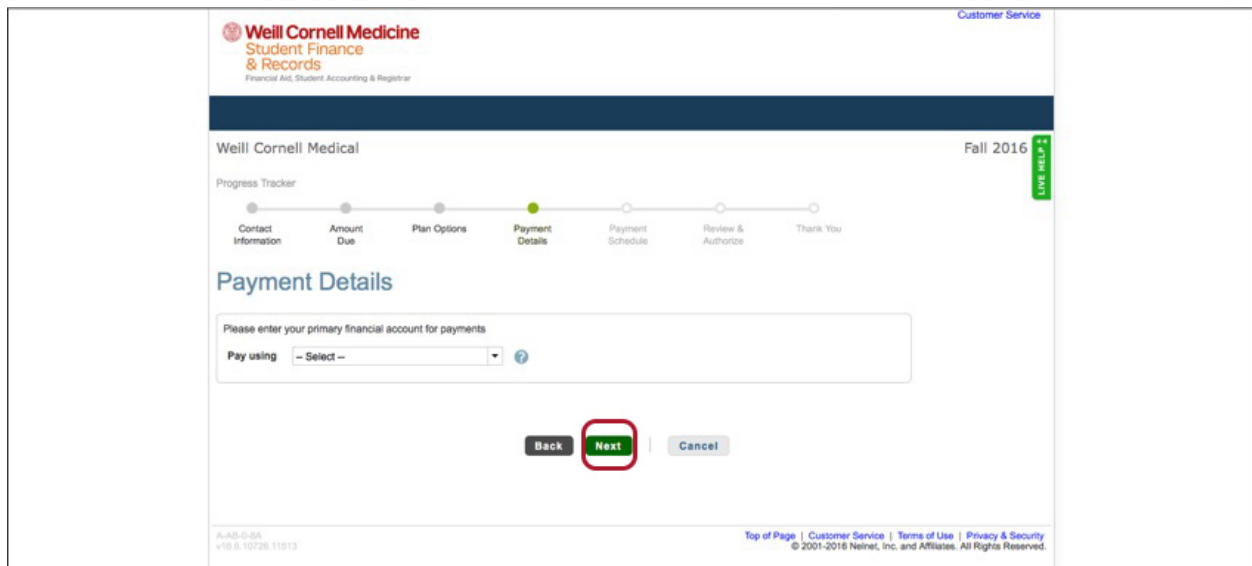
**Enrollment Fee**

There is a nonrefundable enrollment fee to participate in the option you selected.

|

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6. Select the payment method you would like to use, enter the information needed when prompted, and then click **Next**.



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Progress Tracker

Contact Information | Amount Due | Plan Options | **Payment Details** | Payment Schedule | Review & Authorize | Thank You

### Payment Details

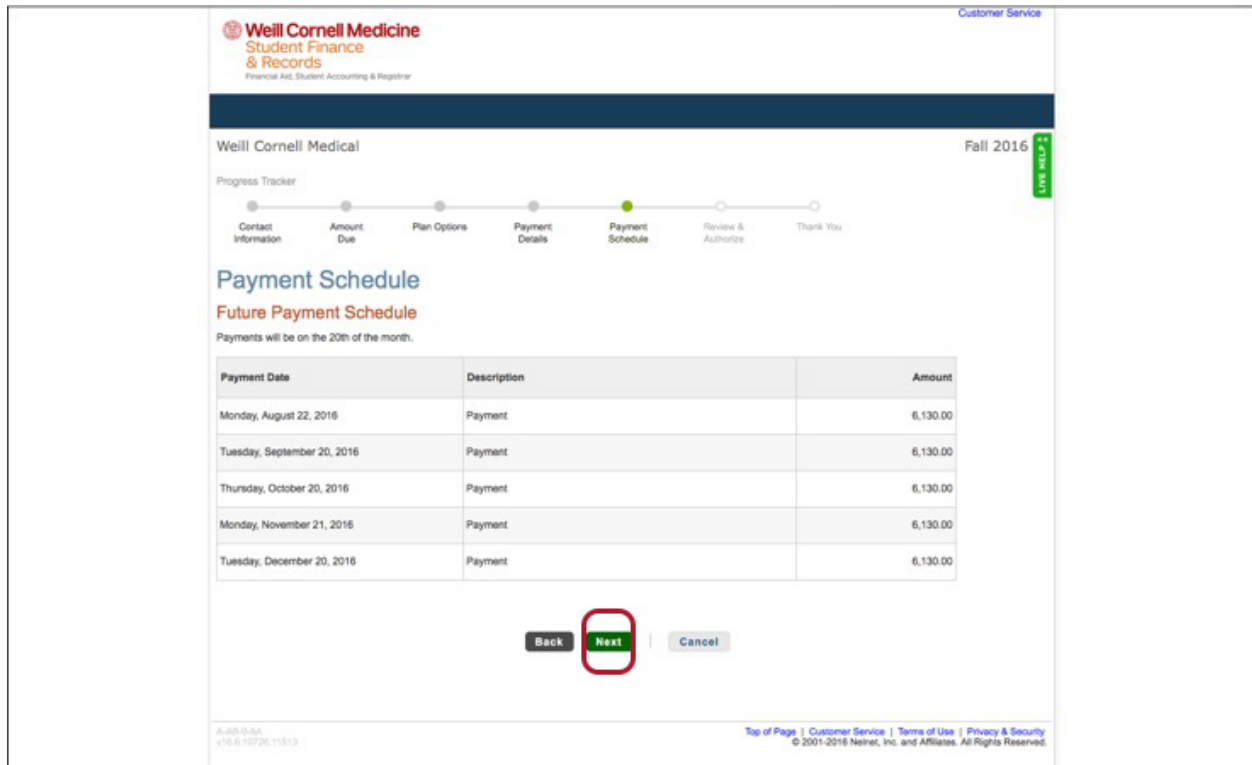
Please enter your primary financial account for payments

Pay using: - Select - [?](#)

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7. Review your payment schedule and click **Next**.



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Customer Service

Weill Cornell Medical Fall 2016

Progress Tracker

Contact Information | Amount Due | Plan Options | Payment Details | **Payment Schedule** | Review & Authorize | Thank You

### Payment Schedule


**Future Payment Schedule**  
Payments will be on the 20th of the month.

Payment Date	Description	Amount
Monday, August 22, 2016	Payment	6,130.00
Tuesday, September 20, 2016	Payment	6,130.00
Thursday, October 20, 2016	Payment	6,130.00
Monday, November 21, 2016	Payment	6,130.00
Tuesday, December 20, 2016	Payment	6,130.00

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v16.6-10/26/15/13

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- Once you are taken to the Review & Authorize page, click the **Authorize** button if you approve the payment plan. *Make sure you check the box indicating that you have read the terms and conditions, which appear as you scroll down the page.*



**Weill Cornell Medical** Fall 2016

Progress Tracker

Contact Information   Amount Due   Plan Options   Payment Details   Payment Schedule   **Review & Authorize**   Thank You

Customer Service

LIVE HELP

### Review & Authorize

NBS Returned Payment Fee Policy

<p style="font-size: small;">Amount Due Today</p> <p style="font-weight: bold; color: green;">\$100.00</p> <p style="font-size: small;">Payment Method Bank of America - (Change)</p>	<p style="font-size: small;">Remaining Amount</p> <p style="font-weight: bold; color: green;">\$30,650.00</p> <p style="font-size: small;">Payment Method Bank of America (Change)</p>	<div style="border: 2px solid red; padding: 5px;"> <input checked="" type="checkbox"/> I have read and accept the <a href="#">terms and conditions</a> of this payment plan                 </div> <p style="text-align: center; margin-top: 5px;"> <span style="background-color: #333; color: white; padding: 2px 10px; border-radius: 3px;">Back</span> <span style="background-color: #2e7d32; color: white; padding: 2px 10px; border-radius: 3px; font-weight: bold; margin: 0 10px;">Authorize</span> <span style="background-color: #ccc; padding: 2px 10px; border-radius: 3px;">Cancel</span> </p>
---	--	--

#### Contact Information Change

<p style="font-size: small;">Name/Address</p> <p style="font-size: small;">Phone</p> <p style="font-size: small;">E-mail</p>	<p style="font-size: small;">All correspondence will be sent via e-mail</p> <p style="font-size: small;"><input type="checkbox"/> Please send me e-mail payment reminders</p>
--	---

#### Balance Summary

Name	
Andrew Hillman	
Total Amount Due	\$30,650.00

#### Payment Details Change

Future Payments Scheduled	Bank of America - 0529	
Amount Due Today	Bank of America - 0529	
<b>Date</b>	<b>Description</b>	<b>Amount</b>
July 29, 2016	Enrollment Fee*	100.00
Amount Due Today		\$100.00

